



AFTER SCHOOL MINISTRY PARENT HANDBOOK

*Train up a child in the way he should go,
and when he is old he will not depart from it.
Proverbs 22:6*

**After School Care
3:00pm to 6:00pm
(561) 354-1939**

**School Phone Number
(561) 746-7800**

(For Emergency Closing Information, dial 1 after the recording picks up)

**Mrs. Merry Smathers, Director
(561) 354-1914, during regular school hours**

PROGRAM OVERVIEW

GOAL

After School Care is a safe and happy environment where students in K3 through 8th grade will have the skills and lessons learned at JCS reinforced and put into practice after school. Our goal is to provide opportunities for the students, and staff to walk closely with Jesus Christ on a daily basis demonstrating and fulfilling Christ's command to "Love one Another."

OBJECTIVES

After School Care will provide opportunities for students to:

1. Build friendships within various age groups.
2. Continue their daily education process with homework study time.
3. Be involved with mature, Christian adults who will take an active interest in each child in his/her care who understand and nurture positive growth.

AGE GROUPS

Students are divided into grade specific groups as follows:

K3 and K4

Kindergarten and 1st grade

2nd and 3rd grade

4th grade through 6th grade

*7th and 8th grades

**Secondary students, please refer to Policies and Procedures, Section I – E.*

ACTIVITIES

After School Care is divided into three main activities:

A) Free Play and Supervised Play Time

Students (K3 – 6th grade) need both free play and organized playtime to develop interpersonal skills and build healthy relationships. After School Care offers playground, outdoor activities, toys, and games, that are supervised by trained leaders.

B) Quiet Study Time

Our study time compliments the school lessons learned during the day. Unfinished class work and homework are worked on in a quiet setting. Families can also contact the school to arrange private tutoring with individual teachers. If a student does not have a homework assignment he/she may bring a book to read quietly. Generally, there is a daily activity designed for a quiet time, for study, reading, crafts, and resting.

C) Snack Time

We provide the children with a light snack before they do their homework (after playtime) so that they will be ready to settle into their homework. Most students are hungry at this time, and it is suggested you send along an additional healthy snack as a supplement.

POLICIES AND PROCEDURES

Enrollment in the After School Program constitutes an understanding that you will abide by the policies listed below.

SECTION I - EXPECTATIONS

A) Parent's Expectations of After School Care

Parents may expect that:

- 1) Their children are cared for in a safe, supportive environment.
- 2) They may visit with the Director about concerns related to their child or the ministry.
- 3) They will be told about any misbehavior on the part of their child, and will visit with the Director in order to bring about improvement in the situation.
- 4) They will be regularly informed by the Director about program activities.

B) After School Care Expectations of the Parents

The program expects that parents will:

- 1) Keep the child's records up to date as explained in Section II; Forms.
- 2) Pick up their children on time as explained in Section III; Daily Operations.
- 3) Follow health policies as explained in Section VII; Health and Safety.
- 4) Contact the Director if their child will no longer be attending.
- 5) Pay attention to any communications from the Director regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation.
- 6) Sign the acknowledgment on the last page of this Handbook.

C) Children's Expectations

Children may expect:

- 1) To have a safe, supportive and consistent environment.
- 2) To use all the program equipment, materials and facilities on an equal basis.
- 3) To receive respectful treatment.
- 4) To have discipline that is consistent with school policies.
- 5) To receive nurturing care from staff members who are actively involved with them.

D) After School Care Expectations of the Children

The program expects that the student will:

- 1) Be responsible for their actions.
- 2) Respect the same rules that guide them during the school day.
- 3) Remain with the group and child care staff at all times.
- 4) Take care of materials and equipment properly and return them to their place when finished.
- 5) Arrive at the program promptly, according to the enrollment information.

E) Expectations for Secondary Students

- 1) Upon dismissal of school at the end of the day, the following is expected of all secondary students:
 - a) They must wait in the carline pick-up area and be picked up --or--
 - b) They must be in attendance in Helps Class, involved in a sports practice, or involved in a school sponsored after school activity and under direct supervision of a school employee or an agent of the school.

