

Peace Lutheran School Before/After School Care Program 2020-2021 Handbook

Peace Lutheran School provides before/after school care as a service to our school families. We recognize the challenges that working parents face with childcare arrangements, and strive to provide options for our school families as an extension to our school's mission statement:

God's love compels Peace Lutheran School to assist the parents of our congregation and community in providing Christ-Centered, quality education for their children.

With that mission statement as our guide, our Before/After School Program will follow the applicable policies and procedures as stated in the school handbook. This program however is not funded in anyway by tuition, and therefore is operated basically as a separate business which requires us to abide by policies similar to what you would find at standard daycare facilities. While we are all one Christian family, we also have to operate the program as a business that will be self-sufficient. Please understand this as the reason we must have strict policies in regards to this program.

Who may attend?

The Before/After Care Program will be available for students of Peace Lutheran School. This program is only available on days the student attends school.

When will the care be available?

Before care will be available from 6:45-7:45 a.m. Aftercare hours will be from 3:00-5:30 p.m.

The only exceptions to these hours are the "**Early Release**" days which are scheduled for the 2nd Thursday of each month. On those Thursdays aftercare hours will be 1:45-5:30 p.m. **When there is a half day of school there is no aftercare available.**

There will be no exceptions to these hours for any reason. Any time that Peace Lutheran School classes are canceled, the BAC Program is also canceled. This includes snow days or any unscheduled late start or early release.

How much will it cost?

A yearly registration fee of \$25 (per family) will be applied to the first invoice.

Option 1 - Families who have paid the registration fee pay \$4.00/child/hour (1 hour minimum charged). Fees are charged according to the time the child is present in BAC.

Option 2 - Families who have NOT paid the registration fee, may use the "drop-in" rate of \$6.00/child/hour (1 hour minimum charged). This rate will also apply to those families who have not picked up their children by 3:15 p.m.

The \$25 registration fee will be charged if the "drop-in" service is used 3 times during the school year.

What are the scheduling procedures?

Parents need to notify the School Secretary that they will be utilizing the BAC Program. Parents can schedule care through the Peace Scheduler website: scheduler.peacewels.org. Follow the instructions in the "Peace Scheduler How-to Guide" to schedule your child. The schedule needs to be filled out by the 20th of the month for the next month's schedule. ***It is vitally important that parents realize the necessity of the program schedule as it relates to scheduling staff for the program.***

What are the payment procedures?

All payments will be processed through TADS, our tuition management service. The charges will be entered into the family's billing account in TADS every two weeks. Families will then have 15 days to pay the charges. An email will be sent from TADS reminding you that you have a balance that is due in 15 days. Should an account become more than an additional 7 days overdue, the parent will not be able to utilize the program until the balance is paid. The staff members are not able to accept any cash or check payments.

What if I am late or have to cancel?

Schedule changes can be made on the Peace Scheduler website up to noon the day before the child is scheduled. If you have a change after that point, then you must call or email the School Secretary (608-834-1200) so she can relay the changes to the staff. Please remember, with a small program like ours, schedule changes can have significant impact on the staff and other parents.

Late Pick Up Fee

If a parent is unable to make the pick-up time of 5:30 p.m., that parent **MUST** call the coordinator or the staff cell phone. A fee of \$10 will be assessed starting at ten minutes past the time aftercare is scheduled to close. This fee will show up on the bi-weekly invoice.

No Show

If a child is scheduled for care and does not show up at all, a \$5 "no show" fee will be due. This includes last minute changes when family or others pick the child up right after school. Staff will be instructed to call the parent or emergency contacts to find out why the child is not in care. This policy is for the protection of your child – if they are scheduled to be in the care of BAC and they are not there, we must be able to know that they are safe and accounted for.

Illness

If your child is suddenly ill a call must still be made to the School Secretary by 10:00 a.m. They will be taken off the schedule and the parent will **not be charged**. If your child is out of school for illness please also let the School Secretary know that they are on the BAC schedule and should be taken off for sickness.

Who will staff the program?

The Program Coordinator is Kyle Raymond. All staff have completed employment applications and background investigations. Staffing levels will be determined by the number of children scheduled for each session – which is why it is very important for parents to be diligent with the accuracy of monthly schedules. As needed, additional staff will be hired by the School Board.

What will happen during the program times?

In the morning the students will prepare for their day by doing homework, reading, coloring, or doing other quiet activities.

In the afternoon program there will be time for snack (child brings their own), homework, board games, gym or playground time, reading, etc. Please make sure to mark your child's snack for aftercare so they will not eat everything during the day.

Drop-off and Pick-up Procedures

Students must be dropped off and picked up by a parent/adult physically bringing them into the building. This is foremost for the safety of the students, the liability of the program, as well as for keeping track of attendance. If your child will be picked up by someone other than you, the name **MUST** be listed on your TADS list of contacts authorized for pick-up. Children will not be allowed to leave with someone that is not authorized for pick-up. Please note that there are occasions where the staff member will have to ask for ID. This is only for the safety of your child and should not be seen in a negative light. Parents will be issued a key card in order to be able to enter the building to pick up their children during times when it is locked.

Parents using the “drop-in” program (who have not paid the registration fee) will absolutely be required to provide identification of anyone picking up the child if it will not be the parent. By nature the drop-in is an unplanned occurrence – so in this instance, if it is necessary for someone other than the parent to pick the child up, the parent must notify the program coordinator who that will be.

Statements

Statements are available via TADS. Yearly tax statements will be emailed in January. If you need a detailed statement at any time, please contact the School Secretary.

Parent Contact Information

It is essential that parents keep the BAC Coordinator informed of any changes in contact information, including any changes of email address.

What if I have more questions?

*Operation, Procedures, Scheduling,
Invoices, Payment, Statements:*

Amanda McCrary

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Policy, Concerns, Issues

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-or-

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