

Sussex Christian School After-Care Program

WHAT IS AFTER SCHOOL CARE?

SCS After-Care is a supervised after school care program which provides a supportive Christian environment for students whose parents work. The program is administered by a qualified program director with experience in working with children who is ultimately responsible to the Principal. SCS does not offer before school care.

PHILOSOPHY

We believe that children are created in God's image, and as such deserve a strong sense of self-worth helped by supportive adults who will be good role-models, and who will lead and teach them carefully according to Christian principles.

It is important that rules, policies and procedures be established, clearly understood, and enforced regarding the health, safety, and security of the children, and smooth operation of the program. We ask, therefore, that both parents and students read and understand this handbook before participating in the program.

PROGRAM GOALS

1. To provide a loving and relaxed environment where children's physical and emotional needs are met.
2. To provide an environment where children will develop an enthusiasm for learning, exploring, and creating.
3. To develop respect for others, the environment, and materials.
4. To help children develop self-control and a clear understanding of the behavior expected of them while in the program.
5. To provide a routine that allows for the type of activities that children might be involved with if they were home, including outdoor play and games.
6. To provide an opportunity to become more independent and responsible through self-directed & individualized activities.
7. To learn how to participate and function in a mixed-age environment.

ELIGIBILITY

SCS After School Care participation is limited to students who attend Sussex Christian School.

REGISTRATION

A Registration Form and Emergency Medical Form must be completed for each child before that child can attend the program—even on an occasional basis. Registration forms are available in the school office (or online). Please inform us immediately during the year if there is a change in the following:

- Home address
- Daytime contact phone numbers for parents or legal guardian
- Child's physician or physician phone number
- Health concerns
- People that are authorized to pick up your child

Each family that may use the program, even occasionally in the year, must have a completed Registration and Emergency Medical on file. Parents must inform the office or after care staff by 2:00 pm prior to attending any given day if not a regular attendee.

Parents must pre-register each school year.

HOURS AND AVAILABILITY

Hours of operation are Monday through Friday after school (3:00 pm) until (6:00 pm). After care is available on full school days only and is not available during holidays, vacation periods, in-services, snow days, early dismissal or half days of school.

FEES

A yearly, non-refundable registration fee of \$10 per student or \$25 per family of 3 or more children is due with registration.

Hourly charges for 2011-2012 are \$4 per hour for regular attendees. Parents who need the After Care program only occasionally may enroll their child(ren) in the "Drop-In" program at a rate of \$5 per hour. Parents choosing this option will have to complete a registration form and note "Drop In Program" on it. They will then need to notify the office before 2:30 pm on a given day that their child(ren) will be staying in After Care that day and the intended pickup time.

As the program is intended to be a service to our working or busy parents, fees are structured to maintain a self-supporting program, not to turn a profit.

LATE FEES

Parents must pick up their children from the After Care program by 6:00 pm. A \$10.00 late fee is charged per family for children picked up after 6:00 pm. Please do not expect to be the exception.

PAYMENTS

1. Bills are tabulated from the daily sign-in/sign-out sheets and are issued bi-weekly. This is a self-supporting program and fees collected pay for supplies, drinks, and staffing.
2. Parents/Legal guardians must pay when they receive their bill.
3. A late fee of \$5.00 is charged if the payment is later than two weeks. Further attendance will be suspended after these two weeks if payment is not current.
4. Checks should be made out to: Sussex Christian School with After Care noted in the note line.

PROGRAM VIABILITY

After care must be a self-supportive program. Therefore, program existence will be determined continually based on usage and attendance as well as available staffing. Sussex Christian School reserves the right to terminate the program or make adjustments to structure and/or fees at any time if the program cannot be self-supporting or staffed according to guidelines. Every reasonable attempt will be made to alter the structure/fees in a timely fashion to ensure viability should the program not self-support.

A minimum of two weeks notice will be provided should suspension or termination of the program become necessary due to staffing or cost related problems.

ACTIVITIES

Activities will be flexible according to the needs of the children. Organized and informal activities will be provided to meet children's physical, social, emotional, spiritual, and intellectual needs.

HOMEWORK

Working on homework is encouraged, and the staff will help children when time permits. Please speak with the supervisor if you have any concerns regarding the amount of study time you want for your child. However, please understand that after care is not meant to be a tutoring program.

DROPPING OFF/PICKING UP STUDENTS

1. Children must sign in when arriving at the after-school program; with younger student asking staff for help. Each student participating in the program **MUST** come to the program room immediately after school is dismissed for their own safety and for accountability.

