

Peace Lutheran School
Before / After School Care Program
2016-2017 Handbook

Peace Lutheran School is providing before and after school care as a service to our school families. We recognize the challenges that working parents face with childcare arrangements, and strive to provide options for our school families as an extension to our school's mission statement:

God's love compels Peace Lutheran School to assist the parents of our congregation and community in providing Christ-Centered, quality education for their children.

With that mission statement as our guide, our Before / After School Program will follow the applicable policies and procedures as stated in the school handbook. This program however is not funded in anyway by tuition, and therefore is operated basically as a separate business which requires us to abide by policies similar to what you would find at standard daycare facilities. While we are all one Christian family, we also have to operate the program as a business that will be self-sufficient. Please understand this as the reason we must have strict policies in regards to this program.

Who may attend?

The Before / After Care Program will be available for students of Peace Lutheran School currently enrolled in grades Preschool through Eighth Grade. This program is only available on the days the student attends preschool or school.

When will the care be available?

Windsor Campus: The hours for the before care (Preschool and Kindergarten) will be from 6:45am – 7:45 a.m. Then they will be released to their classes.

The hours for the after care will be from 11:00am – 5:30PM.

Stonehaven Campus: The hours for the before care (1st-8th graders) will be from 6:45am - 7:45am. These students will meet at the **WINDSOR ST.** campus and then be transported over to Stonehaven by the bus or volunteer parent drivers. The aftercare hours will be from 3:00PM – 5:30PM, and will be provided at Stonehaven Campus.

The only exceptions to these hours are the "**Early Release**" days which are scheduled for the 2nd Thursday of each month. On those Thursdays, the hours will be 1:45PM - 5:30PM.

Both Campus': When there is a half day of school there is no aftercare available.

There will be no exceptions to these hours for any reason. Any time that Peace Lutheran School or Preschool classes are canceled, the BAC Program is also canceled. This includes snow days, or any unscheduled late start or early release. This applies to both campuses.

How much will it cost?

A registration fee of \$25 (per family) will be applied to the first invoice. Families are able to register during the year by completing the registration form on-line. This form can be found on the web-site (www.peacewels.org) under the school tab.

Option 1 - Families who register and turn in a schedule calendar, pay a fee of \$4.00 per child/per hour for children in grades K-8 and \$5.00 for children in preschool. (1 hour minimum). Fees are based upon the scheduled time inputted into the scheduler.

Option 2 - Families who have NOT registered, but have an emergency situation may use the "drop-in" rate of \$6.00 per child/per hour. (1 hour minimum)

This rate will also apply to those families who have not picked up their children by **11:15 at the Windsor campus or 3:15 at the Stonehaven campus.**

A \$25 registration fee will be charged to the family if the "drop-in" service is used 3 times during the school year.

What are the scheduling procedures?

Parents need to go to www.peacewelssp.org and register under the Before/Aftercare Registration link, under the school tab. Once you have received a login ID and password, register your child for each day of the month they will be attending. The schedule needs to be filled out by the 20th of the month for the next month's schedule. ***It is vitally important that parents realize the necessity of the program schedule as it relates to scheduling staff for the program, therefore the time that is scheduled in the calendar will be the time that is billed.***

What are the payment procedures?

All payments will be processed through TADS, our tuition management service. The charges will be entered into the families billing account in TADS every two weeks. The families will then have 15 days to pay the charges. An e-mail will be sent from TADS reminding you that you have a balance that is due in 15 days. Should an account become more than an additional 7 days overdue, the parent will not be able to utilize the program until the balance is paid. The staff members are not able to accept any cash or check payments.

What if I am late or have to cancel?

Please contact the coordinator for any schedule changes as soon as they are known. HOWEVER, if you have a change that will happen THAT DAY, then you must call the school secretary (834-1200) so she can relay the changes to the scheduled staff. Any calls to the secretary after 10am will result in the \$5 "late schedule change" fee. Please remember, with a small program like ours, schedule changes can have significant impact on the staff and other parents.

Regular schedule changes must be made by the previous Friday or you will be charged for all the days your child was scheduled. You are welcome to **call** or **email** the changes.

Late Pick Up Fee (both campuses)

If a parent is unable to make the pickup time of 5:30, that parent MUST make a call the coordinator or the staff cell phone. A fee of \$10 will be assessed in 15 minute increments starting at one minute past the time aftercare is scheduled to close. This fee will show up on the weekly invoice.

Late Schedule Change (both campuses)

If a child is scheduled for care, and the parent does not call the secretary by 10am of that day, there will be a \$6 scheduling fee charged and the charge for the hours that were scheduled.

No Show Fee (both campuses)

If a child is scheduled for care and does not show up at all a \$5 "no show" fee will be due. This includes last minute changes when family or other pick the child up right after school. Staff will be instructed to call the parent or emergency contacts to find out why the child is not in care. This firm policy is for the protection of your child – if they are scheduled to be in the care of BAC and they are not there, we must be able to know that they are safe and accounted for.

Illness

If your child is suddenly ill a call must still be made to the secretary by 10 am, but they will be taken off the schedule and the parent will **not be charged**. If your child is out of school for illness please also let the secretary know that they are on the BAC schedule and should be taken off for sickness.

Who will staff the program?

The Program Coordinator at the Windsor Campus (Before Care and Aftercare for PK & K) and the Stonehaven Campus is Alex Schafer. All staff have completed employment applications and background investigations. Staffing levels will be determined by the number of children scheduled for each session – which is again why it is very important for parents to be diligent with the accuracy of monthly schedules. As needed, additional staff will be hired by the School Board.

What will happen during the program times?

In the morning the students will be preparing for their day by doing homework, reading, coloring, or doing other quiet activities.

If your child is participating in after care at the **Windsor campus** we ask that you provide a lunch and a light snack for them if they will be in after care past 11:30pm. If your child will be in **Windsor campus** aftercare they will be required to have a quiet rest time. Nap mats are provided. You are welcome to provide a blanket or 'lovey' for them to rest with during quiet time.

In the afternoon program at the **Stonehaven campus**, there will be time for snack (child brings their own), recess, homework, board games, gym or playground time, reading, etc... Please make sure to mark your child's snack for aftercare so they will not eat everything during the day.

Drop off and pick up procedures:

The students must be dropped off and picked up by the parent/adult physically bringing them into the building. This is foremost for the safety of the students, the liability of the program as well as for keeping track of attendance. If your child will be picked up by someone other than you, the names **MUST** be listed on your before/after care registration form. Children will not be allowed to leave with someone that is not listed on the pick up/ drop off part of the before/after care registration form. Please note that there are occasions where the staff member will have to ask for ID. This is only for the safety of your child and should not be seen in a negative light. Parents using the "drop-in" program (and have not yet previously registered for the program) will absolutely be required to provide identification of anyone picking up the child if it will not be the parent. By nature, the drop-in is an unplanned occurrence – so in this instance, if it is necessary for someone other than the parent to pick the child up, the parent must notify the program coordinator of who that will be.

Statements

Statements are available via TADS. Yearly tax statements will be e-mailed out in January. If you need a detailed statement at any time, please contact Natalie Anderson.

Parent Contact Information

For obvious reasons, it is essential that parents keep the BAC Coordinator informed of any changes in contact information, including any changes in their email address.

What if I have more questions?

Operation, Procedures, Scheduling

Windsor/Stonehaven:

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Invoices, Payment, Statements

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Policy, Concerns, Issues

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-or-

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