

St. John's United Methodist Church After School Program Handbook



321 S. Oakland Avenue
Rock Hill, SC 29730
803-327-3113

After School Handbook

Welcome Letter.....Page 2

Registration and Program Fees.....Page 3

Calendar
Inclement Weather
Daily Routine
Special Events.....Page 4

Daily Dismissal
Late Pick Up
Absences.....Page 5

Special Events
Photographs
Withdrawal
Grievance Procedure..... Page 6

Discipline Policy..... Page 7

Health and Safety Guidelines..... Page 8

Thank you/Contact Information..... Page 9

Katie Goodwin
Director of Weekday Ministries
803-322-1071 cell
kgoodwin@stjohnsrh.org

Kelsey Isberg
Program Director
720-299-7392 cell
kisberg@stjohnsrh.org

St. John's United Methodist Church
www.stjohnsrh.org
321 S. Oakland Avenue
Rock Hill, SC 29730
Church: 803-327-3113, ext. 235
Fax: 803-327-3119

Dear Parents,

We welcome you to St. John's United Methodist Church and our After School Program. The church believes that each child should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to the fullest potential. We feel that we are called to the ministry of caring for children, showing concern for families, and providing support for our congregation and the surrounding community.

The entire staff and I appreciate your interest in and support of the After School Program. We look forward to many happy days together and welcome your comments and suggestions.

Sincerely,

Katie Goodwin, Director of Weekday Ministries
Kelsey Isberg, Program Director
And the After School Committee:

Mary Watson, Chairperson, mandpwatson@comporium.net
Rebekah Ardis, rebekah.ardis@gmail.com
Anna Igou, annaigou@gmail.com
Allyson Watson, allytiger@aol.com
Lesslie Pursley, lpursley@rhmail.org
Jenifer Crawford, jenifercrawford@gmail.com

Registration

In order for registration to be complete, an application form must be completed, a copy of a current immunization record submitted, and an annual **non-refundable** \$200/per child registration fee paid. Registration may be paid in two monthly installments.

Program Costs/Fees

Tuition for the school year is \$3,000/child, \$5,700 for two children, or \$8,100 for three children in the same family. Tuition is divided into ten equal payments for the convenience of our families. Monthly tuition is \$300/child, \$570/2 children, or \$810/3 children. Payment is due the first of each month, August through May. Teacher workdays (after the first day of school) and special events are included in monthly tuition. Tuition covers staff payroll, snacks, transportation, and necessary supplies, so it is imperative that tuition is paid on time. Please include a \$20 late fee if payment is made after the 5th of any month. Returned check or bounced Pushpay payment fees are \$25. Families have two options to pay tuition. The church uses a Pushpay app which can be tied to a credit card or bank account. This is the After School's preferred method of payment. We also accept checks written out to St. John's UMC. The program reserves the right to discontinue enrollment if tuition payments are more than 30 days late. Student accounts with a total of two returned checks will be placed on a "cash only" basis for the remainder of their enrollment. The program reserves the right to refuse registration for the next school year of any family whose accounts are chronically or excessively delinquent. If your family is experiencing financial difficulty due to extenuating circumstances, the program will make every effort to work with you until the issue is resolved. Scholarships are available for families who need tuition assistance. Please see the Director of Weekday Ministries immediately if you anticipate a problem with your tuition payment or if you would like more information about scholarship assistance.

Calendar

St. John's After School will begin picking up your child at their school on the first day of school and follow the school calendar until the last day of school. On all teacher workdays or in-service days between the first and last day of school, we will be open for a full day (8:00 a.m. until 5:45 p.m.). We will be open from 11:00 a.m. until 5:45 p.m. on Early Release days. Teacher workdays and Early Release days are included in tuition fees. We need families to sign up for the teacher workdays to hire the appropriate staff for these days. The director will reach out before each workday.

Inclement Weather

In the event that school closes early due to inclement weather, the After School buses do not run. Please plan to pick your child up from school or arrange alternate transportation. If the RHSD is closed due to weather, holiday, or any other reason, the ASC is closed as well.

Daily Routine

After School children are picked up from their prospective schools. They arrive at St. John's at approximately 2:30-2:45 p.m. each day. At this time, children are given time on the playground or in the gym to unwind from their school day. Brief devotions and healthy snacks are provided daily. Children are divided by age for homework or reading time. Once homework time is complete, we have time for free play and organized activities. The facilities at St. John's provide a variety of areas for games and play. We utilize the gym, several outside areas, our large recreation room, and several classrooms. There is also a "Hollywood" movie room at our disposal. We provide many board games, puzzles, manipulatives, crafts, and art projects. On occasion, we have visitors who offer interesting and informative programs.

Daily Dismissal

If a child is going to be picked up by someone other than a legal guardian, we must receive written notice or phone call from the parent. Anyone other than the legal guardian must present a picture ID before any child is released.

Late Pick Up

The St. John's Safe Sanctuary policy requires the After School program to have at least two adults with the children at all times, with the exception of the bus ride from the school to the church. This is also important for security reasons when leaving the church each day. We appreciate our families picking up each day by 5:45 p.m. The director and another staff member will wait until you arrive if you are running late. Please contact the program director if you are running late. A late pick up fee of \$25 is imposed from 5:46 until 5:55 p.m.; \$35 for 5:56 until 6:05 p.m., and \$45 from 6:06 p.m. until 6:15 p.m. Late charges are due no later than the next business day. If excessive tardy pickups are observed, the program reserves the right to dismiss a family from the program.

