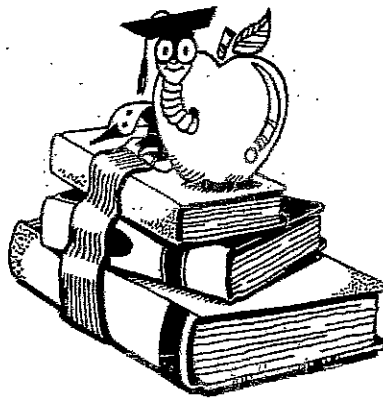
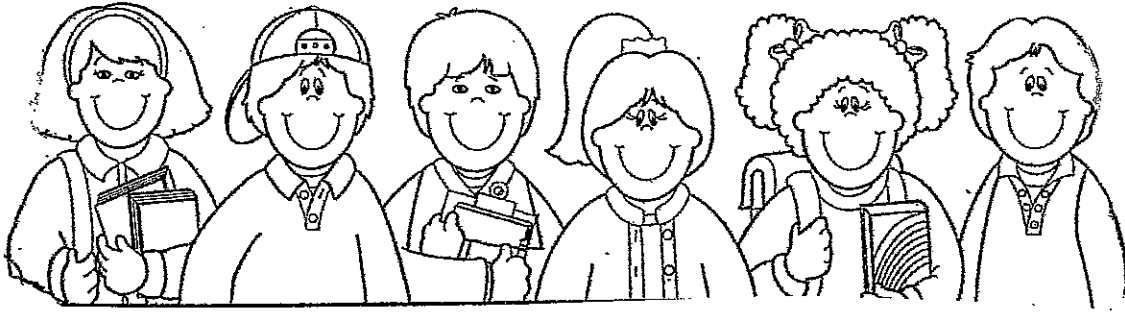


St. Luke United
METHODIST CHURCH
AFTER SCHOOL CARE
PROGRAM



2916 WICKER STREET
Sanford, North Carolina 27330
919-777-5444
919-776-2012



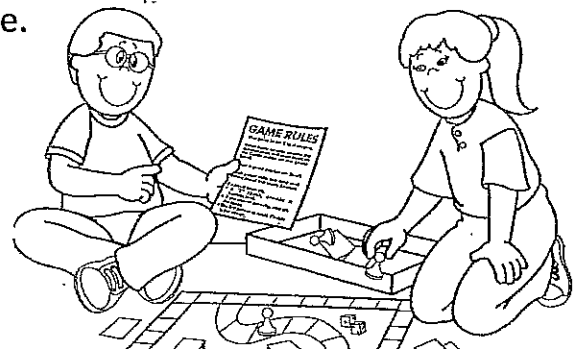
St. Luke After School Care provides afternoon supervision for children in elementary & middle school. The program will provide a learning environment to allow children to do homework and promote cooperative play in a safe Christian environment. We will provide children with developmentally appropriate activities that will enhance your child's confidence, enrich his/her social and physical development and encourage self-expression. A combination of individual and group activities will be planned. Children are encouraged to give their input on what activities they would like to do. Our goal will be that all of the students in the afterschool program thrive in every activity they participate in.

The program will be governed by a Board of Directors and shall be supported by the governing bodies within the Church and Church membership. The program will be self-funded non-profit ministry of the Church.

The program shall begin on the first full day of Tramway year-around school schedule and end of the last full day of the traditional school year. The operating hours will be 2:30 to 6:00 Monday- Friday. The program will not operate on Early Release days. The program will follow the Lee county school system's traditional calendar of vacation's, holiday's & workday's. Make-up days due to weather will be the same as Lee county schools. The program will not operate should school be open for Saturday inclement weather make-up. The program will not operate if schools close due to early release for weather conditions or other unexpected events.

Transportation:

Transportation will be provided by Lee County School bus for Ingram Students. The St. Luke vans will pick up students from Tramway Elementary, Bullock Elementary, Greenwood Elementary, WB Wicker Elementary & West Lee Middle.



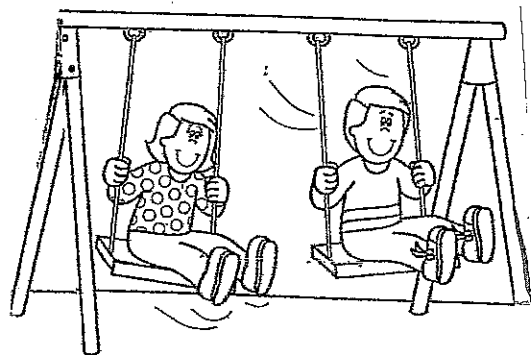
Telephone:

Our Telephone number is 919-777-5444. This is an answering machine only. Please call this number to contact us if you need to leave a message. I check the machine once daily at **2:00pm**, just before we depart to go to the schools for pick-up. 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. Always remember you can call me on my cell phone at 919-770-0607.

