

SCHOOL'S OUT POLICIES, PROCEDURES AND INFORMATION

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(Revised 2008)

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SCHOOL'S OUT REGISTRATION

Registration Requirements:

To participate in the School's Out program, a registration packet for the current year must be completed and submitted along with a \$40.00 non-refundable registration fee. Tuition payments are due the 1st of every month. The initial tuition fee is collected the current month that your child begins.

Registration Approval:

All pre-school applicants must be potty trained in order to participate in the School's Out program. The Director will contact you with approval into the School's Out program when all paper work and payments are adequately received and processed. Parents/guardians will need to provide their child's teacher with a note stating the days they will be attending School's Out.

Monthly Attendance:

A set schedule of weekly AM/PM attendance days for the month must be indicated on the registration form. This is essential for the child's safety and security. However, this schedule may change on a monthly basis. As with any change in scheduling, the School's Out office must be informed in a timely manner via phone and written note.

Monthly Attendance: (Children of Emergency Responders)

School's Out requires a weekly set schedule of days your child will attend per month. However, in the case of parent/guardians who are emergency providers such as doctors, nurses, police officers, fire fighters or military personnel, individual monthly days may be chosen to accommodate their work schedules. Monthly tuition will follow the highest amount of days their child is in attendance per week.

Occasional Attendance: (FCA Participants Only)

On occasion Faith Christian Academy (FCA) participants who are not registered may need to attend School's Out. The fees are:
(1)AM Care = \$15.00 and (1) PM Care = \$25.00.

Participants who attend more than twice in any given month or twice per (2) consecutive months will need to register and select a monthly plan.

Registration assists us in complying with the daily child / staff ratio. Please understand that this policy is subject to change for mandatory registration because of child / staff ratio, safety and etc.

Special Program Attendance: (Everyone)

A registration fee is required for everyone participating in the School's Out swimming lessons at the Jewish Community Center. Registration is not required for Full Day or Half Day programs.

Expanded Service and Transportation:

If your child attends a public or private elementary school in the Wappingers school district, transportation is provided through the district to School's Out. It is the responsibility of the Wappingers School District to transport any child participant who completes a transportation form and submits it to the District Transportation Office. School's Out provides transportation to Tabernacle Christian Academy or any other public / private elementary school in the Spackenkill school district. However, a minimal amount of families from the same school need to have their children enrolled before transportation will be provided. Also, a \$60.00 per-month transportation fee will be applied. If your child needs a booster seat in accordance with the law it is the responsibility of the guardian to supply the booster seat.

PROGRAM PARTICIPATION

Payments, Coupons and Fees:

Payment coupons are mailed to each participant after registering. We ask that you mail in your child's payment with the attached coupon to assist us in the proper processing. **Monthly payments are due promptly on the 5th of each month with your payment coupon attached.** If the Guardian's place of employment has a child care tuition reimbursement (Flex Pay) program, then the School's Out Director will be able and willing to assist you in this process. Please note that a copy of any signed material or

documents in this matter will be required for our records as well. If payment is not received on or before the 5th of the month, a late fee charge of \$15.00 will be applied. If the payment date happens to fall on the weekend or holiday, the due date will be the very next working day. The fee charge for None Sufficient Funds is \$20.00. After the third NSF fee occurs, payment may only be received by money order, cashiers check or by cash in a secured envelope.

Delinquencies and Payment Arrangements

We understand that financial difficulties may arise. Please feel free to contact the Director to arrange payment options when this occurs. However, if we continue to receive late payments or NSF fees, your child's removal from the program is possible. This is also the case for delinquent payments. Should your child's temporary removal from School's Out occur, and they attend FCA, their report card will be held until payment is received in full. An additional monthly late fee charge will be applied for every thirty days in delinquent status. Payment arrangements are available, just ask.

Refund Policy:

Tuition payments are non-refundable in the event a participant withdraws or does not attend their scheduled days. Please note that refunds are not possible due to time lost because of behavioral discipline or absences.

