

FALL/WINTER

**ST. JOHN
AFTERSCHOOL
ADVENTURES**

2017 – 2018

The fun-filled place for after school care

**After School Adventures is owned and operated
By St. John United Methodist Church**

Dear Parents:

We welcome you to St. John After School Adventures childcare program. St. John After School Adventures is an outreach ministry of St. John United Methodist Church. The philosophy of St. John After School Adventures is to promote a program which meets the fundamental needs for growth and development common to all children within a Christian faith environment.

The program will offer children many fun and exciting opportunities to learn, play, and develop friendships.

Our goals are as follows:

- * To provide a family setting where children will experience a safe, secure and enjoyable environment.
- * To provide activities that will allow the children to experience success and build self-esteem.

STARTING DATE

The first day of the school calendar year.

Hours: Monday through Friday, on regular school days from 2:30 p.m. to 6:00 p.m.

Monday through Friday on snow days, inservice days and non-national holidays from 7:00 a.m. to 6:00 p.m. On all full days, with the exception of snow days there will be a sign up for that day two weeks prior to the date. If you sign your child up for that day and cancel after the deadline, you are responsible for payment of that full day.

- If in an emergency, we should have a delay or close due to excessive snowfall or ice, you will receive a phone call so that you may plan accordingly.
- * We will provide you with a schedule of the dates we will not be open as soon as the Board of Education determines the 2017-2018 calendar.

STAFF

The staff consists of adults who are interested in children and their well being. Each staff member participates in yearly ongoing education in School Age Childcare.

All Directors and lead teachers are certified in child/adult CPR and Red Cross First Aid.

Staff ratio will be 1 adult per 10 to 15 students.

Program directors are always available for your questions and concerns.

Shelly Nivens, Director
Andrea Lhotsky, Assistant Director

**Due to insurance liabilities, the staff of St. John After School Adventures, are unable to transport any children from the premises. NO EXCEPTIONS

PROGRAM COSTS

AFTER SCHOOL (2:30 p.m. - 6:00 p.m.)

Full-time	<u>5 days per week</u>	<u>Early Release Days</u>
	\$58.00/week first child	\$4.00/one child
	\$91.00/week two children	\$7.00/two children
	\$124.00/week three children	\$11.00/three children
	\$147.00/week four or more children	\$13.00/four children or more
Part-time	<u>1 to 4 days</u>	
	\$16.00/day first child	
	\$29.00/day two children	
	\$41.00/day three children	
	\$54.00/day four or more children	

The number of days you are contracted are the number days you are responsible for paying, regardless of whether or not your child attends (unless you use vacation days)

Drop-in	\$22.00/ daily first child
	\$34.00/daily two children
	\$45.00/daily three children
	\$49.00/daily four or more children

FULL DAY (7:00 a.m. - 6:00 p.m./snow days, inservice days, and non-national holidays)

	\$25.00/ daily one child
	\$37.00/ daily two children
	\$49.00/ daily three children
	\$61.00/ daily four or more children
Drop-In	Daily Rates
	\$35.00 daily for first child
	\$45.00 daily/ two children
	\$55.00 daily/ three children
	\$60.00/daily/ four or more children

- * This will include two snacks.
- * Your child will need to bring their lunch and beverage. There is no refrigeration.
- * Two weeks prior to any full-day (except snow-days) a reservation sheet will be posted for that date(s). You must indicate what days your child will attend.
- On special days, we will be serving (optional) pizza for lunch at \$3.00 per child..
- On Field Trip days there will be a charge of \$9.00 per field trip per child.

TUITION GUIDELINES

- * **Tuition for each week is due by 6:00 p.m. on Friday. Please pay in the beginning of each week and post date your check.**
- * **A late fee will be charged to anyone who has not paid their tuition by Friday of each week. The late charge is \$5.00.**
- * **Receipts for fees are available upon request.**

SIGN IN AND SIGN OUT PROCEDURES

- * Children must sign in upon arrival.
- * **EVERYDAY**, a parent/guardian/authorized person must come into the church to sign his/her name, child's name, date and time on dismissal log.
- * Authorized persons are advised to have photo I.D. cards to show personnel upon release of child, and your Key pad number to enter the building,
- * If a situation occurs where a person does not have proper identification or is not listed on the registration form for release of a child, the child is kept on the church grounds until the legal parents or guardians are notified.
- * **The program closes at 6:00 p.m. If you are late, the charge will be \$5.00 for the first five minutes. Beginning at 6:06 p.m., the charge is \$2.00 per minute. After 6:20 p.m. the charge is \$5.00 per minute. Payment for the late amount is due by Friday at 6:00 p.m.**
- *** In cases of emergency call After School Adventures at 753-1767
- ** **If your child is unable to attend you must notify After School Adventures at 753-1767.**
- * The child must be present at school to attend the program.

