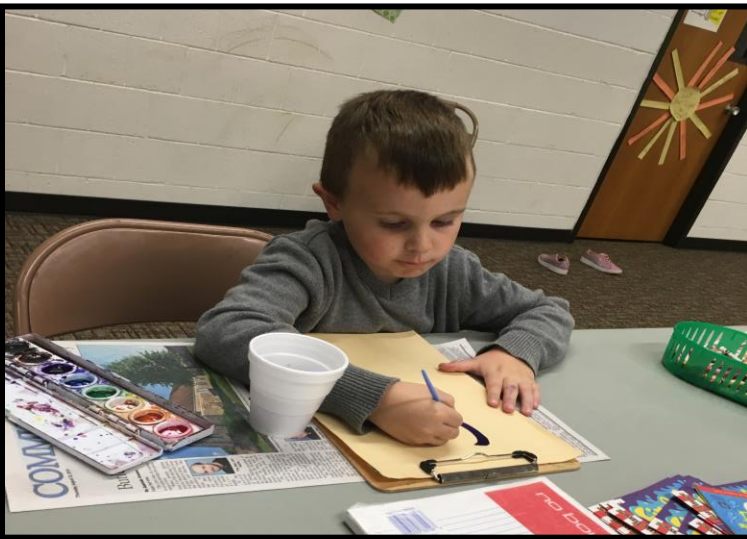


St. Peter's Lutheran Church After School Program



Handbook

Welcome to St. Peter's Lutheran Church After School Program.

We are a faith based program and are delighted to have your child(ren) join us. Our program is open Monday through Friday, from 4:00-6:00 pm. We operate according to the School District calendar, and will only be open when there is a full day of school. We will be open the first day that the children return to school from summer break.

Mission Statement:

St. Peter's Lutheran Church After School Program will provide area children in grades K-6th with a safe, comfortable, nurturing environment in which to spend time after school. All children are entitled to respect, caring, and compassion and will be treated equally.

Transportation:

SV Students- The School District Transportation System will bring your child(ren) to the church after school daily. If you plan to have your child attend our program less than 5 days per week on a regular basis you will have to arrange other transportation on your own. Please send a note to school with your child stating that they will need to ride the bus to our program daily.

Mars Students – Transportation will be provided with pick up being offered at 525 Pittsburgh St. Mars, PA. As soon as you register at After School you will need to contact the Mars bus garage and have your child's drop off spot changed.



Location & Contact Information:

The Program is located on the third floor of the church building. The address is 202 Van Buren Street, Evans City, PA 16033. The church office phone number is 724-538-5810. Heidi Beahm, the director's cell phone number is 724-417-2371.

Registration:

- **“In House Registration”** is open to working parents / guardians who currently have child(ren) enrolled in the program. Your child’s records need to be updated **each year**, so new registration forms will need to be filled out yearly.
- **“Open Registration”** is open to working parents / guardians who have new students at the end of the school year after in house registration is closed. Open registration is available to students grades K-6 until the program reaches full enrollment. This is based on a first come-first served basis.
- **Registration Deposit** is required upon enrolling your child(ren) in the program. September’s tuition is due (**\$110 per student**). This tuition is nonrefundable and will reserve your child’s space in the program.

Tuition Payment:

St. Peter’s Lutheran Church After School Program operates partially on funds obtained through monthly tuition donations.

1. Tuition fee is \$110 per child each month.
2. Tuition payment is due the first day of each month (Sept.-May)
3. Tuition received after the first of each month will include a **\$3.00 per day late fee**.
4. Tuition payments should be made payable to St. Peter’s Lutheran Church memo: ASP Tuition (child’s name) or by ACH or Credit Card on the app Tithely (*you will have to pay the processing fee for this convenience, monthly giving can be assigned.*) You may make multiple monthly tuition payments via any of the above-mentioned methods.
5. There is no adjustment of tuition when a child is absent from school for holidays, school cancellations, or if a family member volunteers.

Tuition Assistance:

Limited tuition assistance is available for families in financial need. A confidential form is available upon request. Yearly review and renewal are required. For more information please contact the After School Program director or write to the After School Program Support Team at 202 Van Buren St. Evans City, PA 16033.

Late Fee Policy:

All children need to be picked up no later than 6:00 pm. If for any reason you are going to be late picking up your child you need to call the church at 724-538-5810 and speak to the director or asst. director. There will be a fee of \$1.00 per minute after 6:00 pm. The fee can be paid directly or you will be billed a late fee.

PLEASE BE ON TIME to avoid late fees and allow our staff and volunteers to go home on time.

