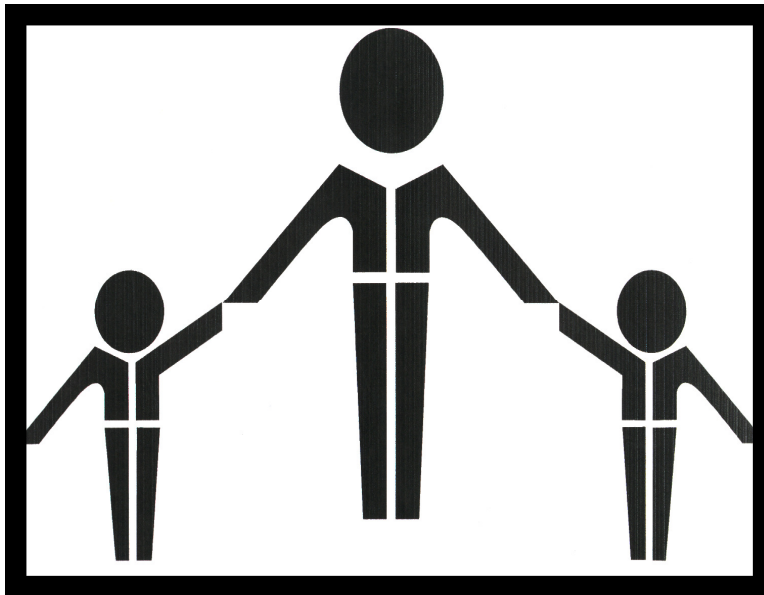


# **AFTER SCHOOL PROGRAM HANDBOOK**

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**2016-2017**

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**NORTHMINSTER LEARNING CENTER**

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## **Welcome!**

Welcome to Northminster Learning Center's After School Program! We are excited that you chose us to care for your child(ren).

Northminster Learning Center (NLC) and its programs are ministries of Northminster Presbyterian Church. As such, we strive to offer a safe, educational and Christian environment for the children in all of our programs. In addition, our programs are state licensed by DCFS and taught by certified teachers.

This handbook contains valuable information about the After-School Program (ASP) regarding policies and procedures. Please take the time to read it and share the information with your child as you see necessary. If you have any questions, please feel free to contact Michelle Lundquist, Associate Director at 691-6322.

Again, welcome! We look forward to getting to know you and your child(ren).

## **GOALS**

The program will provide quality child care throughout the school year, as defined by the Dunlap Community School District calendar.

The program will offer a variety of activities which include recreation and games, arts and crafts, reading, music, time to work on homework, and "free time" for the children to pursue their own interests in a safe, friendly, Christian environment.

## **PARENT'S EXPECTATIONS OF THE PROGRAM**

Parents may expect their children to be cared for in a safe, supportive environment. Anytime parents have a question, he or she should feel free to ask a staff member or talk with the Director of the program. We believe communication between staff and families is key to a good experience in our programs. Parents can expect to be informed of daily activities, upcoming holiday camps, and other special events.

## **PROGRAM'S EXPECTATIONS OF THE PARENTS**

The program expects parents to pay fees on time and keep children's records up-to-date. Parents are expected to pick up children by 5:30 p.m. and notify the program if their children will not be attending on a given day. Parents should follow the health policy and pay attention to any communications from the program staff.

## **PROGRAM'S EXPECTATIONS OF THE CHILDREN**

The program expects children to be responsible for their actions and respect the rules and staff of Northminster Learning Center. Children are expected to stay with the group at all times until their parent arrives and signs them out. Children need to take care of materials and equipment properly and return them to their place when done or before taking out new ones. Children will refrain from using profanity or discussing inappropriate subjects while attending the program.

## ENROLLMENT

NLC encourages children of all backgrounds to attend. We do not discriminate on the basis of sex, race, color, creed, disability, religion, national origin or ethnic background. Children must be in grades Kindergarten through 5<sup>th</sup>.