In the event of a death in the child's immediate family or if a child is hospitalized for medical reasons, a refund may be requested for the child's unused time. Once a refund request has been approved please allow the maximum time of two weeks for processing. For tax purposes you may request an official letter of statement regarding the total tuition paid to School's Out. When a written request is submitted, please allow the maximum time of 4-8 business days for processing.

Absences:

It is very important that both School's Out and the FCA office be properly notified if your child is going to be absent or picked up early from school. You may do this by calling or sending a written letter addressed to the School's Out program at FCA.

Non FCA students will be expected to arrive on their assigned days unless prior notification to the School's Out office has been made. Failure to be present will have the office calling parent/guardians/emergency contacts for verification. Please do your best as guardian to make sure that we are adequately informed of your child's absence. Perpetual negligence to inform us of absences may jeopardize your child's placement in our program. The School's Out program needs to adequately meet the proper child / staff ratio requirements and assure that your child is safe. Refunds are not possible with absences.

HOURS OF OPERATION / CURRICULUM

Morning Care and Afternoon Care:

The Morning AM Care Program is available for FCA students and begins promptly at 7:00 a.m. The program is located in the school cafeteria / gym of our facility. Please do not drop off or have your child enter the facility until the scheduled program time. The morning session ends at 8:15 a.m. and children are dismissed to their class. At this time the program does not provide AM transportation to another school. The Afternoon PM Care Program begins with the dismissal of school and ends promptly at 6:00 p.m. At dismissal from FCA, Afternoon Care participants are directed to a designated room for attendance. Following attendance, and depending on other school functions, the children will be moved to the designated program area. Please note that children coming from other schools need to be in their proper pick up locations in order to arrive at School's Out that afternoon. When picking up your child, the program may be located in another room of the building. For your convenience a sign will be left on the doors directing you to the pick up location.

Spiritual Curriculum:

The daily activities and events are located on the weekly schedule that is part of the welcome packet. Children will participate in weekly Bible-based devotions, worship music and praying for one another as part of the School's Out program curriculum. We aim to foster spiritual development in a Christ like way through curriculum and teachings aligned and affiliated with the Assemblies of God.

Field Trips and Guest Speakers:

Each day consists of homework time, healthy snacks, and fun-filled recreation for children. Bible-based devotions, music, environmental educational, arts and crafts, computers, movies and cooking projects occur throughout the week. Guest speakers, field trips and swimming broaden and enhance the daily curriculum throughout the year. School's Out offers many recreational and educational choices fostering your child's learning experiences along with spiritual, social, mental and physical development.

Recreational swimming is held at the Jewish Community Center in Poughkeepsie. Swimming lessons (for an extra cost) may be offered during the fall and spring months. Guest speakers and / or field trips usually occur every month and may be relevant to the season or our half day program. Prior to a field trip, and depending on its nature, a permission slip / fee may be collected to properly register your child for this special event. Depending on the child's age or weight, a car seat may need to accompany your child in compliance with state transportation laws. Also, upon registering your child, and with your signature of approval, you agree that FCA has permission to transport your child in the event of a field trip. Proper notification of the field trip will be made in advance.

Program Delays, Cancellations and Family Readiness:

When FCA issues a two hour delay with the start of school, the Morning AM Care program will begin at 9:00 a.m. Should FCA issue an unplanned early dismissal, the Afternoon PM Care program will not be in session that day. If there is no school because of inclement weather, etc. the School's Out program will not operate. Please be attentive to possible delays or cancellations when inclement weather occurs. Specific pick up arrangements are the responsibility of the guardian and will need to be made clear when contacting the FCA school office. You may contact the FCA school office with any inquiries.

