

# Student handbook St. Luke Afterschool Care

St. Luke After School Care provides afternoon supervision for children in elementary students. The program will provide a learning environment to allow children to do homework and promote cooperative play in a safe Christian environment. Our program begins the first full day of year round (Tramway) school year for Lee County Schools and will end the last full day of the school year. The program will operate from 2:30 until 5:30, Monday –Friday. Our program will follow all Lee County School System vacations, holidays, & teacher workdays. The Program will not operate if schools are closing early on early release day or because of weather conditions. Make-up days due to weather will be the same as Lee County Schools.

## **Transportation:**

Transportation will be provided by Lee County School bus for J.R. Ingram Students. The St. Luke vans will pick up students from Tramway Elementary, B. T. Bullock Elementary, Greenwood Elementary & W.B. Wicker Elementary.

## **Telephone:**

Our Telephone number is 919-777-5444. Please call this number to contact us if you need to leave a message. If you are calling during operating hours and are unable to reach us, please call the church line at 919-776-2012 and ask to speak to someone in the afterschool program. They will take a message and bring it down to us. Or you can call me on my cell phone at 919-770-0607

## **Tuition:**

Weekly tuition rates per child are as follows:

Non- Church Member	\$60.00 per week
Part-time care	\$15.00 per day

## **Absences**

If your child will be out for any reason please let us know by calling the afterschool number my cell which is 919-770-0607 or the church line 919-777-5444. We look for your child each day and if he/she is not coming we need to know. If we didn't hear from you and your child didn't show up at the van the pick-up teacher will not leave the school until we find out where your child is. Same with the bus they will ask the bus driver if he/she was at school or who picked them up.

## **Homework Time**

We are very fortunate to have homework time build into or schedule each day (Monday-Thursday). The staff divides the children into small homework groups which we find better for them to get their work finished.

## **Discipline**

Children will be encouraged to use appropriate behavior at all times. Positive reminders and redirection will be used with all children. When inappropriate behavior becomes a problem we will use a “time-out” system to help your child think about his/her behavior. If warning and time-outs don’t work and your child behavior is disruptive to others, you will be asked to help resolve the problem. We encourage open communication in all situations. Please feel free to discuss any problems with the director.

## **Enrollment**

Enrollment for the next school year is not automatic. You will be given the opportunity to enroll your child before the enrollment is opened to the public. Registration for the next year will take place in March. There will be a registration fee of \$50.00

## **Withdrawals**

We require a 2 week notice if you are planning to withdraw your child from the program before the end of the year. Full payment will be expected for those 2 weeks.

## **Insurance**

The After School Care Program provides insurance for each child during the hours they are in our care.

## **Health, Illness & Medication**

If your child becomes ill while at St. Luke After School Care you will be notified and will need to come and get him/her. We will follow the advice of the trustees at the church as far as Covid protocol. Covid is still a very fluid situation as things can change quickly. This is a very In the event your child needs medication while at St. Luke After School Care we will need to have it in writing from the parents and/or doctor. It must state the amount, time and date the medication that is to be given. We will encourage all children to participate in all activities. However, we want to be sensitive to the physical and emotional needs of every child. If your child had special needs please talk with the director concerning limitations and needs. Doctor’s documentation will be needed if special requirements are to be carried out during the afternoon. Not all children needs can be met here at Saint Luke afterschool.

## **Late pick-up**

Our program closes at 5:30 each day. All children need to be picked up by 5:30. If you are going to be late please call the church phone at 919-776-2012 or my cell at 919-770-0607 to let us know. We then can share this information with your child so they will not worry. A late fee of \$5.00 will be charged to you if your child is not picked up by 5:30. Every additional 10 minutes another \$5.00 will be added.