If a teacher needs an after care student to stay late in a classroom for any reason, the teacher will meet the student in the After Care room after the student has signed in. The teacher must escort student back to after care room once work has been completed.

2. The parent or a person designated on the registration form is responsible for signing out the child when he/she is picked up from the program.

3. No child will be released to anyone other than the parent or a person whose name appears on the child's registration form. If there are changes, the parent or legal guardian must notify the school office immediately. If the person picking up the child has not met the staff before, they will be required to show ID.

STUDENT ABSENCE

In case of absence due to illness or vacation, please notify the school office, and they will notify the after-school care program staff.

Children who are ill cannot attend After Care. SCS After Care follows the same guidelines on illness and communicable diseases as the school does which can be found in the Student Handbook.

MEDICATION

If your child is on medication, our staff can administer it only if the medicine is in the original container and is accompanied by a written note from the parent and/or doctor specifying when and how to administer it. Only staff may administer medication.

SERIOUS ACCIDENT/ILLNESS

Every precaution has been taken to ensure a safe and comfortable environment for the children. However, if a child is injured, the following steps will be taken:

1. Basic First Aid will be performed. Cuts will be washed and bandaged. Bumps will have a Cold pack applied.

2. In the event of a serious injury the Paramedics will be called, and the parents will be notified. If parents are not available, the person listed on the emergency card will be called. If that person is not available, the Child's Physician listed on the emergency card will be called. Staff will attend to the student until parent or emergency personnel arrive.

SNACKS

Please provide a healthy snack for your child each day. Drinks will be provided. **Please let us know on the registration form if your child has any food allergies.**

DISCIPLINE

Rules will be consistent with those set forth by the school as a whole as described in the SCS Parent/Student Handbook. Staff shall use developmentally appropriate, and whenever possible positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation. Staff is prohibited from using corporal punishment, threat of physical violence, deprivation of physical needs, or discipline methods which cause undue mental or emotional punishment such as public shaming or humiliation. Parents are expected to support proper discipline in the After Care program as they would the classroom during the school day.

Problems with discipline will be handled in conjunction with parents. After care attendance is a privilege, not a right. SCS After Care reserves the right to suspend or discontinue attendance privileges if repeated disciplinary measures prove ineffective or if other students' safety or well-being is jeopardized.

STAFF TRAINING AND SCREENING

The After Care program director is encouraged to attend a minimum of one professional conference, class, seminar, or other activity related to after care goals per year. Financial support may be supplemented by SCS.

SCS screens After Care Staff including a criminal and child abuse record check the same as any other school staff. Staff understands that child abuse is against the law and that they are required by law to report any suspected child abuse or neglect.



SUSSEX CHRISTIAN SCHOOL

*Train up a child in the way he should go; and when he is old, he will not depart from it.
Proverbs 22:6*

AFTER-CARE PROGRAM REGISTRATION FORM 2011-2012

GENERAL INFORMATION

Last Name: _____

Father's First Name: _____ Mother's First Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Home Telephone #: _____ Email Address: _____

Father's Cell Phone #: _____ Mother's Cell Phone #: _____

List the name(s) of each child you are registering for the After-Care Program and the day(s) they will be attending:

Name	Grade	DOB	Day(s) Attending

HEALTH CONCERNS

Please list any special health concerns or needs the school should be aware of (allergies, medical conditions, medications currently taking, etc.) Be sure to indicate the name of each child and their related concerns:

EMERGENCY CONTACT INFORMATION

Please complete all applicable information below so we can contact you in case of an emergency.

- Name of Father's Employer: _____ ()Work from Home

Address of Employer: _____

Work Phone #: _____

Indicate Days at Work: ()Mon. ()Tues. ()Wed. ()Thurs. ()Fri. Hours: _____

- Name of Mother's Employer: _____ ()Work from Home

Address of Employer: _____

Work Phone #: _____

Indicate Days at Work: ()Mon. ()Tues. ()Wed. ()Thurs. ()Fri. Hours: _____

INDIVIDUALS AUTHORIZED TO PICK UP CHILDREN

In addition to parents/guardians, the following individuals are permitted to pick up my child(ren):

- Name: _____

Phone #: _____ Cell Phone #: _____

Relationship to Child: _____

- Name: _____

Phone #: _____ Cell Phone #: _____

Relationship to Child: _____

PHYSICIAN INFORMATION

Physician's Name: _____ Phone #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Special Instructions: _____

"I hereby authorize Sussex Christian School to contact the physician listed above in the event of an emergency. I also authorize the school to release my child(ren) to the alternate contacts listed above in the event of an emergency and they are unable to reach me."

Parent's Signature: _____ Date: _____