Absences

If a child is ill or will not be attending on a given day, please notify the director and staff by leaving a voicemail at 803-327-3113 ext. 235, texting Kelsey Isberg at 720-299-7392 or emailing kisberg@stjohnsrh.org by 1:30 pm each day. If the illness lasts more than one day, we will need a phone call, text message or email for the next day or days. If your child is out for an extended time frame like a vacation, you may communicate the exact dates via voicemail, text message, or email and we will note it on the calendar so you do not need to call each day of the extended absence. Proper notification ensures an accurate headcount for each bus driver. It also helps keep bus schedules on time by preventing unnecessary delays while the driver tries to locate children who have gone home other ways or were not at school that day. *There is a \$10 fee per child for parents who do not communicate a daily absence by 1:30 pm each day. The fee is due on the first day the child returns to the program.* There are no refunds for the days children are absent, for days assigned as student holidays by the Rock Hill School District III, or for snow days that the district does not require the students to make up.

Special Events

A variety of programs and entertainment are brought into the After School program. Events vary from ice cream parties to celebrate birthdays to Rec in the Box or art classes and other opportunities for learning and fun. Special events and programming are covered in each child's tuition.

Photographs

Occasionally, St. John's After School or church staff may take photographs of the children engaged in After School activities. These photos may be used for church publications, church or After School Program-related social media posts, or the church website. The children are not identified by name. Permission to photograph is included in the yearly enrollment application.

Withdrawal

If for any reason, your child must be withdrawn from the program, a two-week notice must be given. If you fail to give notice, you will be liable for the next month's tuition.

Grievance Procedure

Parent/student grievance: Hopefully, any grievance of a student or parent can be resolved by a conference with the Program Director of After School. If this is not possible, the grievance may be referred to the Director of Weekday Ministries or the chairperson of the After School Committee for discussion with the After School Committee. Please be prepared to state the nature of the grievance and the relief sought and a description of the efforts, with dates, to resolve this prior to the referral. The After School Committee's decision will be final in all cases.

Discipline

One of the St. John's After School Program goals is to foster a sense of both fun and learning. Keeping the learning environment active and fun will usually eliminate the need for discipline. Often, discipline can be handled by redirecting the child to the more constructive use of time and energy.

When "discipline" is necessary, all interactions will carefully consider a child's integrity. All children will be treated with gentleness, respect, and understanding. Under no circumstances will corporal punishment be administered to a child in the St. John's After School Program. Corporal punishment includes spanking, slapping, jerking, pinching, or "popping hands." The use of corporal punishment by a staff person is grounds for immediate dismissal.

The consequences of misbehavior are to be stated in positive terms and discussed with the child. Adults should praise appropriate behavior and ignore mildly disruptive behavior. If a child repeatedly breaks the rules or disrupts the other children, they may take a short "time out" from the group's activities (usually 1 minute per year of child's age, a timer will be used). Teachers will then review the rules with the child and help the child positively re-enter the activities. If a child has been in time out, the child's parent should be notified at the time of pick up. Behavioral issues will be discussed in private.

The consequences of severe and repeated misbehavior should be decided upon by the Program Director of After School and the Director of Weekday Ministries (if necessary). The circumstances surrounding each child and their behavior issues are different. For this reason, the discretionary authority of the Program Director of After School and the Director of Weekday Ministries cannot be limited. Consequences of severe behavior may include brief suspension from the After School Program, parent conference(s), the implementation of a behavior plan, or recommendations for counseling or a pediatric examination. In extreme cases, a child may be dismissed from the program.

Health and Safety Guidelines

We have made every effort to make the program safe for children. However, in the case of an accident or illness involving your child, we will notify you immediately. Please do not knowingly send your child to the After School Program if they exhibit the following symptoms: fever, excessive sneezing, coughing, vomiting, diarrhea, sore throat, earache, runny nose, red or discharging eyes, skin rash, or chills. If we cannot reach a parent in the event of an accident or illness, we will call the emergency contacts listed on your enrollment form. Families are responsible for keeping emergency contact information current and accurate. St. John's After School staff receive Pediatric First Aid, CPR, and AED training yearly.

If your child contracts an infectious disease or lice, please notify the director immediately. We will discreetly notify parents as needed about communicable disease or infestation and inform them of appropriate treatment and precautions. All children are required to keep an immunization record on file, and parents are responsible for turning in updated copies as additional immunizations are administered.

If medication is necessary while your child is in after school care, please fill out the Permission to Administer Medication Form. Only a director or a lead teacher will administer medication. In the case of severe allergies, EpiPens may be administered by another staff person if the director is in another part of the building or assisting with the emergency in another way. The director will keep a record of all administered medication. Medication must be in the original prescription bottle and clearly labeled with the child's name. Medicines are kept in a locked container and out of reach of the children and can be refrigerated if necessary.

In the event of an evacuation due to fire or another emergency, all After School children will report to the memorial gardens in front of St. John's Center, located at the corner of White Street and Elizabeth Avenue. Parents may pick up their children from this location. The director will bring an attendance list to ensure that all children are safely evacuated from the building and are in the care of their families. Parents will be notified of the evacuation as soon as the children are cared for, and it is safe to do so.

In the event of a tornado warning, all children will be taken to The Core (the basement area of the children and youth building) until the warning has been lifted.

If a lock-down is necessary, children will be taken to the closest classroom and the classroom door locked until the building has been cleared to return to normal operation. The exterior doors to the church are to remain locked at all times. All families are given an access code that works during After School hours. For the safety of everyone, please do not share the access code.

Thank You!

Thank you for sharing your child with us. Please notify the After School Program Director of any changes in family situations (illness, death, trauma, etc.) so that staff may be sensitive to your child's needs. If we can be of assistance to you in any way, please get in touch with us.

*Katie Goodwin, Director of Weekday Ministries
Kelsey Isberg, After School Program Director*