- c) No student will be permitted to loiter on school grounds unsupervised.
- 2) Middle School Students
- a) Middle School students who wait for pick up after 3:30pm must complete a registration form and submit a \$25 registration fee. The daily fee is \$10 per day, \$25 per day on half days, and \$1,400 for the year.
 - b) After they are registered for After School Care, middle school students who are not involved in the above listed activities will be permitted to work in the After School Care room.
 - c) Students in after school care are not permitted to loiter anywhere on campus, including, but not limited to the hallways, classrooms or school building. Students are not allowed in the gym to play basketball and are not permitted in the weight room.
 - d) Middle School After School Care is a privilege and as such, students are to act in a responsible mature manner. If they are witnessed abusing their privilege, they will be sent to the Director to be picked up. Parents will be charged for a full day of after care.

SECTION II - FORMS

A) Annual Registration & Registration Fee

At the beginning of each school year, the parent must complete a notarized registration form and submit it with a \$25 per student, non-refundable, registration fee. Make all checks out to Jupiter Christian School. The parent must sign the acknowledgment page.

B) Enrollment & Eligibility

- 1) A child may be registered for enrollment in the program at any time. Children must be in grades K3 through 8th grade to be eligible for enrollment.
- 2) Prior to the first day, in the After School Care program, all enrollment forms must be submitted.
- 3) If a child attends before the fee is paid; the family will be billed accordingly.
- 4) Parents will be asked to complete the following:
 - a) Enrollment Form
 - b) Medical Information Sheet.
 - c) Medication Authorization (as needed)
- 5) All forms must be kept current. The parent must provide new information to the Director regarding information on forms such as: emergency contacts, phone number, arrival/departure changes.

SECTION III – DAILY OPERATIONS

- A) Hours of operation are Monday through Friday, from 3:00pm to 6:00pm.
- B) The program closes at 6:00pm. Parents whose children remain past 6:00pm must pay overtime fees of \$1.00 for every minute after 6:00pm. All fees will be billed to your account at the end of the month.

C) Schedule

After School Care is in operation after school on all scheduled school days and all scheduled Early Release days

1) Scheduled No School Days

The program is not opened on non-school days

2) Unscheduled No School Days

There will be no program on days when school is canceled due to government rulings, weather and/or weather warnings, air conditioning/heating failure, electrical problems, etc.

3) Scheduled Early Dismissal Days

After School Care is in operation during all scheduled Jupiter Christian School early release days.

4) Unscheduled Early Dismissal Days

If school is dismissed due to inclement weather or any other emergency situation, the After School Care program will not be open. Please arrange to have your child picked up as soon as possible.

D) Weather conditions that may exist during our normal hours of operation may alter our regular schedule. Please call the school emergency information line (746-7800, dial 1 after the recording picks up) and/or tune to local regular radio and TV programs for up-to-date information. After Care will follow Jupiter Christian School's emergency procedures.

SECTION IV – RELEASE OF CHILDREN

Children will be allowed to leave with persons other than the parent ONLY if permission has been given to the Director in the Enrollment Form or in writing by the parent. If a one-time exception is made to this schedule, the parents should provide the Director with a written note. The note should explain who will be picking up the child and it must include the parent's business, telephone numbers, signature and date (in case of emergency).

If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the program, you must provide the Director with an updated list of approved individuals who will be conducting this task. This list must be provided to the Director prior to the child being dismissed from the program. Anyone on the list must present a picture ID when picking up your child.

SECTION V - MEDICATIONS

Whenever a child is to be given prescription or over the counter medicine the parent must provide the Director a completed, signed Medication Authorization Form. The medication must be provided in the original container, or a container accompanied by the doctor's direction.

SECTION VI – STUDENT’S PERSONAL PROPERTY

Your child’s personal property, jackets, clothing, school bags, lunch boxes, etc. must be cleared from the child care room after each day is over. Any personal property which remains after the day is done will be hung out on the hooks outside the cafeteria room. If items remain after a week, they will be placed in the school’s lost and found. Although the program attempts to help children stay organized, the program cannot be responsible for lost property. Please label all of your child’s articles.

Please note that students should first check with the Director before bringing toys or other items from home.