TRANSPORTATION

- * Parents, it is your responsibility to notify the school in writing which days your child will attend St. John After School Adventures.
- * FULL-TIME children will need only one notification at the beginning of the school year.
- * PART-TIME children will need to notify the school of scheduled days and changes as they occur.
- * DROP-IN children will need to notify the school each day your child attends the program.

AGES

- * The program is open to children entering kindergarten through 5th grade.

REGISTRATION

- * Registration forms must be filled out before the child attends.
- * \$55.00/child or \$100.00/family **non-refundable** registration fee must be paid before your child attends.
- * Emergency forms and current Kentucky Immunization Certificates are due on the first day of the fall program. Your child may **NOT** attend until we have these on file.
- * You will be responsible for payment for the contracted days.
- * During the school year if your child attends the program 5 days a week, you will receive 10 vacation days; if your child attends 2 days a week, you will receive 4 vacation days. Drop-Ins receive no vacation days. Two weeks advance notification in writing must be given to the Directors to receive your vacation days. Forms are available at the top of the stairs.
- * Please inform us 2 weeks in advance of any changes in your contract. We will budget accordingly, so with exceptions of emergencies, you will be responsible for payment.
- * Registration is handled on a first come, first served basis. All applications received after the program is full will be placed on a first come, first served waiting list.
- * Returned check policy is as follows: 1st return fee will be \$25.00 and the 2nd returned fee will be \$35.00. After a 2nd returned check, we will be asking for payment in forms of cash, money order, or cashier check. This will be for the remainder of your child's stay at St. John.

DAILY ACTIVITIES

The daily activities will include, but not be limited to the following daily plan of activities:

*Free Time Children will have plenty of opportunities to engage in free play and socialization. A variety of games, toys, puzzles and craft supplies are available. The staff will encourage all children to participate in group activity on a regular basis.

*Homework Time All children will have 30 minutes of supervised quiet time to complete their homework. Anyone needing additional time to finish homework, will have an opportunity to do so.

*Snack Time At least 20 minutes will be allocated to snack time. Milk or juice, and a nutritious snack will be available through the School Age Child Care Program and will be included in the fee.

*Outdoor Activities As weather permits, outdoor activities will be scheduled. They will be supervised, organized and sequential in nature. They will include team games, locomotion skills, exercises, or playground time. Please have child dress accordingly or bring appropriate clothing.

Incorporated on a weekly basis into the four general categories above, there will be a plan of activities that may contain the following:

- * Arts and crafts instruction or timely individual or group projects.
- * Music appreciation or sing-along sessions or music activities using movement or action songs.
- * Exploring drama and creative movement activities.
- * Science experiments and projects
- * Cooking

*Extra Activities

- * Chapel
- * Newsletter will be printed for distribution to families on a periodic basis
- * Monthly Birthday Recognition
- * Special events and holiday celebrations

DRESS

Children should be allowed to experience all types of activities, therefore,

- * Children should wear play clothes and play shoes.
- * Appropriate outdoor clothing should be available.

And...

- * Children should not bring sharp objects, candy, toys, or money.
- * The daily schedule will adequately occupy your child's time. Personal items are not necessary and can be lost or damaged.
- * Children should have a back-pack or school bag to carry items. Please label.
- * A lost and found will be maintained for misplaced items.

Parents...

Please check at "The Parents Corner" bulletin board for any updates and daily changes. Weekly tuition payments should be placed in the bag next to the bulletin board.

MEDICATIONS

Only doctor-prescribed medication will be administered by the staff under the following conditions:

1. Medicine must be brought in the original container to the program by a parent.
2. A parent must sign Authorization for Medication Form (with directors).
3. The child's name must be on the container.
4. No other medication will be administered unless written instructions are provided from the doctor.

