

Welcome to Berea
Before & After Care Program
Family Handbook
2019-2020

Please take time to read and review over the handbook.

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Welcome to Before & After Care at Berea Lutheran Church a safe, age-appropriate, fun, adventure in recreation and imagination.

This family handbook outlines what you may expect from Before & After Care at Berea and what our program expects from you in return. We hope your family's experience with us will be an enriching and positive one. Please know that Berea Lutheran Church reserves the right to amend its policies and procedures at any time.

Position Statement

Before & After Care encompasses before/after school programs offered for children in kindergarten through grade 5. These programs are designed to meet the changing needs of children and families. This is accomplished through creative learning experiences designed to increase social interaction. Our programs are fee-based and administered by Berea Lutheran Church. Before & After Care is located at:

Berea Lutheran Church
7538 Emerson Avenue South
Richfield, Minnesota 55423

Before & After Philosophy

Our purpose is to lead children to discover friendship, independence, and confidence through a variety of activities and experiences. Children are encouraged to discover their talents and interests and to take pride in their accomplishments. The staff and program strives to provide a warm and secure Christian environment. The role of Before & After Care, in cooperation with home and school, is to support the development of the whole child.

Berea Before & After Care is **not licensed or supervised by the state of Minnesota and is not eligible to receive child care assistance payments.**

RESPONSIBILITIES OF PROGRAM, STUDENTS AND PARENTS/GUARDIANS

Program's Responsibilities:

- Provide a safe, positive and enriching environment, which meets the developmental needs of students.
- Provide caring Christian staff, who show genuine respect for students and provide positive role models.
- Keep parents/guardians informed through regular newsletters, flyers and verbal communication.

Student's Responsibilities:

- Be friendly.
- Be safe.
- Be honest.
- Be respectful.
- Have fun.

Parent/Guardian Responsibilities:

- Observe the rules and policies of the Berea Before & After Care program.
- Share concerns with staff members about your child's needs in the program.
- Listen to concerns of staff members about your child's behavior and work toward an agreeable solution to any problems.
- Keep emergency information complete and up-to-date.
- Inform program when your child will not be in attendance.
- Inform program if someone else will be picking up your child.
- Read handbook, billing information and posted information at the site.
- Abide by all contract obligations and keep financial information up to date.

Berea Lutheran is a Christian and respectful workplace. You can expect all staff to display respectful behavior to the children, the co-workers, parents/guardians, or people doing business with the Church. Staff will display the love of Christ for all that they meet and interact with. Family members are expected to model respectful and positive behavior when working with program staff either in person, on the phone, or via e-mail. Disrespectful or unprofessional treatment of a staff member or other students by a family member may lead to suspension or termination of contract.

PROGRAM COMPONENTS

Before School (6:30 a.m. – school start)

The morning program is a balance of self-directed and staff directed activities that include arts and crafts, dramatic play, gym activities, games and children's literature. A light breakfast is available and served at 7:45 am.

After School (school ends – 5:45 p.m.)

Children choose to participate in outdoor activities, gym games, arts and crafts, homework, science, or special activities. An after school snack is provided.

Non-School (Release)

Berea Before & After Care is open certain days, when school is closed due to conferences, workshop and Christmas/Easter/ Spring Break. Non-School days are contracted separately. A light breakfast and snack are provided on these days; children need to bring their own lunch and beverage. Cost of these days are \$40/day.

ENROLLMENT & REGISTRATION

Registration is available online at www.berealutheran.org. If you do not have access to a computer, please stop by the church and ask for a copy of the registration form. Registration cost for 2019-2020 school year is \$25/family. Please complete the registration form and return to Berea Lutheran Church or email it to beforeandaftercare@berealutheran.org

Berea Before & After Care reserves the right to delay enrollment due to processing registration, the need to increase staffing, or to gather additional information about the student. Families will be notified in advance with a start date for the program. Berea Before & After care also reserves the right to deny or limit service due to non-payment of previous program charges.

CONTRACT ATTENDANCE OPTIONS:

Option #1, Consistent Schedule – Requires a consistent weekly schedule.

- Monday-Friday 5 days in AM or PM equal \$60/ week. You can chose a whole week for this option. If you do not want a whole 5 AM/ PM (the 5 days can be split between AM or PM).
- Permanent schedule changes (representing a new consistent pattern of attendance) require families to request the change via email to beforeandaftercare@berealutheran.org They will then be notified of acceptance/denial. A one-week written notice is required for all schedule changes. Two schedule changes allowed per year.
- After August 28, 2019, Berea Before & After Care will only be able to approve schedule changes for Option #1 dated September 24, 2019 or after with a one-week

written notice to the administrative office. Berea Before & After Care is not able to accommodate schedule changes before September 24, 2019.

