



Parent/Family Handbook

2015-2016

Updated May 2015

Please retain for your records.



Mission Statement:

Life Springs Church After School Explosion is an organization that provides after school services for students of Pike County, Georgia. This after school program serves children from five to twelve years of age. The services provided by this program are safe and secure, providing the parents with an excellent place where their children can be taken care of.

In addition, this program directly supports the educational program of the school system. Life Springs Church After School Explosion will strive to provide the highest quality childcare and educational service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render.

Our daily program schedules provide the children with opportunities as they participate in small and large group times, outside play, crafts, and group Bible lesson time. Our programs encourage children's social, emotional, physical and cognitive growth and development and classroom arrangements are developmentally appropriate for each age group that we serve.

We look forward to meeting you and your child!

Roni L. Goodman, Director
470-765-2774

After School Program Basics:

Operating Hours

Life Springs Church After School Explosion Program is open Monday through Friday, 3pm to 6pm. We follow the Pike County School System open and closure policies. Parents/Guardians are allowed to visit anytime during opening hours, but please make management aware that you are visiting the premises.

Holiday/Break Closures

Life Springs After School Explosion follows Pike County School System holiday/break closure policies. All early closings will be posted accordingly.

The following tuition schedule will apply for any weeks or days **out** that follow the Pike County School Calendar:

Full Time (5 day) Students:

- *One day school break/holiday in the week - full week tuition is due.*
- *Two day school breaks/holidays in the week - parents may choose daily rate (3 days at \$15.00 a day per child).*
- *Three day school breaks/holidays in the week - parents may choose daily rate (2 days at \$15.00 a day per child)*
- *Four day school breaks/holidays in the week - parents may choose daily rate (1 day at \$15.00 a day per child)*
- *Five day school breaks/holidays in the week - there will be no charge.*

Part Time (Daily Rate) Students:

- *Parents will pay their normal daily rate for their scheduled days in any weeks containing school holidays/breaks.*
- *Five day school breaks/holidays in the week - there will be no charge.*

Weather or Emergency Closures

The program will run under regular operating hours unless severe weather prevents children and staff from arriving safely to the facility. It may be necessary to close early due to poor conditions (i.e. ice and snow). When severe weather occurs, please call the Director and/or facility prior to arrival for information on the changes in operating hours. Please check the front door advising any changes in scheduling as well. School closure due to inclement weather does not decrease the cost of tuition.

Transportation

Life Springs Church After School Explosion Program will transport enrolled after school children to the Life Springs Church After School Explosion Program facility everyday by bus. The Life Springs Church After School Explosion Program bus is marked "Life Springs Church After School Program" on each side of the bus.

For added security, your child will be given an "I am a Life Springs After School Bus Rider" card. Having your child use this card is NOT mandatory for participation in our program. However, this card does come in handy for children who are new to the program, for smaller children, and for children who have a changing schedule. You can clip this card on your child's book bag (or wherever you choose) on the days they will attend our program.

Enrollment

All forms are provided with your Life Springs Church After School Explosion Program enrollment package. Enclosed you will find the following forms which must be completed PRIOR to your child attending the program: Child Enrollment, Emergency Medical Information, Transportation Agreement, Vehicle Emergency Medical Information, Parental Agreement with Childcare Facility, Policy and Procedures, Parents or Guardian's Notice of No Liability Insurance and Acknowledgement, Use of Photography/Video Agreement, and Authorization to Dispense External Preparations.

Emergency Information

It is imperative that emergency contact information for each family is up to date. This includes current address, updated phone numbers, medical and allergy changes for your child as well as individuals authorized to pick up your child from the program.

Tuition Payments & Registration Fees

Prices are subject to change without notice. By enrolling your child, you are agreeing to all terms and conditions set forth.

- Full Tuition Rate: \$55.00 a week (Sibling discount rate is \$49.50)
- Daily Attendance Rate: \$15.00 a day (No sibling discount on daily rate)
- Yearly Enrollment Fee: \$60.00 per child. For additional children from the same family the enrollment fee is \$30.00.