A child will be enrolled and allowed to attend the program once all necessary paperwork is completed and returned. These forms include a health report, record of immunizations, birth certificate, program agreements and releases, along with emergency contact information. We ask that parents be responsible for updating NLC with any change in information.

In addition to the necessary paperwork, prior to attendance, the non-refundable registration fee must be prepaid. A child's place in the program is not secure without the payment.

## FEES AND PAYMENT POLICY

The Learning Center's salaries, supplies, and administrative expenses are supported entirely by the tuition.

### Afterschool Tuition Schedule

Annual Registration Fee Sept. - Aug.	\$50.00 per family
Full-time Students (Monday - Friday) (Including 8 holidays and 4 SIP days)	\$85.00 per week
Part-time (less than 5 days)	\$18.00 per day
Holiday Camp Full Day for part-time	\$35.00 per day
Holiday Camp Half Day for part-time	\$25.00 per day

**December 22nd, 23rd, Jan. 2nd, and 3rd. (Winter Break) and March 20th—March 24th (Spring Break) are optional days for both full-time and part-time students. If you use those days, you will be charged \$35.00 per day but if you choose not to use them, there will be no charge.**

Northminster Learning Center requires all families to pay their weekly tuition through Electronic Funds Transfer (EFT).

EFT's will be sent close to the 15th of each month beginning in September and ending in May. Your payments will be conveniently transferred two to five business days following the "send" date of the 15th. Payment will be taken out of your bank account or added to your credit card.

If there are insufficient funds to your account, you will be assessed a late fee of \$10.00. If fees are not paid in full within two weeks of the 15th of the month, your child (ren) will be discharged from the program. Reinstatement may occur on a space-available basis when all fees have been paid in full.

You are responsible to pay for scheduled days even when you choose not to send your child due to family vacations, illnesses, etc. The only exception is if a family is traveling for over two weeks. Fees will not be charged for part-time children when there are snow days.

**If your child is leaving the program, a written statement must be submitted at least two weeks prior to the withdrawal date, or you will be responsible for the tuition.**

#### **RECEIPTS FOR FLEX ACCOUNTS**

An itemized statement will be placed in your child's After School file folder prior to the EFT transaction. The taxpayer identification number is included on the statement.

## **HOURS OF OPERATION AND ATTENDANCE**

The After School Program runs from 3:00 PM – 5:30 PM, Monday through Friday, and follows the Dunlap Public School Calendar.

The program closes at 5:30 p.m. and the doors will be locked at that time. Parents whose children remain past 5:30 p.m. must pay overtime fees. When parents are late, staff must be paid extra for their time. **A fee of \$5.00 will be assessed every 10 minutes until a parent arrives.** Late fees will be noted on the parents' tuition statement.

If pick up will be late, the parent is required to call the center at (309) 691-6322. If a parent has not contacted the program by 5:45 p.m., the staff will begin calling emergency contacts. The staff will make a minimum of three phone calls to emergency contacts in order to arrange for someone to pick up your child. Without success of finding a contact person who will take your child home, the police may be called. At 6:30 p.m., if your child is still at Northminster Learning Center and no one is available to care for him or her, your child will be placed in the custody of the police. In order to avoid this situation, it is critical for parents to contact the program if they are going to be late and to make sure a child's emergency contact information is always current and correct. Please be assured that while your child is here, Northminster Learning Center staff will continue to provide care and will reassure the child that he or she is safe and that everything will be okay. The child will never be held responsible for his parents' tardiness and the issue will always be discussed with the parent and not the child.

**\*\*\*After school care services may be withdrawn if three overtime charges occur.**

The program will be available on early release days, ½ days of school, teacher's institute days, and during most school holidays. Payment for these days is included in the full-time weekly tuition fees. Please see the list on page 9 of holiday closings. The program is available when school is dismissed early due to weather, water, heating, electrical problems, etc., as the buses are routed to NLC. If school is canceled prior to the start of the school day due to weather, water, heating, electrical problems, etc., programs will be closed.