Please note: should the Afternoon PM Care be in session, the Director/or Principal reserves the right to cancel the program at any time due to inclement weather or an emergency. If this occurs, the School's Out Director and staff will attempt to contact each child participant's guardian. If a guardian cannot be reached then the child's emergency list of individuals will be contacted. In the event of an emergency or inclement weather each

family should have their own emergency plan in place and discussed previously with their child.

SIGN IN AND PICK UP POLICIES

Morning Care and Fun Day Sign In:

It is the responsibility of each guardian to personally sign in their child. A legal signature is required with the understanding that your child is in the custody of the School's Out program until the start of school. This will be strictly enforced.

Daily Sign Out and Late Pick Up:

It is the responsibility of each guardian to personally pick up their child by 6:00 pm. Children are no longer in the custody of School's Out once they are signed out. Signing children out after 6:00 p.m. is considered late and is a policy violation. Pick-ups after 6:00 pm. will result in an initial \$15.00 late fee charge. For every 15 minutes after 6:15pm an additional \$15.00 will be charged. The staff will attempt to contact a child's guardian if no prior conversation has occurred, and if unreachable, attempt to contact the child's emergency contacts. The School's Out program does understand that there might be an occasional unforeseen lateness but should your signing in or tardiness become a perpetual problem, your child will be dismissed from the program. The staff are scheduled to work until 6:00 p.m. and after this time are not authorized to utilize the program area.

Identification Check:

The safety of each child is our primary responsibility. Please note that even when an individual is approved and prior awareness is known, proper ID may still be required. Guardians not yet known by the staff are required to show proper ID. If another individual attempts to pick up your child, other than the primary guardians or approved pick up people, a note of authorization from the guardian and proper ID will be required. If any individual at any time attempts to pick up a child without approved permission then the child's guardian and the local police will be notified.

Please note that the School's Out program will not entertain guardian custody issues. It is our policy to maintain a neutral stand. This includes speaking or completing information requested by a family counselor or attorney. It is the responsibility of the primary guardian to adequately inform the Director of any such custody issues or changes in approved pick up. If these issues begin to hinder the program in any manner or violate policy standards, the participant's involvement in School's Out may be terminated. If a legal document is presented from the court, a copy of any such document must be on file with the School's Out program.

HEALTHY AND SAFE CHILDREN

Allergies:

Allergies are to be clearly listed in the registration packet. Each registration packet is thoroughly reviewed by the Director. If any allergies, dietary or special needs are listed, the Director may contact you to discuss them in detail to provide quality care for your child. Guardians are encouraged to openly discuss any special needs or family situations. This can be vital in assisting us with the proper understanding of your child's needs. We believe each child is very special to the School's Out staff.

Dietary Needs:

Children with special dietary needs may bring their own healthy snacks to be eaten during the designated snack time. Guardians need to provide the Director with a phone call and a note in regards to dietary needs prior to the beginning of the program. The chewing of gum, eating of lollipops or any other candy and food that pose a risk / choking hazard, or is unhealthy such as soda, will be restricted. Exceptions may only be made during snack time.

Special Needs and Our Medication Policy:

Children with special needs / challenges are not denied entry into the School's Out program. However, if their special needs require extra attention or pose a safety hindrance, etc. to the daily programming, other child care options may need to be discussed. Please understand that the School's Out staff is not trained or certified in this type of child care service. You may be asked to submit a letter of documentation explaining your

child's special needs / challenges. An official letter from your child's physician may also be required.

The School's Out program has taken a stand against the administering of medication, ointments or any type of prescription drugs. This includes Tylenol, cough drops, sun screen, etc. If your child needs an Epee Pen for severe allergic reactions in a life or death situation, the guardian must adequately explain the proper use of this device to the program staff. This must be done in the presence of the Director with letters from both the child's physician and guardian required. If you have any questions regarding these policies, please feel free to contact the Director as they will be strictly enforced.