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Please Note: Life Springs does not allow unused attendance balances to be carried week to week. Please remember that you are paying for your child's spot in our program. Tuition payments are due the Friday *before* the upcoming week or the Monday of each week before the close of business. Late fees will be assessed Tuesday afternoon by 3pm.

FULL tuition is due for your child's scheduled attendance in our program each week. You will still be charged for any unscheduled or unexcused absences. This includes part time students as well.

Checks returned for insufficient funds or by your bank for any reason will be assessed a charge of \$35.00 payable immediately along with the current balance. After **TWO** checks have been returned to the program for any reason, your rights to pay by check will be suspended. At this time, you must pay by money order. All late payments will be added to your current balance as well.

Termination of Services

You are required to give a **two weeks notice** when withdrawing from the Life Springs Church After School Explosion Program. Failure to provide notice to management will result in a charge of the two weeks tuition. You are also required to fill out a "Program Withdrawal Form" stating the date your child has been withdrawn from the program, and the reason for your child's withdrawal from our program. Failure to pay tuition and other fees in a timely manner may result in termination of services for your child. Children who are continually disruptive or a danger to themselves or others (children and staff) will be withdrawn at the discretion of our management team with or without notice. Verbal or physical abuse by children or parents will not be tolerated by any staff member in this facility. Parents will be contacted to pick the child up if the behavior cannot be corrected with the center's redirection. If you are called someone must be here within the hour to pick the child up. Life Springs Church After School Explosion Program reserves the right to discontinue services with or without notice at any time.

Children's Files

Parents or legal guardians may access their children's files with a written request to the program director. All information and documentation contained in the children's files (with the exception of the immunization record) is the sole property of the program. Per our state licensing agency, we are required to keep all files on site for one year. Please make an effort to keep all information updated with the management team at all times.

Illness

If your child should arrive at the program ill or appear to not be feeling well, they will not be allowed to remain in the program that day.

In the event your child becomes ill at the program, parents will be contacted to pick up your child. It is necessary that you arrive at the school within 2 hours after being contacted. Children will be sent home or cannot attend if they have a fever of 101 or higher or they exhibit any symptoms of diarrhea, sore throat, rash, respiratory distress, infestation (lice, etc.), upset stomach, severe coughing, vomiting, etc. After an illness, a child cannot return to the program until they have been fever free for 24 hours and symptoms of their illness have dissipated. In most instances, a child may not be allowed to return to the program without a signed physician's statement. The program will post a notice on the front door and classroom door to advise of an exposure to a communicable illness. The communicable disease chart is posted on the parent bulletin board (as provided by Bright from the Start).

All children must have and maintain a current *immunization record* or have a signed affidavit within 20 days of enrollment stating a legal reason why their immunizations are not up to date or be subject to withdrawal. No child can continue enrollment for more than 30 days after a certificate expires. No Exceptions!

Medications

Life Springs Church After School Explosion DOES NOT administer medication of any kind. If your child requires medication while in our care, we suggest that you contact their school nurse to request that they be given medication before leaving school.

Personal Belongings

Life Springs Church After School Explosion is NOT responsible for lost or stolen property (including toys, jackets, hats, etc.) It is the parent's responsibility to label all items of clothing with the child's first and last name.

Discipline

As children go through their days of play and learning about the world around them, they are also learning how to share, care and display positive behavior. Life Springs Church After School Explosion will take every opportunity possible to turn inappropriate behavior into a learning experience. We will offer choices, redirection and guidance to assist children with challenging situations. Our teachers will use adequate, current, and innovative training methods to maintain classroom management and to teach children to exhibit positive behavior in any circumstance. However, as a last resort, it is sometimes most beneficial to withdraw a child from our program. We ask that while you are on our premises, you refrain from using inappropriate discipline methods, such as, yelling, slapping, etc.