- If space is available, drop-ins may be added at the regular session rate.
- Cost of this option is \$60/week. Prorated when school is not in session for full days.

Option #2 Calendar

- This is more of a flex schedule for those who need to split the week or who do not need 5 full AM/PM care.
- Monthly Calendar must be submitted to beforeandaftercare@berealutheran.org
- Schedule changes are not permitted and credit will not be given once the submitted schedule is approved, at pre-pay due dates.
- If space is available, drop-in days may be added at the regular session rate.
- Cost of this options per session is \$15.
- Minimal of 8 session/ month.

Non-school Day Contracts

Non-school days are contracted separately via sign up sheet. Must be signed up one week before the date of the day. This is for both the Early Out (\$10) and the All Release Days (\$40). Always email beforeandaftercare@berealutheran.org for changes. No refunds will be made. If space is not available, names will be placed on a wait list and pending availability of space, processed in the order in which they are received. Children will not be allowed to attend unless the family has received written confirmation from Berea Before & After Care program. Cancellation is not available.

FINANCIAL POLICIES

Payment is due in advance of service. Payment shall be in the form of a check or money order payable to *Berea Lutheran Church A.S.C. or *VANCO*
Before & After School Program services will be terminated for nonpayment after 30 days. Full payment is due whether or not your child is in attendance. No refunds or deductions are made for absences including illness.

Option #1: Payments may be made in one installment, due by the 5th of the month.

Option #2: (Calendar): Payments may be made in one installment, due by the 5th of the month

Receipts

Receipts are sent as soon as the checks are processed, to the email given to us. For a hard copy of the receipts, please contact beforeandaftercare@berealutheran.org, 612.861.7122.

Revised Contract

Schedule changes (representing a new pattern of attendance), require a one-week written notice to our office and incurs a \$10 charge per child per change. Up to two schedule changes a year are allowed. Please allow one week for requests to be approved/denied. Email beforeandaftercare@berealutheran.org or call 612.861.7122 with questions.

Late Payments

Berea Before & After Care is a non-profit, self-supporting organization and needs your prompt payment to meet expenses. There is a \$20 late fee for payments received after the 15th of each month. Late fees apply to any unpaid balance. Berea Before & After Care reserves the right to discontinue or limit service due to failure to meet payment obligations as defined by the contract. Accounts in default are placed with a collection agency. Families with defaulted accounts incur all costs relative to collection, including legal fees and collection agency fees. Families who have been placed in collection will be required to use a credit card for their Berea Before & After Care account, for the remainder of school year.

Declined Payment

Fees will be billed and due by the (5th) day of the month in which it is due, or a late fee charge of \$25.00 may be assessed. Berea A.S.C. will assess a fee of \$30.00 for the return of any check(s) not paid by the bank for any reason. These fees are not to be construed as fees for after school care services or interest.

Withdrawal from the Program

Withdrawal from the Berea Before & After Care program requires:

1. A one-week written notice to the Office.

The weekly program fee will be charged for the one week following the date in which the office receives written notice. Payment in full is due upon withdrawal. Please call 612.861.7122 or email beforeandaftercare@berealutheran.org with questions.

ATTENDANCE POLICIES AND PROCEDURES

Sign In/Out Procedures

A parent/guardian must sign your child in every morning and out every afternoon. Failure to comply may result in termination of your contract.

Absences Before School

If your child will be absent from the morning Berea Before & After Care, there is no need to call us.

Absences After School

If your child will be absent from the afternoon program, please call Berea Before & After Care. If Berea Before & After Care staff are not notified, we will call you to confirm the absence and/or to notify you of non-attendance and charge a \$5 fee. Calling the school's absence line or sending a note to your child's teacher is not sufficient, as the school is not responsible for relaying this information to Berea Before & After Care.

Non-School Days

If your child will be absent from a scheduled non-school day or will be arriving after 9:00 a.m., it is important that you call the site of attendance or a \$5 Fee will be charged.

Authorizations

When you register your child for Berea Before & After Care, please name all persons authorized to pick up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a noncustodial parent from taking a child, a copy of the current court order must be on file with the Berea Before & After Care. Staff cannot physically stop a parent from taking a child at any time. You must inform the staff in advance, preferably in writing, if someone other than a parent/guardian is to pick up your child. We ask that you remind the authorized person that we will ask for picture identification if we do not already know him or her. We will accept your child's verification regarding identification, if needed.

Late Pick-up Procedures

Berea Before & After Care ends promptly at 5:45 PM. Our procedures are as follows:

1. A late fee of \$1.00 per minute per child (maximum amount of \$60.00 per child, per day) will be assessed beginning at 5:45 PM (according to our sign in/out system).
2. If we have not heard from a parent/guardian by 6:15 PM, the emergency contacts will be called.
3. If we have not heard from a parent/guardian by 7:00 PM, and the emergency contacts cannot be reached, we will notify the Richfield Police Department.

