

St. Andrews Weekday Children's Ministries

After School Program

4882 LaVista Road
Tucker, GA 30084

(770) 934-1461

St. Andrews After School Program Policy and Procedures Handbook 2009-2010

Mission Statement: To provide families in our community with a convenient and affordable option for after school care. To provide elementary aged children a safe, nurturing, environment where they can learn, play, and interact during after school hours.

Hours of Operation:

Regular school day operating hours:

Monday – Friday: 2:15 PM to 6:00 PM

Summer Camp hours: 7:30 AM to 4:00 PM

Summer Camp Extended hours: 4:00 PM to 6:00 PM

In the event that your child's school closes once school has already started due to inclement weather, it is the parents' responsibility to pick up their child at his or her school and provide care thereafter.

- St. Andrews After School Program will be closed on any day that Dekalb County schools close due to inclement weather.

Communication

We communicate to you mainly through emails and also through newsletters that are placed in your child's cubby. Please be sure to check your child's cubby daily. Notes will also be posted on the sign out sheet periodically.

After School Snacks

Children will be offered a snack every afternoon that is provided by St. Andrews. Children will be allowed to bring fruit or raw vegetables to eat during snack time, if they would like. Children may not bring or eat any other food at St. Andrews without permission. The Snack schedule will be posted monthly. Please let the director know in writing if your child has any food allergies. No food may be eaten while being transported on the bus or van.

Extracurricular Activities

If your child is involved in an after school activity at his/her school and we have an available driver; we will make a second trip to pick up your child at school for an additional **\$5.00** charge per day to make a second trip. The parent must sign a permission form and requests must be made in writing **at least** one week in advance.

Transportation and Pick-Up Procedures

Each child will be picked up at his or her school and transported to St. Andrews Presbyterian Church, 4882 LaVista Rd, Tucker, GA 30084.

Please notify the director by 1:00 PM if your child will not be coming to St. Andrews After School that day. The van and bus driver cannot leave the school until all children have been accounted for. It is extremely important that you notify us for the good of all the children being transported. If St. Andrews is not notified by 1:00 pm that your child is not coming, you will be charged a \$5.00 fee.

Children are transported using a 22 passenger bus and the St. Andrew's Church van by drivers trained in CPR/First Aid, and Specific Bus/Van Training.

Parents must come inside the building to pick up their child/children. No child will be permitted to wait outside for pick up. ***Parents must sign their child out before leaving the center.**

If someone other than the parent is to pick-up the child, we must be notified in writing unless previously authorized on the enrollment form. We will not send your child home with anyone other than parents or the persons on the "permission to pick-up" list.

All children must have a completed Transportation Agreement and Information Log on the van at all times. No child will be transported without this information.

Bus and Van Rules

- 1) Students should not approach the van/bus until it has come to a complete stop and the door has been opened.
- 2) Students should board the bus in an orderly fashion, go directly to their seat, and put on their seatbelt.
- 3) Students should keep their hands to themselves at all times.
- 4) Students may not eat or drink on the bus. All food and drink containers should be secured in their backpack.
- 5) Students should keep all personal items in their laps or in the floor in front of their seats.
- 6) Aisles should be clear at all times and free of book bags and body parts.
- 7) Students should remain seated with seatbelts on until the bus/van has come to a complete stop and the doors have been opened.
- 8) Students should exit the van/bus one row at a time starting with the front row or the row chosen by the driver.
- 9) Our drivers will treat the students with the utmost respect and therefore we expect the students to treat the driver and the other students with respect.
- 10) Students need to be mindful on the drivers' need to concentrate and keep the volume of their voices low.
- 11) Students must lower the handles on rolling bookbags before they get on the bus and leave the handle down until they are safely off the bus/van.
- 12) We will do our best to accommodate school projects, i.e.: (Rock Eagle, science projects) as long as there is room on the bus/van.

-Due to DHR rules and regulations, children cannot invite friends to the After-School program.

-Children who do not follow the transportation rules may be suspended from riding the bus or van for a length of time determined by the Director.