Appropriate Dress:

Daily outside recreation will occur depending on weather conditions. Children are to dress accordingly. In winter, jackets, hats, scarves, gloves, and boots are required. Children should wear sneakers or appropriate like shoes. Flip-flops, open toed shoes or high heels pose a risk to the child during play. Children participating in the Swim Program are expected to change and dress themselves in a reasonable amount of time. Girls are required to wear full piece bathing suits and have their hair tied back. Flip-flops may be worn on the deck of the pool.

Appropriate Playground Behavior and Security:

Children are not to walk or play on ice, throw snowballs, bring water guns or jump off high playground equipment and swings.

Children must stay in the designated recreation area. Children are advised not to leave the recreation area even when they see their guardian arrive to pick them up. Under no circumstances may a child exit the facility or playground by running across the parking lot toward their guardian.

Guardians, themselves, must cross the parking lot to sign out, pick up and accompany their child back to their vehicle.

Parents must adhere to the signs posted directing them to designated pick-up areas. For security, the main entrance may be locked when guardians arrive. Guardians should proceed to the gym doors and knock. Children are not allowed to open the doors, only staff.

Children's Personal Belongings:

Lost and Found bins are located in the FCA gym. Left or forgotten coats, back packs, lunch bags, water bottles and other belongings will be placed in these bins.

Wet swim wear, towels, clothing, shoes will be tossed if forgotten. These items grow smelly and moldy and interfere with other events being held in the gym facility during the weekend. Children and parents are advised to check their belongings before departing.

Children that wish to bring toys need to have prior permission from the School's Out Director. Guardians are to call the Director and send a note with their child if such belongings are to be brought to School's Out. Any toys and / or devices considered dangerous will be confiscated. Devices such as MP3 players, CD players, cell phones, pagers, etc. are not permitted in School's Out. These devices pose a safety risk and are thus prohibited. **School's Out is not responsible for lost and forgotten items, theft or the brokenness of personal belongings.**

Cell Phones / I Pods:

At the present time, the School's Out Director and staff have asked that the use of cell phones/ I Pods be restricted. Should a guardian need to be reached in the case of an illness or emergency, our trained and certified staff will make this contact. Please note: recently the use of cell phones / I Pods among school age and adolescent youth has become an issue of personal privacy as various cell phones are now capable of video, picture, text messaging and voice recording. Convenient as they are, they pose a privacy issue and are strictly prohibited. Thank you for your understanding. Providing a safe and secure environment is our priority.

CHILD, PARENT AND STAFF COOPERATION

Behavior Guidelines and Discipline:

Each School's Out registrant receives a policy booklet of guidelines and rules to be followed. These guidelines and rules are also found in the

registration packet and require both the guardian and child's signatures. Children are expected to respect themselves, others and the School's Out staff. Inappropriate physical or verbal behavior is prohibited. Verbal bashing, threats and gossiping like behavior will not be tolerated. Objects, substances, toys or personal belongings considered dangerous or inappropriate will be confiscated.

Violation of the guidelines or rules may result in the guardian being contacted and a conference requested depending on the severity. If a conference is required, an agreeable child development plan between the guardian and Director will be implemented and monitored until improvement occurs. When behavior incidents occur, a documented report will be completed followed by a required signature from the child's guardian.

Depending on the severity of the behavior or inappropriate incident, a child may be temporarily or permanently removed from the School's Out program. A decision of this nature would be made by the School's Out Director. Depending on severity, (3) formal incident / behavioral reports along with communication conferences via the Director and guardian will take place before dismissal. If a child's misbehavior becomes a disruptive occurrence to the safety or integrity of this program it would be considered grounds for dismissal. Refunds will not be given for time lost due to a discipline issue.

Accidents and Illnesses:

If a child develops an illness or has a medical injury during the School's Out program, their guardian may be notified depending on the severity of the incident. If the guardian is unreachable then the child's emergency contact individuals will be notified. If a child has a bathroom accident, the School's Out staff will immediately notify a guardian and attempt to find some temporary clothing for the child.

