

St. Matthew's Lutheran School
After-School Care
Parent Handbook



St. Matthew's Lutheran School
756 West Wabasha Street
Winona, MN 55987
507-454-3083
www.stmatthewswinona.org

Our Mission & Goals

St. Matthew's Lutheran School exists to assist parents in carrying out their responsibility to bring their children up in the Lord by providing a Christ-centered education. The After-School Care program's mission is to support the school's mission. With the guidance of the Holy Spirit, the St. Matthew's After-School Care program will strive to:

- Provide a Christ centered environment which will help your child grow spiritually, socially, physically, and academically after school hours.
- Make it easier for families to allow their children to attend St. Matthew's School.
- Promote a God pleasing image of St. Matthew's Lutheran School in an effort to encourage greater enrollment.
- Encourage students to complete their homework first and then other activities.

The Program

The After-School Care is a self-supporting program that provides Christian childcare on a non-profit basis for all children (Pre-K through 8th grade). Children with special needs are accepted if, in the judgment of the staff, the program is in the best interest of the child and no extra staff is required.

Hours of Operation

We are open on school days only (no holidays, no snow days) from 2:15pm to 5:30pm regular scheduled days.

PARENT ACKNOWLEDGEMENT AND CONSENT FORM

I have received and read this handbook. I understand that this book describes important information about St. Matthew's After-School Care and agree that I will abide by the terms spelled out within.

Parent Signature _____

Date _____

Parent Name (printed)

Best number to be reached during After-School Care hours

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privileges may be used as a reasonable alternative). According to state law, a criminal background check will be processed for all staff.

Location

The After-School Care Room is located in the basement across from the PreK room. The entire group may at times be supervised either outside or in the gym. All activities will be supervised to maintain a safe environment for everyone.

Food

Parents are encouraged to send an after-school snack for the students who will be in After-School Care. No soda pop, candy or gum is allowed.

12:15pm-5:30pm on early release days. The actual hours of operation may change, depending on the schedules submitted the previous Friday.

Scheduled After-School Care Rates & Enrollment

The fees for each child will be \$3.00 per hour. Charges are rounded to the nearest quarter hour for each child for the week. Sign-up required on Friday (or the last school day of the week) for the following week, along with the schedule of times needed for each child.

Students who have not been scheduled and paid will not be admitted. Accounts will be charged monthly for actual hours spent in after school care via autopay transaction. Late fees will be assessed for children remaining after 5:30pm.

Drop-In Policy/Rates

\$4.00 per hour per child, rounded

DROP IN POLICY - In case of emergency drop in care, please call to see if there is availability. No child will be admitted without prior authorization.

Pick Up

Any person, other than the child's parents, who arrives to pick up a child must be authorized by the parents. In the case of emergency, notify the staff of a pick up by an unauthorized person. No unauthorized person will be allowed to pick up children without prior notification. Advise the pickup person to bring proper identification

and realize that the staff is instructed to be sure about authorization. At departure time a parent or an authorized person must sign the child out and make sure the staff person is aware of the child's leaving. We encourage parents to pick up their children promptly at the end of the day. Please keep in mind the 5:30pm closing time.

Late fees are as follows: \$5.00 for the first 10 minutes and \$1.00 for every minute thereafter.

Expectations

1. Staff members are to be obeyed and respected.
2. Other children are to be respected.
3. Calm and safe movements are practiced indoors at all times.
4. On-task behavior is expected during game and study times.
5. Appropriate use of language and voice levels are expected at all times.
6. No personal electronic games, toys, or other items should be brought into After-School Care. The care staff is not responsible for these personal items.

The After-School Care program reserves the right to discontinue services to any child for the following reasons:

1. Non-payment or repeated late payment.
2. Not observing the policies and procedures in this handbook.
3. Special needs which the program cannot meet.

4. Physical or verbal abuse of staff or children by parent or child.

5. Continued unacceptable, disruptive, incorrigible behavior by the child.

We encourage open communication between staff and parents. Please feel free to discuss any questions or concerns you may have with our principal.

Discipline Policy

Discipline is derived from the word disciple meaning, "to teach". Therefore, we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. The staff will deal with each child in accordance with the teachings of Christ. Our attention will be focused on the problem and not the child. No one will be allowed to strike a child. No one will be allowed to humiliate a child. Derogatory remarks will not be made about a child or family members. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. No one will use the denial of food, or necessary activities as a punishment or to manipulate a child. No child or group of children shall be allowed to discipline another child. We will try to anticipate problems and redirect children's activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves. If a child is exhibiting all inappropriate behavior, we will tell the child that they need to stop, explain why the behavior is unacceptable and offer reasonable alternative. Logical and natural consequences as well as a time out (a temporary loss of