HEALTH RULES

- * If your child has been exposed to ANY CONTAGIOUS DISEASE or has contracted the more serious childhood illnesses such as measles, mumps, rubella, scarlet fever, strep infections, hepatitis, chicken pox, head lice, scabies, impetigo, flu, etc.. PLEASE contact us immediately. We reserve the right to restrict attendance. We will notify parents if their child has been exposed to any serious childhood disease/illness.
- * Make sure that when your child is in attendance he/she is well enough to participate in all indoor and outdoor activities. Tennis shoes are preferred so children can participate in the activities.
- * Should a child become sick or injured while in attendance, parents will be notified immediately. If a child becomes ill during the day, the parent or designated person shall be contacted immediately and arrangements shall be made for the child to be picked up from the day care. A child should be fever free for at least 24 hours before returning to the child care program. You will receive a copy of the accident/illness form.
- * **Please note that we are required by law to report any physical or sexual abuse that we become aware of.**

DISCIPLINE POLICY

We approach discipline in a positive and consistent way. We will exercise understanding of individual needs and child developmental levels when using discipline. Rules, expectations, and limitations are simple and understandable and will be communicated to all children.

Disciplinary action will be taken if a child is disruptive to the activities of the center or is a threat to the safety of another child or himself.

The following behaviors are unacceptable: spitting, biting, stealing, foul language, and threatening intimidation.

Discipline will be constructive in nature; employing such methods as redirection, separation, positive reinforcement.

We will not use spanking or corporal punishment of any kind. If daily rules are broken, disciplinary action will be as follows:

1st offense - Redirect action to a positive form and discuss inappropriate behavior with the child.

2nd offense - Remove child from the activity.

3rd offense - Conference with parents.

If a child's conduct continues to be unacceptable his/her participation in the program MAY BE TERMINATED.

If a student hits, kicks, or bites a teacher this could lead to possible termination from program.

Golden Rules Laws

(to be obeyed by all at St. John Afterschool Adventures)

Respect Each Other

Respect Teachers

Respect Equipment

**ST. JOHN CHILD CARE EMERGENCY/DISASTER PREPAREDNESS
PARENT INFORMATION FORM FOR REUNIFICATION**

This information is to be shared with parents and updated annually.

Name of Provider/Program	St. John Afterschool/ Kids Club Camp
Program address	12700 West U.S. Highway 42 Prospect, KY 40059
Emergency/ Disaster contact at the child care program	Shelly Nivens
Phone number of emergency/disaster contact	502-753-1767
Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)	502-381-1134
In the event the facility\home must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at	Across the front parking lot at the tree line. In the case of inclement weather, we will walk across the parking lot and be in the multi-purpose room of;
In the event the facility\home must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by foot to:	River Valley Christian Church
The address, phone number, and contact person at the relocation site is	12650 West US Hwy. 42; Prospect, KY 40026 502-228-2828 Contact Person: Shelly Nivens (502)550-5659
If the first relocation is not accessible, the children and staff will be transported by church vans and staff vehicles to:	Christ Church United Methodist 4614 Brownsboro Road Louisville, KY 40207 502-897-6421 Contact: Colleen Pittman, Preschool Director
If necessary, children will be transported to this health care facility	Kosair Children's Hospital
Address, phone number, and position title of contact at health care facility	4910 Chamberlain Lane Louisville, Ky. 40241 (502) 446-5000

* Please see your child care provider if you would like to review the complete emergency/disaster preparedness plan.

ATTENDANCE

If your child is not going to be in attendance, please notify the program before 2:00 p.m. on that day. There is an answering machine to take your message anytime day or night at (502) 753-1767, or you may call Shelly on her cell phone during working hours. Shelly's cell at (502) 550-5659.

MAILING ADDRESS AND PHONE NUMBERS

All correspondence and payments can be mailed to:

After School Adventures
St. John United Methodist Church
12700 W. U.S. Highway 42
Prospect, KY 40059

Phone: (502) 753-1767
Shelly's cell (502) 550-5659
FAX: (502) 228-7802

St. John After School Adventures is a state licensed child care facility. After School Adventures is operated by and affiliated with St. John United Methodist Church.