SECTION VII – VISITORS & OBSERVATIONS

Parents and community members who are screened by the Director are welcome to observe the Program. Due to liability and supervision reasons, it is not possible for children who are not registered to take part in activities. Only students enrolled at JCS can enroll and participate in the After School Care program.

SECTION VIII – DISCIPLINE & DISCHARGE FROM PROGRAM

- A) Students are entitled to a pleasant and harmonious environment in the program. However, we cannot serve students who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that:
 - 1) Requires constant attention
 - 2) Inflicts physical or emotional harm
 - 3) Abuse and/or disrespect of the staff
 - 4) Ignores or disobeys rules of the program
- B) If a student cannot adjust to the program setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:
 - 1) The student will be given a five minute time-out, in order for him/her to cool off and think about his/her actions.
 - 2) A second offense in the same day will result in a ten minute time-out and an Incident Report may be written by the caregiver. This report is to be given to the parent or guardian to read and sign. Continued behavior concerns will result in the student being suspended from the After School Care program.
 - 3) If a student receives three written behavior related Incident Reports in the same quarter, the child will be suspended.
 - 4) If a student is reinstated in the program and continues to have incidents of misconduct, the Director may recommend the student be removed from the program.
- C) A student may be discharged if he/she is picked up late three times.
- D) A student may be discharged for non-payment of fees.
- E) Administration Dismissal Prerogative: JCS reserves the right to refuse any applicant to the After School Care Program, or dismiss any child at anytime for unacceptable conduct and any other reason deemed necessary.

Jupiter Christian School
After School Care Ministry
2010/2011 School Year

By signing this acknowledgment form, you acknowledge that you have read the After School Care Ministry Handbook. This page must be turned in with the registration form.

Parent Name: _____

Student Name: _____

Parent Signature: _____

Parent's Phone Numbers

Home: _____

Cell: _____

Work: _____

Date: _____

Jupiter Christian School

Child's Name: _____ Age: _____ Weight: _____

Please list and know allergies your child has:

Please list any chronic conditions we need to be aware of or information you wish us to know about your child.

Jupiter Christian School
700 South Delaware Blvd.
Jupiter, Florida 33458

Student grade: _____

Medical Release Form

To: Emergency Personnel:

I hereby give my consent to any emergency medical personnel to administer necessary treatment to my child, _____.

In the event of an emergency at which time I cannot be reached, I give consent to transport by ambulance if the situation warrants it.

I hereby grant permission for my son/daughter to participate in any and all sports. I waive, release, absolve, and hold blameless Jupiter Christian School, its administrators, teachers, supervisors, physical education directors, managers, persons transporting my child to and from school activities, and other participants, from any claim arising out of an injury or sickness to my child.

I authorize the personnel at Jupiter Christian School to administer first aid to my child in the event of their involvement in an accident, injury or sickness

This form must be notarized

State of Florida
County of Palm Beach

Signature of parent or legal guardian

Drivers License #

On the _____ day of _____, 20____, before me came _____
to me know to be the individual described in and who executed the same.

Notary Public

JUPITER CHRISTIAN SCHOOL
AFTER SCHOOL CARE
 2010-2011 School Year



Office Use Only
 Enrollment
 Date: _____
 cc: _____
 Bookkeeping _____
 AC File _____

Child's Information:		Grade:										
Last Name	First Name	M.I.	K3/K4	K5	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th

Payment Information:
(Please check desired method of payment)

There is an Annual Registration Fee of \$25 per student (K3-8th Grade) to be included with this registration

Daily Rate (\$12) <input type="checkbox"/>	Yearly Rate <input type="checkbox"/> <i>(charged monthly, Sept-May)</i>	Ck. # _____	# of registrations _____
		Total included _____	

Emergency Contact Information

List in order of contact sequence	Home Phone	Work Phone	Cell phone
<i>Parent:</i>			
Name & Relationship of other contacts:			

Physician Information

	Name:	Phone:
Family Physician		
Children's Physician		
Children's Dentist		

Pick-up Information

I/We hereby authorize / do not authorize the following additional people to pick up my children

	Authorize (circle)	Relationship	Telephone #
Name:	DO DO NOT		
Name	DO DO NOT		
Name:	DO DO NOT		

_____/_____
 Parent Signature for pick-up release Date