**The program will be closed on the following holidays:**

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve through New Year's Day, Dec. 24th –Jan. 1st

Good Friday

Memorial Day

Days between end of school and start of summer camp

Days between end of summer camp and start of school

Please watch for announcements of specific dates of holiday camps and school holidays. **Parents wishing to use the holiday camp program, need to sign-up 5 days in advance of the camp day. Parents not following this guideline will be required to provide lunch for their child, pay an extra \$5 and may be denied holiday camp services.**

Please note, Northminster Learning Center is closed from Christmas Eve through New Year's Day. Please plan ahead for this lapse in programming.

If your child(ren) will not be attending the program due to a scheduled appointment, vacation, or other planned absence, please notify the office in advance. Absentees without prior notification may be mistaken for a missing child resulting in unnecessary concern and time spent in searching for the child. If a child does not arrive at the program as intended, the director will contact the child's parents or emergency contact person. Failure to call in absences more than three times may result in withdrawal of services.

Children will arrive and leave the program according to the information provided by their parents. Children will only be allowed to leave with persons other than their parents if permission has been given to the office on the enrollment form or in a written and dated note signed by the parent. Identification may be requested to confirm that the correct person is picking up your child(ren). In emergency cases, a phone call can be made to the program staff and the office.

## **REGISTRATION**

To register, the parent must complete a registration form and submit it with a \$50.00 nonrefundable registration fee per family to the director. Registration fees are good from September through August. Registered children, who cannot be immediately enrolled, will be placed on a waiting list. A child may be registered for enrollment in the program at any time. Children must be in grades K - 5th to be eligible for enrollment.

Enrollment: Parents of registered children will be contacted regarding enrollment in the program.

1. If the parents wish to enroll their child(ren), the parents will be provided with a set(s) of enrollment forms. Prior to the child's first day of attendance, the parent(s) will complete all forms and submit them to the director. A completed set of forms is required for each child enrolled in the program.
2. Upon enrollment, the parent must make payment to the director of a nonrefundable registration fee. The parent must sign and return all enrollment forms.
3. Children will be allowed to attend the program only after all forms have been completed and returned, and the EFT form has been submitted.

## **REGISTRATION FORMS**

Parents will be asked to complete the following:

Enrollment Form

Handbook Agreement

Medical Report/Record of Immunizations

Medication Release (as needed)

Discipline Policy

Transportation Form

D.C.F.S. Receipt Form  
E.F.T Form  
Copy of Certified Birth Certificate

The program expects forms to be kept current. The parent must provide new information to the director regarding information on forms such as: emergency persons, names, employers, phone numbers, arrival/departure changes.

### **WITHDRAWAL FROM THE PROGRAM**

**Parents wishing to withdraw their child from the program must provide a statement in writing at least two weeks prior to the discontinuation of this service. Children absent from the program for more than ten consecutive school days will be assessed a re-enrollment fee of \$50.00.**

### **DISTRIBUTION OF MEDICATIONS**

As a general rule, the program staff will not dispense medication to the students. If your child has a special medical condition requiring medication, you are to speak to the director or Aftercare staff member to work out possible arrangements. It is encouraged that if your child requires medication, he/she receive the medication before leaving their grade school.

### **PESTICIDE POLICY**

*(As required by the Dept. of Children and Family Services 407.370)*

Northminster Presbyterian Church has contracted Peoria Pest Control Co. as their pest control company. Every month, Peoria Pest Control Co. sends a technician to the church to evaluate any pest issues the church may have. Typically the visits occur toward the end of each month.

Northminster Learning Center takes preventative measures including daily classroom cleaning and trash removal to provide a safe, clean environment for our children and staff. If you wish to have notification sent to you when our pest control technician is scheduled to visit, please let Michelle Lundquist know. You may also contact Chris Perry for more detailed information regarding the integrated pest management program at Northminster.