Emergency Procedures

In the event of illness or accident requiring immediate treatment, we will make every attempt to contact the parents, the child's physician or other persons listed for emergency contact. If this is not possible, we will use one of the medical facilities listed below, unless otherwise stated on your child's medical emergency information sheet. In the event of a severe injury, 911 will be called for transportation to the designated medical center.

Children's Healthcare of Atlanta
1401 Clifton Rd.
Atlanta, GA 30322
(404) 325-6000

Dekalb Medical Center
2701 North Decatur Rd.
Decatur, GA 30033
(404) 501-5200

Safety

No child will be released into the parking lot unless he or she is under the direct supervision of an adult. The person picking up your child must come inside the building to check your child out of the program.

Children must be signed out by an authorized adult on the sign-out sheet each day.

Children will only be released to parents or to the individuals listed on the child's application form. If there is to be a change in who may or may not pick up a child, please inform the Director in writing.

Running inside is permitted only in designated areas and at designated times.

Playground safety rules will be followed when playing on the playground. Your child will be taught these safety rules, which will help prevent serious accidents. Playground rules are as follows.

Playground Safety Rules

Swings: -Sit on your Bottom---Not on your stomach or knees and No Standing

- No jumping out of swing
- Swing only Back-and-Forth – Not side-to-side
- No twisting the chains
- Swing facing the playground

Slides: -No Walking up or down the slide

- Nothing may go up the slide (i.e. toys, buckets, balls)
- One Swing, Stop, Drop, Slide on the Big Slide on Big Playground

Climbing Equipment: -No hanging upside down on bars

- No climbing on top of the Monkey Bars
- Go right to left on the Monkey Bars
- No sitting on top of the dome
- No jumping off of the fort

Balance Beam: -Start at the Beginning of the lowest beam—no climbing on in the middle of a beam

- Wait until the person in front of you moves onto the next beam
- Children may not help another child by holding their hand

Tunnel: -No standing on the tunnel

-No hanging over the ends

-No lying across the top

Misc.: -No Sticks--picking up, holding, kicking, etc.

-No throwing of anything other than balls

-No Climbing on the fence or picnic tables

-Do not throw any items over the fence

First Graders and Older: -Stay on the Large Playground and be respectful of the equipment that is designed for younger children

Protection of Children in Severe Weather

In the event of severe weather, we will follow the following drill procedure as outlined:

TORNADO- Children will be escorted to a windowless room where they will sit side by side against the wall until the weather service releases the severe weather warning.

FIRE- In the event of a fire, we will follow guidelines set forth in our emergency procedure guide. The children will be evacuated and the staff will take the daily roll sheet to assure that every child has evacuated the building. We will bring the children to the far end of the west parking lot of the church or to Tucker Recreation Center (next door).

POWER FAILURE, GAS LEAK etc. In the event of a gas leak, we will notify parents as soon as possible. Children will be escorted to the far end of the west parking lot of the church, Tucker Recreation Center (next door), or Eastminster Presbyterian church, 5801 Hugh Howell Rd. Stone Mountain, GA 30087.

Health Policies

According to the Department of Human Resources Rules and Regulations children who are ill cannot remain at the program. Parents will be called to pick up their child if he or she becomes ill during the afternoon. A child cannot remain in the center if he or she has one or more of the following symptoms.

1. A temperature of 100 degrees or more.
2. Vomiting or diarrhea.
3. An undiagnosed, untreated rash or lesion.
4. Red watery eyes with discharge.
5. Untreated head lice and/or remaining eggs (nits).

Children **must** be symptom free for at least 24 hours before returning to St. Andrews.

Medical Requirements

We require all children to be immunized against childhood diseases, and be up to date with a tetanus vaccine. Parents must provide a current Immunization form 3231 (rev.3/2007).

Medicine Administration

We are unable to administer any prescription or over the counter medications. Over the counter medicine includes, but is not limited to, such medications as Tylenol, aspirin, and cough syrup.

Discipline

It is our philosophy that children will grow and thrive in an environment in which they feel safe and secure. Corporal punishment is strictly forbidden. Our discipline methods include positive reinforcement, redirection, and guidance in recognizing and correcting the inappropriate behavior.

