

SCHOOL'S OUT POLICIES, PROCEDURES AND INFORMATION

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(Revised June 2009)

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SCHOOL'S OUT REGISTRATION

Registration Requirements / Approval:

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. A current health / physical form is also needed. Tuition payments are due the 5th of every month. The initial tuition fee is collected the current month that your child begins. 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 and school office with a note stating the days they will be attending School's Out.

Pre-School Participants:

All pre-school applicants must be potty trained in order to participate in the School's Out program. It is recommended that a change of clothes be kept in their book bag.

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/or written note. This must be received a week prior to a new month.

Monthly Attendance: **(Children of Emergency Personnel)**

School's Out requires a weekly set schedule of days your child will attend per month. However, in the case of parent/guardians who serve as emergency personnel 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 Students Only)**

Faith Christian Academy (FCA) students who are not registered may, on occasion, need to attend School's Out. The fees are as followed:

(1)AM Care = \$15.00 and (1) PM Care = \$25.00.

Students 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 standards. Please understand that this policy may be subject to change, requiring mandatory registration, depending on our current enrollment status.

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 attending one of our Full Day / Half Day programs.

Expanded Service With 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 from Tabernacle Christian Academy or any other public / private elementary school in the Spackenkill School District. Transportation from additional schools is possible. However, a minimal amount of families from the same school need to have their children enrolled before transportation will be provided. 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. Should a transportation participant be absent, their guardian is responsible for properly notifying the School's Out office in a timely manner.

Quick Link System:

Quick Link serves as a vital informational system in two forms. The 1st form involves an emergency cell phone number that can be helpful during

the morning care and afternoon care sessions of School's Out. The 2nd form involves the creation of an email distribution list that will operate in the event of an emergency situation, along with providing continual updates about School's Out activities. In order for this system to work correctly, parents / primary custodial guardians must provide email addresses on their child's registration form. It is suggested that parents / primary custodial guardians check their email each day prior to School's Out and then during the day for changes and/or updates to the School's Out agenda.

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 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 be received only by money order, cashiers check or by cash in a secured envelope.

Payment Delinquencies:

Three late payments within a 6 month period will result in termination of participation in the School's Out Before and After School programs. If you are having difficulty making your monthly payments, it is suggested that you contact the director to implement a "Payment Plan" that would allow your child to continue their participation. However, if a parent/guardian fails to adhere to the revised terms of making prompt tuition payments, termination of participation in the School's Out Before / After School programs will occur.

Refund Policy:

Tuition payments are non-refundable should a participant withdraw or 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:

If your child attends Faith Christian Academy, the School's Out and the FCA office must be properly notified of your child's absence or early pickup from school. Both School's Out and the FAC office must be properly notified when participants become involved in other after school activities (drama, intramurals, art, etc) and arrive later to their scheduled After School session. 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 will 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 begins promptly at 7:00 a.m. The program is located in the school gym. 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. The Afternoon PM Care Program begins with the dismissal of school and ends promptly at 6:00 p.m. At FCA dismissal, 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 from School's Out, 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.

Daily, Weekly and Monthly Curriculum:

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. Field trips, guest speakers and our spring swimming program broaden and enhance the monthly curriculum throughout the year. The spring swimming program (at an additional cost) is held at the Jewish Community Center in Poughkeepsie. School's Out aims to foster your child's spiritual, social, mental and physical development.

Faith-based 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 doctrine.

Field Trips and Guest Speakers:

Field trips and/or guest speakers occur each month corresponding with our Full / Half Day programs. Prior to each field trip, and depending on its nature, a permission slip / fee will be collected to properly register your child for this special event. Depending on the child's age or weight, a car booster seat may need to accompany your child in compliance with state transportation laws. Upon registering your child, and with your signature of

approval, you agree that Faith Assembly 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. (845) 462 - 0266

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 6:15 p.m. an additional \$15.00 will be charged. The staff will attempt to contact a child's guardian if no prior notification 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 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 an individual, other than primary guardians or approved pick up people, attempts to pick up your child, 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.

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 are 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 outdoor recreation will occur depending on weather conditions. Children are to dress accordingly. Sneakers, or appropriate like shoes, are required on a daily basis. Flip-flops, open toed shoes or high heels pose a

risk to the child during play. In winter, jackets, hats, scarves, gloves, and boots are required. 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 and towels left behind at the end of a swim date will be discarded at the end of a 24 hour period if not claimed/ picked up.

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 participant receives a policy booklet of guidelines and rules that must be followed. These guidelines and rules are also found in the registration packet and require both the primary custodial 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.

When behavior incidents occur, a documented / behavioral report may need to be completed, (depending on the incident) followed by a required signature from the child's primary custodial 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.

How Children Are Disciplined:

If a child demonstrates inappropriate behavior they will be warned the **first time**, and asked to improve their behavior from an age-appropriate perspective. A School's Out counselor will attempt to redirect and refocus their behavior. If they are spoken to a **second time**, they will be asked to sit down and relax while they have a chance to think about their inappropriate behavior and how change is possible. This will occur within the supervised programming area but not near other School's Out participants. Depending on the severity of the behavior incident, the child may be taken to see the program director and/or a member of the School's Out Administration. We will attempt to discover and explore the reason for the child's inappropriate behavior.

If the misbehavior continues and they are spoken to a **third time**, their parent / primary custodial guardian will be contacted and the participant may undergo a suspended absence from the School's Out program for a period of 1-3 days. If, upon the participants return (after suspension), the child's behavior continues to be disruptive, hindering the program's integrity, curriculum or safety of others, the child will be removed from School's Out.

A Requested Conference:

Please understand that should a conference be requested by the director with a child and their parent / primary custodial guardian, this would be considered serious in nature. If the parent / primary custodial guardian chooses not to adhere to a conference and/or the child's behavior continues to be disruptive, this would be considered grounds for dismissal. Prompt and appropriate communication among all parties involved is greatly appreciated and essential to the understanding and success in resolving the behavioral incident. At this point a "Behavioral Modification Plan" will be developed and implemented, followed by a 30 - 60 day probationary period. Upon an evaluation of the probationary period, if the child participant has not been able to adhere to modifications outlined in the behavioral plan, the primary custodial guardian will need to look for other child care options for their child.

School's Out is committed to a positive, peaceful and Christ-centered outcome that fosters a clear understanding of accountability and reconciliation.

Denial of Registration Enrollment:

School's Out reserves the right to deny a participant's registration and enrollment. This would be based on past / current behavioral challenges or incidents that have hindered the integrity and/or disrupted the quality programming of School's Out, Faith Kids Camp, Faith Christian Academy or any other ministerial programs or events at Faith Assembly of God Church. (This includes and is not limited to any other Assemblies of God general council affiliated churches, schools or ministries.) Denial of registration enrollment may apply to the upcoming School's Out years and beyond. A follow-up evaluation conference would be mandatory upon reacceptance into School's Out.

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's 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. Please let us know, even if it's just a little prayer or word of encouragement. 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 the 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 Assembly. "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:

Faith Assembly School's Out Office / Voice Mail: (845) 462 - 5955 x 199
Faith Christian Academy School Office: (845) 462 - 0266

School's Out **Emergency Cell Phone**: (845) 489 - 0463
(Operational during the AM / PM care programming hours)

School's Out E-mail: **Sacc@Faithag1.org**
School's Out Web Site: **www.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 the School Age Child Care department 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 June 2009)