Depending on the severity of the child's illness, medical injury or bathroom accident, guardians may need to pick up their child as soon as possible. Special arrangements may need to be made for pick up. During this time your child will be kept quiet and comfortable. If an illness or medical injury is deemed serious in nature, an ambulance will be called and your child taken to the hospital. Be assured that a staff member will accompany your

child to the hospital. Any type of medical injury that occurs will be followed by an incident / accident report and signed by the child's guardian.

Treatment for Illnesses:

For the health and safety of your child, other children and staff, please do not send your child to School's Out if he/she is sick. This is especially true if they have an ongoing illness that may or may not be contagious. Children that present a contagious illness will not be permitted to attend the School's Out program. This will be in effect until adequate documentation from the child's physician is provided that states treatment through antibiotics, etc. is occurring.

Communication:

We care for the well being of each child and their family. If any assistance is needed and we can help, we would be blessed and honored. Even if it's a little prayer or word of encouragement, please let us know. If a private situation or family emergency arises, please feel open to give the Director a call and chat openly. Know and be assured that all matters are kept confidential by all staff members.

Professional and Certified Staff:

The School's Out Program takes pride in providing quality training for each staff member prior to employment / the beginning of School's Out. This includes CPR and First Aid. Gaining this knowledge is encouraged and supported among all staff members. In addition, the Director conducts regular staff meetings reviewing progress, objectives and goals. Areas of improvement are discussed and changes made to better serve your child's after school experience to the best of our ability. Each staff member has cleared a background / reference check, including a child abuse and prevention clearance approval. Please note that the program staff are not permitted to baby-sit or transport any after school child participant while employed. Your child's safety and well being is always our primary concern. We are privileged and honored to be working with your child.

About The Program Director:

Ryan Jones has developed and directed many multi-level school age child care programs for various organizations. He is a certified YMCA / USA program director and holds current CPR and First Aid certification. He has held the responsibility of complying with the licensing of after school childcare programs for NY State Department of Children & Family Services. Ryan has also held the position of Children's Pastor with the Assemblies of God. He presently holds an Associates degree in Early Childhood Education, Bachelors degree in Management, Masters degree in Organizational Leadership and is currently working on a Masters in Marriage & Family Therapy.

His current responsibilities involve the Directorship of before and after school and summer camp programs. He currently serves as a committee member for the Dutchess County Children's Services Council and a member of the Board of Directors for Taconic Resources, advocating the rights / services of children and adolescents.

Questions and Mailing Payments:

If you have any comments, concerns or questions, please do not hesitate to contact us. If an emergency arises and you cannot get in contact with the School's Out Director please call the church office and speak with a receptionist or our Business Administrator, Rev. Terry Deffenbaugh.

Please mail your check to the address listed below and made payable to Faith Christian Academy. "School's Out" should be noted on the memo line of your check. Payment coupons should accompany your method of payment. Please mail your payments as we prefer that you not submit them in person to the staff as loss may occur.

Phone, E-mail, and Address Information:

School's Out Voice Mail = (845) 462 - 5955 x 199

School's Out **Emergency** Cell Phone = (845) 489 - 0463

Faith Christian Academy School Office = (845) 462 - 0266

School's Out E-mail: **Sacc@Faithag1.org**

School's Out Web Site: **Faithag1.org**

1. *Click on Ministries*
2. *Select School Age Child Care / School's Out*

Faith Assembly of God

Attn: School's Out

254 Spackenkill Road

Poughkeepsie, NY. 12603

A Note From The Program Director:

I hope this booklet has been helpful to you as Faith Christian Academy considers it a privilege and true honor to be working with your child(ren). As Director, I have an open door policy in that any comments, concerns or questions will have my full attention. Thank you and may the Lord richly bless you as we look forward to serving you.

Sincerely,

Ryan Jones

**Ryan A. Jones,
M.S. Organizational Leadership
Director of School Age Child Care**

(Revised 2008)