

Children of God After School Program

First Church of God, St. James

Mission and Purpose:

Serving families of the community by providing quality, engaging childcare in a safe, Christ-centered environment.

Program:

This after school program is for Preschool (4 Years) up through Elementary (K-5th grade) aged children.

Schedule:

Children of God After School Program is open after school from 3:30pm-5:30pm. Fridays will accommodate early outs from 2:30pm-5:30pm. Any half days will also be accommodated. We will be closed on all days that school is not in session.

*Note: Any time school is cancelled or released early due to weather, we will be closed.

Fee:

- Application fee: \$25 This is non refundable and non transferable.
- Weekly rate: \$55
- Any partial weeks due to snow days or holidays will be prorated for the days not open at \$11 per day.

Late Policy:

Children MUST be picked up by 5:30pm. For every minute that a child's ride is late, an additional fee of \$1.00 per minute will be charged for the first 5 min. After 5:35pm, a fee of \$3.00 per minute will be added.

EXAMPLE: 5:30pm-5:35pm = \$5
5:36pm-5:43pm = \$24

This will be reflected on your next billing cycle. Continued late pickup may result in suspension or termination of services with no refunds.

Payment Policy:

Payment will be due weekly on the first day of the week (Monday). If you wish to pay monthly, arrangements can be made. If payment is late, you will be notified and given 2 days to mend the problem. After the 2 day grace period, services will be suspended until payment is received. Continual late payment will result in suspension or termination of services with no refunds.

Accounting Policies:

1. Make all checks payable to "Children of God After School Program". There will be a \$30 charge for all returned checks. If two checks are returned, your check will no longer be accepted and another payment option will need to be used.
2. If at any time you wish to discontinue services, a 2 week notice is REQUIRED. You may get a "Discontinuation of Services" form from the director.

Discipline and Behavior Guidelines:

At Children of God After School Program we strive to create an environment that fosters learning, fun, and safety. Our goal is to establish and maintain a system that will reinforce the following positive behaviors:

- Listening and being respectful of others.
- Respecting property (their own and others).
- Being friendly and nice.
- Having fun!

We believe that children are capable of learning self-control and use the following approaches to guide behaviors:

- Setting consistent limits.
- Using mistakes as learning opportunities.
- Redirecting children to more appropriate activities.
- Listening to children talk about their feelings and frustrations.
- Guiding children to solve conflicts and modeling skills to help them solve their own problems.
- Patiently reminding children of the rules as needed.
- Allowing children the time to "cool off" and regroup in a designated area.

If inappropriate behavior should occur the following procedures will be followed:

1. For a minor offense (interferes with the orderly and safe operation of the program such as disorderly conduct, disrespect, repeatedly not following instructions, etc.) it will be handled by the staff member directly responsible for the child. A verbal warning will be given.
2. If behavior continues, director will give a written warning and parents will be notified. A time out, loss of privileges, etc. may also be adhered as the staff member sees fit. A meeting with the director may be arranged depending on the offense and its nature.
3. Should inappropriate behavior continue, a suspension will be issued.
4. Continued behavior problems may result in permanent dismissal.
5. Corporal punishment or abusive language towards children is NOT ALLOWED by the Children of God after School Program.

We wish to have open communication with the parent/guardian to work together to resolve the conflict. Because there are many factors that can have an impact on children's behavior, please contact the director to have a conversation if there has been a significant occurrence in your child's life that may affect his/her behavior so that we can do our best to meet the child's needs.

Things Not to Bring:

Electronic games, phones, toys, or money should be silenced and left in the child's backpack when they arrive at the facility. Children of God After School Program and staff are not responsible for lost or stolen items. Any lost items will be placed in a bin outside of the directors office. Items will be held for 1 month (30 days) after which they will be donated.

Weapons of any kind ARE NOT permitted! If a child is found with a weapon, it will result in immediate and permanent dismissal from the program with no refunds! Possible legal action may also be taken.

Pickup Policy:

No unauthorized person will be allowed to pick up a child. A state issued I.D. will be required every day at pickup. Should the need arise for someone besides the authorized persons to pick up your child, director must be notified and receive a signed statement of approval for pickup by the parent or guardian. This is for your child's safety!

Parents Responsibilities:

1. Keep up to date information on file at all times.
2. All immunization records must also be kept up to date and will be required.
3. An authorization to give medication **MUST BE COMPLETED** if the child needs to receive medications during after school care. All medications **MUST** be in original containers and a doctor's note must be provided with the form if medication is required for longer than 10 days. Please give specific instructions. A separate form will be required for each medication. Any over the counter medications (Ibuprofen, Tylenol, etc.), should be provided by the parent and will also require a form.

Additional Policies:

St. James Elementary School policies will apply to on anything not explicitly listed in this form.