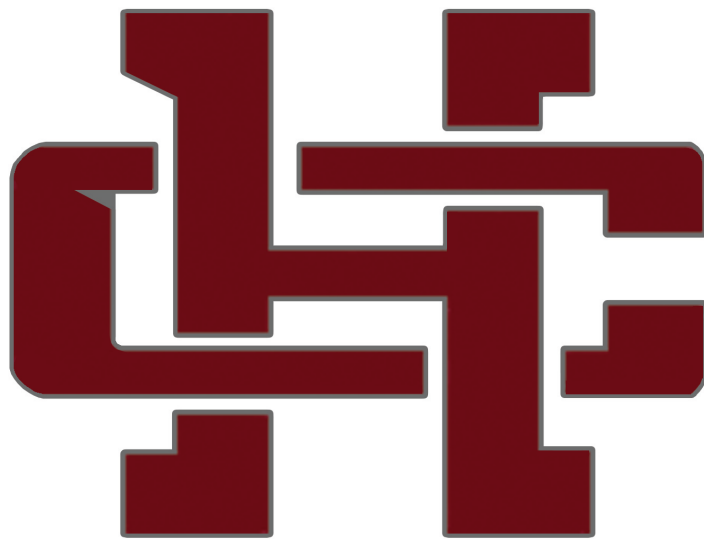


***Holland Christian
Before/After School
Program***



parent

HANDBOOK

BEFORE/AFTER SCHOOL CARE PARENT HANDBOOK

Policies & Procedures, effective 2015

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Philosophy

It is our prayer that the Before/After School Program at Holland Christian will provide your children an opportunity to develop spiritually, emotionally, physically and socially through organized group activities in a safe, care, and nurturing environment.

Purpose

The purpose of the Before/After School Program is to:

- Become more aware of God's presence in our lives.
- Show God's love for us and each other.
- Learn to work together as God's children.
- Build self-confidence.
- Provide a safe and nurturing environment.

Program Hours

Before School program is offered from 7:30 a.m. - 8:15 a.m. when school is in session.

After School program is offered from 3:15 p.m. - 5:30 p.m. when school is in session for a full day.

We follow the Holland Christian School Calendar to view this calendar you can visit www.hollandchristian.org/calendar.

Admissions and Withdrawal Policy

The After School Program is available for children in Preschool-6th grade at both Rose Park Christian and South Side Christian Schools. Parents may enroll their children from 1-5 days/week. A \$20 deposit is required at registration and will be applied to your family bill.

Parents are asked to make a minimum of a semester commitment to their schedule so that the program may staff accordingly. If your family will no longer be using this program contact the Program Coordinator. This will allow for staff planning as well as the needs of those families on the waiting list.

Holland Christian Schools admit students of any race, color, national and ethnic origin.

Payment

The charge for the Before/After School Program is:

\$5 per hour, per one student

\$9 per hour, per two students

\$12 per hour, per 3+ students

Your family will be charged a minimum of an hour each time your family uses the program. After the first hour you, will be billed only for the remainder of time that you are checked into the program. You will receive a bill at the end of each month for what your family owes.

Payment for the Before/After School Program can be made to your students school office during office hours (7:45 am – 3:45 pm). Your family will receive a bill at the end of each month with the dates and charges that your students used the programs.

Cash or checks will not be collected from the person(s) managing the Before/After School Program on that given day.

Drop In Care

Parents who do not regularly have their child participate in the Before/After School Program can schedule their child for drop in use on days there is availability. **Families should contact the office 24 hours in advance to see if there is availability.** Holland Christian reserves the right to deny a students participation in one of the programs if a 24 hour advance notice is not given.

Families using the drop in option must complete a registration form and will be billed in accordance with the payment schedule previously listed.

Dependent Care FSA

We are now a licensed program through the state of Michigan and you can use your expenses for this program for FSA. Please keep a record of your monthly invoice to turn in for your reimbursement or to claim on your tax returns.

Before School Program Schedule

7:30 a.m	Doors open Check In
7:30 - 7:50 a.m.	Supervised activities inside classroom
7:50 a.m.	Students are dismissed to go outside with the yellow vest and will be checked out by Lead Teacher of program. **Preschool students (3s, 4s, and Junior Kindergarten) will be walked down to their classrooms and checked into their classroom by the lead teacher for the morning care.

After School Program Schedule

3:15 p.m.	Doors Open Students Checked In by Lead Teacher of the program
3:30 - 4:15 p.m	Organized Outside/Gym activities (this is dependent on the weather and time of year)
4:15 - 4:30 p.m.	Prayer/Snack/Share
4:30 - 5:00 p.m.	Reading/Homework
5:00 - 5:30 p.m.	Free Choice - Puzzles/Crafts/Board Games
5:30 p.m.	Pick Up When your student is picked up they will need to be checked out.

Required Forms

Parents will complete a Registration Form to enroll their child in the Before/After School Program. This form, as well as a copy of the child's health appraisal form, will be kept in their file. To find the registration form please visit:
<https://www.hollandchristian.org/schools/preschool/information/before-after-school-programs/>

If a child has medical needs (such as the need for an EpiPen, etc.) parents complete a Medical Form available in the school office or from the school nurse, detailing the care plan to be followed. A copy of this care plan will be kept in the child's file.

Arrival and Dismissal

Before School Care

If children are registered to the Before School Program they may arrive to the room beginning at 7:30 a.m. Families may drop off at anytime between 7:30 - 7:50 a.m. Once your student is dropped off they will need to check into the assigned room for Before School Care where they will be checked in by the Lead Teacher for the morning.