Tuition:

Weekly tuition rates per child are as follows:

Non- Church Member	\$55.00 per week
2 nd child same family	\$50.00 per week
Church Member	\$50.00 per week
2 nd child same family	\$47.50
Part-time care	\$15.00 per day- if available

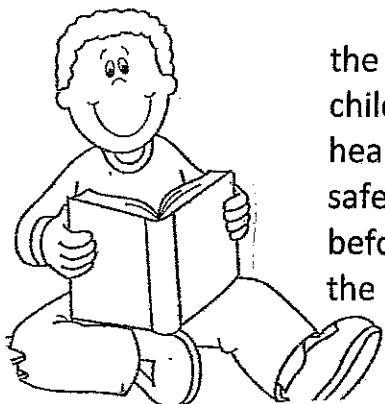


Tuition is due on or by the 10th of each month. If paying in cash, parents are requested to have correct change- no cash is kept on site. A year-end statement of your account will be produced by January 31st for all families with account in good standing.

A late notice will be sent to all families that do not have the tuition in by the 10th. A written 30 day late notice will be sent by the Board of Directors 30 days after the last payment has been made, unless other arrangements have been requested and approved by the Board of Directors. When a payment is 60 days or more past due a \$20.00 late fee will be charged. A second written notice will be sent by the Board of Directors that will include information concerning student's removal from the program for non-payment.

Absences

If your child will be out for any reason please let us know by calling the answering machine number, which is 919-777-5444. We look for your child each day and if he/she is not coming we need to know. If we don't hear from you, we will be calling you at work to find out your child is in a safe place. It is very important that you leave a message on the machine before 2:00pm. The machine is checked at 2:00pm and calls are made to the pick-up staff to let them know who will not be riding the van on that



day. If we didn't hear from you and your child didn't show up at the van the pick-up teacher will ask the school staff to look for your child and at the same time will call back to the church and have the staff at the church start calling you at work. This is a lot of work and worry for my staff. Please call the answering machine each day that your child will not be with us.

Late pick-up

Our program closes at 6:00 each day. All children need to be picked up by 6:00. If you are going to be late please call the church phone at 919-776-2012 and ask for one of the after school team members or call Carolyn Lee at 919-770-0607. We then can share this information with your child so they will not worry. A late fee will be assessed at 6:00 of \$5.00. A fee of \$1.00 per minute will be assessed every minute after that. Chronic lateness could result in termination from the program. For consistency, the program will use satellite time on the director's cell phone for time reference. It is critical to always contact the director if you are going to be late.



Health, Illness & Medication

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 becomes ill while at St. Luke After School Care you will be notified and will need to come and get him/her as soon as possible. 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. 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's needs can be met here at Saint Luke afterschool.

Homework Time

We are very fortunate to have homework time each day (Monday-Thursday). The staff divides the children into different homework rooms. They will work on their homework until 5:00pm, or finish their homework.

When they are finished with their homework they go into the big room for games and projects. Every family has different expectations of their children in regards to homework. Therefore, we may use a homework agreement form when it is needed. We ask that parents go over their exceptions with their child/ren and then sign off on their agreement. This ensures the child is clear on what

you expect and our staff member is also aware of your family desires. Each child will receive help as needed during homework time but please be aware that the staff members can not give any one child his/ her undivided attention.

Enrollment for next year

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 weeks' 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 adequate insurance at all times to protect the children, staff and church.



Scholarships

Scholarships may be offered when available for families with qualifying financial needs. Persons who wish to apply for a scholarship must put their request in writing and the director will present the letter to the Board of Directors. Scholarships will be awarded at the discretion of the Board of Directors if the qualifying needs are met.

After School Behavior Expectations

Children will be encouraged to use appropriate behavior at all times. Positive reminders and redirection will be used with all children. We encourage open communication in all situations. Please feel free to discuss any problems with the director. The children are reminded that they need to comply with the already existing rules of their school, as well as, the After School rules.

1. Be respectful to other students, our staff, and church members with whom children may come into contact with.
2. Follow all directions from staff and/or church members the first time they are given.
3. The student should stay in their assigned area. The student will only be allowed to leave the area with a staff member escort.
4. The student should keep their hands, feet, objects to themselves.

5. The student should walk appropriately in the church and on the church grounds.
6. If a student comes to afterschool with no homework, they will be asked to read silently until the play room is ready.
7. Use respectful language at all times, using an inside voice.
8. The student should treat all personal and church property with respect.

After School Discipline Policy

The after school program is a means to provide afternoon supervision to students, providing additional educational support and supervised playtime while parents finish their work day. It must be recognized that inappropriate behavior by the student's will not promote a favorable learning environment and therefore will not be tolerated. As with any other zero-tolerance policy, there will be consequences for engaging in certain types of misconduct. Noted below is a list of the types of inappropriate behaviors that are not acceptable.