State Mandated Reporting Procedures

All employees working in childcare are required by law to report evidence of suspected child neglect or abuse to the local and state authorities. Employees who fail to report can be held accountable and subject to legal action. Individuals are not permitted to interfere with an attempt to report suspected child abuse or neglect. If you have any questions regarding this policy, please speak with the Director.

Programming

Our daily program schedules provide the children with opportunities as they participate in small and large group times, outside play and group Bible lesson time. Please keep in mind that this type of learning environment is mandated by Bright from the Start. Our programs encourage children's social, emotional, physical and cognitive growth and development and classroom arrangements are developmentally appropriate for each age group that we serve.

Birthdays and Other Special Occasions

Birthdays and holiday are a happy times for children. We welcome you to bring food in for these special occasions, but please check with the management team prior to the special occasion. Due to food allergies, we ask that all food items are store-bought or prepared in-store. For the safety of ALL children in our care, we ask that you do not invite outside guests.

Arriving and Leaving Each Day

It is extremely important to notify the after school program if plans for your child's attendance to the program for the day changes. Please contact us ASAP at 470-765-2774 to notify us of these unplanned changes.

Parents must sign out their children each day as required by Bright from the Start Department of Early Care and Learning. All approved contacts on your child's pick up list will be required to produce photo identification until the management staff is acquainted with them to ensure each child's safe dismissal from the program.

NOTE: When we are not notified of your child's absence from our program, by state law, we are required to implement our missing child procedures. To assist us in ensuring the safety of your children, we implement a \$5.00 per "no notification" incident fee.

These fees will be added to your bill after two occurrences of "no notification." It is extremely important to notify the after school program if plans for your child's attendance to the program for the day changes. Please contact us ASAP at 470-765-2774 to notify us of these unplanned changes.

Custody Issues / Visitation

Please ensure that the program is aware of custody issues and visitation schedules. If a parent is denied custody or visitation, the program will need a copy of the legal documentation. We CANNOT deny a parent's rights without proper verification or documentation.

Accidents and Injuries

Minor injuries will be treated on site with first aid. An Incident Form will be completed by staff members for your signature when you arrive to pick up your child. If necessary, prior to your arrival we will call and advise you of the incident and what medical steps have been taken. If medical transport is required, a member of our Management or Staff will accompany your child to a Medical Center and wait with them until your arrival. Please remember to keep your contact names and phone numbers updated. It is of the utmost importance that we are able to reach you or an emergency contact at all times.

Emergency/Weather/Evacuation Plans

We will make every effort possible to insure the safety of each child every day. The children and staff will participate monthly in fire and emergency drills, which will be documented. All adults on the premises will assist with evacuating the students. Evacuation plans are posted in each classroom indicating the exit routes in the case of a fire. In the event of an evacuation, children will be escorted to the pavilion next to the facility near the walking track.

Late Pickup

Please make every effort to arrive on time to pick up your child. If you realize that you will not arrive by closing time to pick up your child, please make arrangements with one of your approved contacts. If you have not picked up your child 30 minutes after closing, we are required to contact the Department of Family and Children Services or local authorities to advise them of the situation. If a child is taken into protective custody by authorities, you will be notified that this action has taken place and contact numbers will be provided to you.

When a child is picked up after closing time the following charges apply:

- 1-15 min = \$5 a child
- 16-30 min = \$10 a child
- Over 30 min = \$20 a child

Meals & Snacks

Snacks are included every day for all after school kids. Weekly snack menus will be posted in the after school room for parents. We will meet the daily nutritional requirements each day for snacks. We ask that **no outside food or drinks** be brought in. Many children suffer from food allergies or special diets. It can be unsafe for other children if there are unknown food items in their reach. Please make the management team aware of any food allergies or special dietary issues upon enrollment. If your child requires a special diet due to medical or religious reasons, we ask that you provide written documentation.

Thank you for choosing Life Springs Church After School Explosion Program!