Our programs rules are based on four principles: Safety, Respect for self, Respect for others, and Respect for property.

1. In the event that more formal redirection must be taken following inappropriate behaviors, the child may be placed in "time out" or removed from the situation.
2. If the problem behavior continues, the child will discuss it with the director. If the problem persists, the parents will be consulted and a plan of action will be determined and enforced.
3. If the problem continues after the above techniques have been utilized, the child will be suspended from the program for a short period of time or indefinitely. The director will make the decision on the length of the suspension once the problem and the solution has been discussed with the child and parent. Re-admission to the program will occur only after a family interview.
4. Severe infraction of rules may be cause for immediate suspension from the program.

We do not yell at the children and feel it is very important for the child's self esteem that parents refrain from yelling or disciplining their child in front of the other children.

In the event that a child cannot accept the rules of the center and a parent/staff/child conference cannot bring the necessary results in correcting the misbehavior, the child may be suspended from the program indefinitely. The director will determine the length of the suspension.

Parent Involvement

Parental involvement is encouraged in our program. We have an open door policy and parents are welcome to stop by at any time. We simply ask that you let us know that you are here. If you wish to speak with the director, please call and make an appointment.

Please put any messages to the staff in writing. Verbal messages from the children will not be accepted.

Miscellaneous Policies

Please label all personal items your child might bring to St. Andrews. St. Andrews After School Program will not be responsible for any items children bring from home. Trading Cards or any other trading toys are not allowed at St. Andrews.

Homework Hour is Monday through Thursday from 3:00 to 4:00. During this time we expect the children to silently work on homework or read a book. The Afterschool staff will be available to assist and guide students as they complete their homework. The Afterschool staff will not be responsible for the correctness of the students' homework.

In order to respect the various age groups that we serve, please do not let your child bring music or movies that are not suitable for young children. In Accordance with state regulations only G-rated movies, music and games are allowed to be used.

Summer Camp Info

Regular Camp Hours: 7:30 am to 4:00 pm Monday thru Friday

Extended Hours: 4:00 pm to 6:00 pm Monday thru Friday

Fees: \$ 75.00 Non-Refundable Registration Fee

\$130.00 Registration fee includes two t-shirts to be worn on field trips.

\$ 5.00 A Week (Tuition is always due on the Monday prior to the week your child is enrolled) Tuition includes field trip fees.

\$ 5.00 A Day for Extended Hours

Cancellations **must** be submitted in writing. **The deadline for June cancellations is May 1, 2009. The deadline for July cancellations is June 1, 2009.** You are financially responsible for all weeks that you register for unless you cancel prior to the deadline. **No Exceptions.**

There is a \$25 non-sufficient funds charge for all returned checks.

Immunization Forms: Current Immunization forms are due at the time of registration.

What to Bring to Camp:

Everyday: A Water Bottle, Lunch and a drink in an insulated lunchbox (Fridays you may order Pizza for \$4.00), Wear Tennis Shoes & Socks, Comfortable Clothes, Sunscreen, and Games that you would not mind sharing

*****Swimming Days for 1st thru 5th graders: FLIP FLOPS or water shoes are a must.** Bathing Suit, Towel, Plastic Bag for wet suit, and Sunscreen.

Field Trip Days: Have your child bring or wear their Camp T-shirt.

Children are allowed to bring electronic games, however it is at their own risk. The camp will not be responsible for lost, stolen or broken games. Electronic games may only be played during free time.

Please make sure ALL clothing, swimwear, and personal items are labeled.

1st thru 5th graders go swimming 1 or 2 days a week from 1:00 to 2:00, leaving St. Andrews at 12:30 and returning at 2:30. Field trips are generally from 12:30 to 3:30pm. We will always be back at St. Andrews by 4:00 each afternoon. We will have a short quiet time every afternoon. Please send a book for your child to read during this time.

PreK thru 5th graders: Work on Summer Bridge Academic work for 30 to 45 minutes daily.