After School Rules:

- Places we may not play: in the basement, kitchen, stairwells, and sanctuary *(unless children are with an adult).*
- Outdoor toys (balls, jump ropes, etc.) must be played with only outside. *(Unless a volunteer is supervising a group activity which requires this equipment.)*
- Do not sit on the counter tops or tables.
- Choose kind words to share with your friends at all times. (No potty talk or bad language)
- Only games **rated E** and movies **rated P or PG** will be permitted at the program.
- No wrestling or rough play.
- Keep your hands to yourself at all times!
- Clean up after yourself.
- Musical instruments may not be played indoors.
- Please be respectful of others, the church and its possessions.
- Outdoors: stay within the boundaries that have been established. (Stay where we can see you.)
- Indoors: Walk at all times, use inside voices, wear face masks and/or coverings to comply with state mandates due to COVID-19 pandemic.
- No bullying others please

Discipline Guidelines:

1. All children are given a warning if they are misbehaving.
2. If misbehavior continues, they are asked to go to a “thinking place” to reflect upon their behavior and how they can change what they are doing or have done. Most children will sit for one minute / per age, for a maximum of 10 minutes. In the event that a child is sent for time to think the director or assistant director will then need to speak with the adult that is picking the child up for clear communication regarding the discipline.
3. If misbehavior continues beyond the thinking place a parent or legal guardian will be contacted to pick up the child immediately and a one-time suspension will be given.
 - Suspension from the program will be for a minimum of three days. Parents / legal guardians will be responsible to find child care for their suspended child.
 - A child will be given one chance to return to the program following a suspension. If misbehavior continues, a parent will be contacted and the child will be dismissed from the program with no opportunity for future enrollment.
4. Children are also rewarded for good behavior. The children really seem to enjoy working toward this goal and choosing a surprise from a prize box.

Toys:

The After School Program Staff are not responsible for toys and other items brought to the program. Children can show and share their toys, but we do not encourage them to bring expensive or fragile toys to school or to the program.

At the discretion of the Director / Asst. Director or adult staff electronic devices (*cell phones, ipods, hand held games, etc.*) may be confiscated until the parent or legal guardian picks up the child.



Parking Lot & Drop Off/ Pick Up Children:

- Please do not leave children in vehicles or in the church parking lots unattended.
- **The handicapped parking lot beside the church may be closed for an after school play area when we are able to play outdoors.**
- Parking space will be available by the picnic shelter for pick up or in the bottom parking lot.
- Students will stay at the program until they are picked up by a preregistered adult.
- Students will not be permitted to leave with anyone under the age of 18.
- There will be one entrance and exit to the facility for pick up. This will be the rear entrance to the church. Parents can call or text when they arrive in the lot or meet at the back door and we notify your child(ren) to get ready for dismissal. Children can also be dismissed from the picnic shelter if they have all of their belongings together for dismissal.
- Students who are dropped off at the church by a parent or guardian will be scanned for a fever upon arrival using a no contact forehead thermometer.
- If a fever is present the child will not be permitted to attend the after school program until the fever is gone. If they develop a fever while at the program they will need to be picked up within 30 minutes by an approved adult.
- With written notice and permission from a parent, another adult may pick up a student. This adult must have photo identification and be cleared by the Director.
- Once a student is signed out of the program, they will not be permitted to return that same day.

Field Trips & Other Special Programs:

During the fall and spring months we may walk to local places (park, library, etc.) A text will be sent to families of children attending such walks. A note will also be placed on the back door of the church as a reminder to those picking up children as to our location. We always take lots of water, a first aid kit, cell phone and outdoor toys with us when we go to the park. Parents will be notified as soon as possible of these special days. A children's ministry night is offered on Wednesday nights several times throughout the year to give the students a hands-on approach to learning in a Christian environment. After school children are invited to attend any or all of the children's ministry nights but we ask that they be permitted to stay until 7:30 pm if they elect to participate. Dinner is served on those nights and a free will offering is accepted.

Holidays, Cancellation, Early Dismissal, and Other Information:

The After School Program follows the School District schedule. If school is cancelled the program will be closed. If school should have an early dismissal it is your responsibility to make sure your child is picked up at the school. Please make sure you have an emergency plan for your child in case of an early dismissal or if he/she should get sick at school and need picked up. We will not pick children up at school for any reason. If your child should miss the bus to our program your emergency contact person will be called to pick him / her up and bring them to the program if a parent or legal guardian cannot be reached.

Questions:

Please read your monthly newsletters and mark your home calendar's with special events, dates and information. If you have any questions about an activity, event, guidelines or policies please refer to your newsletter, parent handbook, parent packet or contact the director. There is an After School Program Support Team who work together to promote the safety and well-being of the children and families enrolled in our program.

After School Program Staff:

- **Heidi Beahm** is the director of the After School Program. She has her BA Degree from Washington and Jefferson College and has 20 years of experience here at the program. She attends the program daily which provides stability for the children that attend our program.
- **Teddy Herman**, After School Program Assistant, has also been employed by St. Peter's as part of our staff for many years.

Volunteering At After School:

- We have many volunteers that help make our program successful.
 - **Youth Volunteers** – are students in grades 8 – 12. These volunteers assist with set up and cleanup of daily activities, help with homework and group activities and assist the director and assist director when needed. Youth volunteers apply for these positions and attend training prior to working in the program.
 - **Adult Volunteers** – are 18 years of age or older. All adults who work with the children must provide the After School Program Director of St. Peter's with their child abuse and criminal record clearances before they may begin volunteering. They are also responsible for leading groups, supervising children, helping with homework and filling in wherever needed.