1. Failure to follow rules, policies and procedure of the After School program.
2. General misconduct, including loud or boisterous behavior that tends to disturb others, disrupted behavior on the church vans, running in the halls/ classrooms, pushing or shoving others, and defacement of church or personal property.
3. A students persistent refusal to follow the instructions of the program staff, or to be persistently argumentative to the staff
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and / or actions or gestures directed to or in the presence of any student, staff or church member.
5. Physical fighting, mutual or not, between students.
6. Behavior that may result in the physical or mental abuse to other children or one's self.
7. Behavior that requires constant attention from the staff.
8. Behavior that abuses the staff and/or ignores or disobeys the behavior expectation.

Disciplinary Actions

1. Verbal reprimand
2. Removal from the classroom allowing the student the opportunity to regain control of their behavior.
3. Parent contact either by phone or in person
4. An Afterschool / student behavioral action plan/ improvement plan.

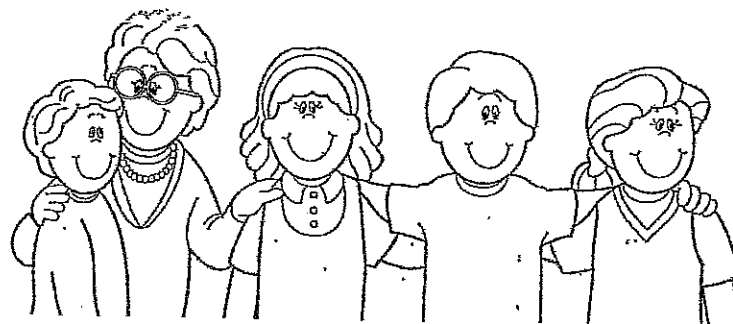
5. Suspension from After School

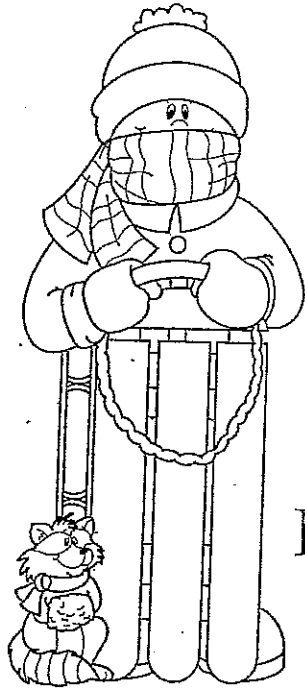
- a. 1st offense- 1 day suspension
- b. 2nd Offenses- 3 day suspension
- c. 3rd Offenses- Parents, program director, staff members, a representative from the Board of Directors, and/or Senior Pastor will conference to determine continued enrollment in the program. Our program cannot serve children who display chronically disruptive behavior.

6. Permanent withdrawal from the after school program.

Holidays & Workdays 2019-2020 School Year

First day of school- TRAMWAY ONLY	July 17, 2019
TEACHER WORKDAY- TRAMWAY ONLY	August 20, 2019
First day of school- Traditional Only	August 26, 2019
Holiday	SEPTEMBER 2, 2019
INTERSESSION- TRAMWAY ONLY	SEPTEMBER 23, 2019- October 11, 2019
EARLY DISMISSAL- Traditional Only	October 25, 2019
Holiday	NOVEMBER 11, 2019
Holiday	NOVEMBER 27-29, 2019
EARLY DISMISSAL-TRAMWAY ONLY	DECEMBER 18, 2019
CHRISTMAS BREAK	DECEMBER 19, 2019 - January 3, 2020
EARLY DISMISSAL-Traditional Only	DECEMBER 20, 2019
CHRISTMAS BREAK	DECEMBER 23, 2019 - January 3, 2020
Holiday	January 20, 2020
TEACHER WORKDAY- Traditional only	FEBRUARY 17, 2020
TEACHER WORKDAY'S-TRAMWAY ONLY	MARCH 2 & 3, 2020
TEACHER WORKDAY- Traditional only	MARCH 3, 2020
INTERSESSION- TRAMWAY ONLY	MARCH 23, 2020 - APRIL 3, 2020
SPRING BREAK	APRIL 6, 2020 - APRIL 10, 2020
Holiday	MAY 25, 2020
Last Day of School- EARLY DISMISSAL	JUNE 4, 2020





ST. LUKE AFTER SCHOOL INCLEMENT WEATHER POLICY

If school is let out early because of bad weather, there will be NO After School care that day. The van will NOT pick up at the schools. Parents are responsible for the picking up of their children.

Carolyn Lee- 777-5444