### **HEALTH AND SAFETY POLICY**

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the after care staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present, and facilities available to care for the ill child.

If a child exhibits any of the following symptoms or illnesses, we will call parents to come to the program:

1. Children with diarrhea and those with a rash combined with fever (oral temperature of 101 degrees Fahrenheit or higher or under the arm temperature of 100 degrees Fahrenheit or higher) shall not be admitted to the after care while those symptoms persist. Children shall be removed as soon as possible should these symptoms develop while the child is in care.
2. Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from after care is required:
  - a. Illness which prevents the child from participating comfortably in program activities
  - b. Illness which calls for greater care than the staff can provide without compromising the health and safety of other children
  - c. Rash combined with fever over 101 degrees Fahrenheit (oral)
  - d. Unusual lethargy, irritability, persistent crying,

- difficulty breathing or other signs of possible severe illness
- e. Diarrhea
  - f. Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non communicable condition and the child is not in danger of dehydration
  - g. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious
  - h. Rash with fever or behavior change, unless a physician has determined the illness to be non communicable
  - i. Purulent conjunctivitis, until 24 hours after treatment has been initiated
  - j. Impetigo, until 24 hours after treatment has been initiated
  - k. Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours
  - l. Head lice, until the morning after the first treatment
  - m. Scabies, until the morning after the first treatment;
  - n. Chicken pox (varicella), until at least six days after onset of rash
  - o. Whooping cough (pertussis), until five days of antibiotic treatment have been completed
  - p. Mumps, until nine days after onset of parotid gland swelling
  - q. Measles, until four days after disappearance of the rash
  - r. Symptoms which may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690)
3. Children who do not feel well will be allowed to rest in an area which can be supervised by the staff with the door remaining open.

4. The center shall report any known or suspected case or carrier of communicable disease to local health authorities and comply with the Illinois Department of Public Health's Control of Communicable Diseases Code (77 Ill. Adm. Code 690)
5. If a child needs emergency care because of an accident or illness that occurs while the child is in care, the center shall attempt to contact the child's parent(s) at the phone numbers provided for that purpose. If unable to locate the parents, after care's attempts to do so shall be documented in the child's file
6. Major and minor accidents or illnesses which happen to a child at after care shall be recorded in the file, and parents shall be notified.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

In the case of someone appearing on the premises with a firearm, the emergency number (911) should be called and children should be taken out of danger and given aid.

Staff are to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They should call the police to give the child and parent a ride home. Staff should not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol because the program insurance does not cover transportation related to the program.

The program's license requires staff to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

## **INSURANCE**

The program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work, and/or their own private policies. Public school students may sign up for accident insurance in the fall of each year. Parents who wish to enroll should check with the school office.

## **SNACK**

We serve nutritious snacks in the afternoon program. Upon agreement of the staff, commercially prepared foods may be brought in occasionally by parents as part of birthday celebrations. Food brought in for this purpose must arrive unopened as packaged by the bakery or manufacturer, or it shall not be accepted.

## **DAILY SCHEDULE**

Upon arrival at Northminster, children will walk in from the bus and put their belongings in their cubbies. Between 3:00 and 4:00 p.m., children may choose to have a snack, visit the classroom, begin their homework, or enjoy recreation in the gym or playground. At 4:00 p.m. children will come together in the after school classroom for a brief group time. During this group time children might hear stories, study a devotion, or discuss a current topic. The goal of this time is to discuss making good choices, peer interactions, family times, etc. When the group is finished, learning centers will begin. Children will rotate through activity centers which include art, computers, reading area, blocks, games, and dramatic play. We also encourage children to work on homework, though we cannot guarantee that it is completed or that every answer is correct.