When the bell rings, students will be dismissed to put back packs away and head outdoors with the yellow vest on the playground. Students will be checked out by the Lead Teacher at that time. Preschool students will be walked to their classrooms and checked in with their Preschool Teacher at the appropriate time.

After School Care

Children will be dismissed from their classroom at the end of the school day and will go to the After School Program room. They will then be checked in by the lead teacher for that afternoon.

Parents may stop by any time between 3:20-5:30 pm to pick up their child from the After School Program room. It is important to remember to check your student out with the Lead Teacher when you pick him/her up. If you are going to be late (past 5:30 pm) in picking up your child, please contact the After School Program staff person.

Child Release

If there is any change in the person authorized to pick up your child, you must send a written note. For your protection (and that of your child), your child will only be released to the persons whose names appear on the Registration Form.

Discipline

Discipline will be handled in a positive Christian manner and on an individual basis to encourage self-control, self-direction, self-esteem, and cooperation. The ultimate objective is to help each child develop self-discipline. We teach children that our love for each other is our response to God's great love for us. When we are wronged, we forgive as He forgives. Attention will be given to the specific needs of each child, but at the same time, the welfare of the entire class will be taken into consideration. Possible approaches to discipline problems will be:

- Reminding children of rules and consequences.
- Encouraging awareness of others' needs and feelings.
- Building problem-solving skills.
- Redirecting a child.
- Use of "waiting chair".
- Involving parents.

Clear, consistent expectations, positive role models, and an abundance of age-appropriate activities keep discipline problems at a minimum.

Snack Policy

A healthy snack will be provided daily by Holland Christian Schools. Some examples of snacks are: fresh fruit, cheese and crackers, etc. We try to provide a healthy snack (ex: fruit, veggie's, string cheese, etc) as these will provide them the needed energy and fuel for a good working and learning environment. We will be preparing some special snacks through out the year and you will be notified of what items are needed before hand. If your child has a food allergy, a medical care plan needs to be on file before the beginning of the school year.

There will be no snacks or breakfast provided during Before School. Your child is welcomed to bring a snack from home if you wish. Families are responsible for providing their students an adequate breakfast at home prior to arriving to school.

Illness

If your child shows symptoms of illness or is running a fever, please keep him/her home. A child should stay home 24 hours after the fever or illness has subsided. When calling the school office to report your child's absence you ***must*** mention that your child is also a part of the Before/After School Program so the message can be passed on to the Lead Teacher for that day.

Inform the Program Coordinator if your child develops a communicable disease such as chicken pox, pink eye, head lice, scarlet fever, strep throat, etc. If the school becomes aware of a child and/or staff member, who participates in the program, has come down with a communicable disease you will be notified via email within 24 hours and a note will be sent home the following class time. This notification will make you aware of the communicable disease and symptoms to look for.

During the class time if your child develops a fever, consistently complains of stomach ache, or begins vomiting – a parent or guardian will be contacted to pick up your student.

If your child should need to take medication during the programs, it can only be given from the parent. If your child requires the use of an Epi-pen, inhalers, etc. a written care plan needs to be on file.

Universal Precautions

It is our policy to follow universal precautions when dealing with any blood or body fluids. Disposable gloves are available in each classroom. An approved disinfectant must be used for regular cleaning of student tables and work surfaces and after any accident involving body fluids.

Emergency Procedures

If a tornado or severe weather warning should occur while our program is in session, children and staff will take appropriate precautions and shelter. We will remain in this area until an "all clear" signal is announced. Children are not permitted to leave the building when a severe weather warning has been issued.

Fire, tornado, and lock down drills are held on a regular basis. You may want to explain to your child what they are, why they are important, and what you would do in your home in case of fire or tornado. We will communicate with you when these are happening. We will also explain that we need to practice these so that we know what to do in case the real thing ever happened. The fire, tornado, and lock down drill procedures are posted in the classroom. Please acquaint yourself with these actions.

If for some reason we would need to leave our campus and go to another location, we will be walking your preschooler to the following location:

South Side Campus = Maranatha Christian Reformed Church

Rose Park Campus = Rose Park Reformed Church

You will be contacted via a power announcement (email) letting you know when and why your child's class had to be relocated as well as make you aware of where to pick your child up.

Upon arrival you will be directed to where your child's class is located and you will be asked to sign your child out before leaving.

School Closings

Before/After School Programs will follow the schedule of Holland Christian Schools in the event of inclement weather. If the beginning of the school day is delayed one or more hours because of fog or snow, then the morning program will not meet; but the after school care will meet. If the schools are cancelled because of inclement weather, the Before/After School Care will be canceled also.

School/Home Communications

We believe that the communication between school and home is a vital part of the program. The Program Coordinator will use email and written communication to share with you things that are happening in the programs.

If your child would become sick, get hurt, or need special attention during class hours the family will be notified immediately or right after class, depending on the nature of the incident.

Holland Christian Schools uses Powerschool as one of the main resources for communication with families. It is imperative that you update your information in the Fall to ensure you receive all the communication. Simply go to ps.hollandchristian.org and log in (if you are a returning family) or create a login for yourself. Once you are logged in click the "change demographics" button on the left of the screen. If you need assistance with this please contact your schools office.

License Notebook

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.

The licensing notebook is available to parents during regular business hours. Monday – Friday 8 am – 3:30 pm. This notebook is located in the main office.

Licensing inspection and special investigation reports from at least the past 2 years are also available on the child care licensing website at: www.michigan.gov/michildcare.