## CLOTHING

Parents are to provide the necessary clothing (i.e., mittens, gloves, scarves, hats, etc.) for the children to participate in outdoor activities. If the necessary clothing is not provided, the child will remain indoors and not be allowed to participate in outdoor activities.

Children will play outside unless the temperature (including wind chill) falls below 20 degrees. Please send outdoor clothing accordingly. Outdoor play is scheduled daily except:

- when the temperature is under 20 degrees
- threatening weather (ex. lightning)
- rain
- hazardous conditions
- extreme heat & humidity

## CHILD'S PERSONAL PROPERTY

Children's personal property (coats, clothing, school bags, etc.) will be stored in the child's cubbie space. Although the program attempts to help children stay organized, the program cannot be responsible for lost personal property.

**Children should not bring money, toys, food or other items not necessary for school activities to the program without checking with staff members.**



## **BEHAVIOR EXPECTATIONS**

Children are entitled to a pleasant and safe environment in their classroom at Northminster Learning Center. When a child persistently exhibits negative behaviors or functions at a significantly lower developmental level than most children, the environment, schedule, or activity level of the classroom may be a challenge and Northminster Learning Center is not the best educational placement for the student. In order to best serve all children, Northminster Learning Center cannot serve children who display chronically disruptive behavior or children who have been determined to be significantly delayed developmentally. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. Negative or unhealthy behaviors such as spitting or any behaviors which endanger the child (such as leaving the building) will not be accepted. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged. When three incidents of the behaviors listed above are documented, the student will face dismissal from the program. Significant developmental delays include children who function at a much lower level than a typically-developing child and exhibits the following challenges at a severe level: verbal and written communication, toilet training, attention span, and the ability to interact with other children.

## DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment at the program. The After School Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. **This includes foul language or inappropriate subject matter.** If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a five minute time-out, in order for him/her to cool off and think about his/her actions.
2. If a second, ten minute time-out is given to the child in a single day, an incident report will be written by the staff member. This report is to be given to the parent or guardian to read and sign. The report will be returned to the staff member where it will remain with the child's enrollment information.
3. If a child receives three written behavior-related incident reports, the child will face suspension from the program. A conference in order to determine the conditions for reinstatement will be held with the parents, the director,

and representatives for Northminster Presbyterian and the Children's Outreach Ministries. **Parents will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged by action of COM.**

4. If the child is reinstated in the program and receives a fourth behavior-related incident report, the director may suspend the child immediately, including if necessary, notifying the parent to come and get the child. The director may make such recommendations to COM as are appropriate, including discharge without the right of reinstatement. The director will bring this to the prompt attention of COM who will act upon the recommendations of the director regarding continuation of the child in the program. **Parents will continue to be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged.**
5. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately. The director will notify the parent after consulting COM. Per State of IL Regulations Section: 407.250, (j).
6. A child may be discharged if he/she is picked up late three times or if a parent fails to notify staff of their child's absence. A child may be discharged for non payment of fees.

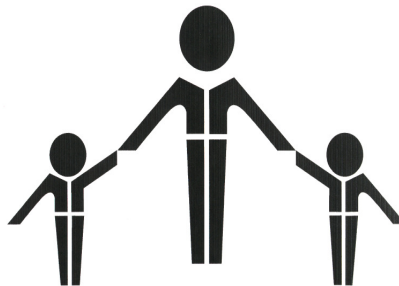
## **QUICK REFERENCE SHEET**

**Kevin Curtin-Director**  
**Michelle Lundquist- Associate Director**  
**Kim Holdham-Administrative Assistant**

Northminster Learning Center  
Northminster Presbyterian Church  
10720 N. Knoxville Avenue  
Peoria, IL 61615  
Phone: 691-6322  
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Email: michellel@northminster.us  
kevinc@northminster.us  
kimh@northminster.us

Website: [www.northminster.us](http://www.northminster.us)



**Thank you for participating in the After School  
Program at Northminster Learning Center!**