It is understood that conditions beyond one's control exist (i.e. inclement weather). If these conditions arise you must notify the site as soon as possible and make arrangements for someone else to pick up your child. Continued late pick up will result in termination of your contract.

DAYS CLOSED

The Berea Before & After Care program will be closed for the following days:

- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve, Christmas Day, and day after (December 26th)
- New Year Eve & New Year's Day
- Good Friday

- Memorial Day

Please refer to yearly calendar as specific dates vary.

SNOW DAYS/EMERGENCY CLOSING *(we follow Seven Hills)*

Full Day School Closing

Berea Before & After Care will also be closed.

Early Dismissal

In the event Seven Hills Academy closes mid-day, all Berea Before & After Care will be canceled. Your child will be sent home according to school guidelines. Check with the school. Your child will most likely be bused to Berea, but will act as a bus stop, and not as an aftercare session. It is imperative that you have an action plan to assist your child in handling an early dismissal from school.

Cancellation of After-School Activities

In the event Seven Hills Academy closes all afternoon and evening programming, and Berea Before & After Care is in operation, we will remain open until all children are picked up. Tuition, which encompasses any school closing is non-refundable. You must initiate your emergency pick-up plan:

1. Leave work promptly to pick up your child.

OR

2. Contact another authorized person to pick up your child.

2 Hour Delays

Berea will still be open at 6:30AM. We will charge an extra \$10 fee for the extra 2 hours of Before Care needed. You are responsible for contacting the school about the bus, if your child is not normally on the AM bus.

PARENT COMMUNICATION

The connection and communication between home and Berea Before & After Care is vital to the success of your child. Please feel free to share any information at any time that may affect your child's time with us at Berea Before & After Care.

There is a family log/notebook available at the site for parents/guardians to write important information regarding child pick-ups, absences, etc. This notebook will be checked daily. If you need to relay important confidential information regarding your child, please talk to staff.

You are responsible for contacting us personally if your child is not coming to B4&AC. You are also responsible for contacting the school with any changes as well.

Parent Permission

Upon registration, parents/guardians automatically authorize the following:

- Permission for the use of the first name, photographs, video and quotes of your child(ren) for use at open house events, scrapbooks, church website, Facebook page and orientation.
- Permission for your child(ren) to participate in neighborhood walking excursions.

Questions and Concerns

If you have a concern regarding the Berea Before & After Care program or staff person:

- Immediately set up a time to discuss it with the Berea Before & After Care Director at Berea Lutheran.
- If the issue is not resolved, contact the Senior Pastor at Berea Lutheran office.

Written grievances are to be submitted to the Berea Lutheran Church Office.

PROGRAMMING

Daily Activities

Children's play is often active and messy. Please dress your child in comfortable play clothes and send them with shoes intended for running and climbing.

Outdoor Activities

Outside play is an integral part of children's developmental learning, health and well-being. Children must be prepared to go outdoors every day. Berea Before & After Care staff will assess the weather conditions to determine if activities will be carried out as planned. If your child is unable to go outside due to heath conditions, please talk to staff.

Toys & Personal Belongings

Berea Before & After Care is not responsible for lost, stolen or broken personal belongings or toys. Children are NOT allowed to bring personal toys from home, except for All Release Days. We encourage that you leave all toys and personal belongings at home.

Weapons Policy

Berea Before & After Care bans the use, or distribution of weapons or toy weapons of any kind, including weapon play. Students in possession of any type of weapon or toy weapon, may be subject to suspension, termination, or other disciplinary action deemed suitable.

BEHAVIOR MANAGEMENT

We maintain appropriate behavior through clear consistent guidelines, consequences and positive staff interaction. We utilize parental assistance when dealing with inappropriate behavior. When a child displays a pattern of consistent inappropriate behavior, Berea Before & After Care reserves the right to evaluate whether the child can best be served by our program. Berea Before & After Care reserves the right to suspend any child based on

program policies or inappropriate behavior. In the case of a suspension, a discussion and/or mandatory meeting will take place between the parent, child (if appropriate) and staff before the child can return to our program. Tuition credit is not available for suspension from our program.

MEDICAL INFORMATION AND POLICIES

Special Health Conditions It is the parents'/guardians' responsibility to inform Berea Before & After Care upon enrollment or at appropriate times of any behavior or special health conditions and/or needs such as asthma, severe allergies, diabetes, seizures, heart conditions, etc., so that we can provide for appropriate care. Please notify staff if your child is on ANY medication that might cause any side effects. Parents/guardians are welcome to review snack choices for allergy concerns and are free to send an alternative snack from home for their child.

Illness

Berea Before & After Care is committed to providing an environment in which students can thrive. Please keep your child home if they have any of the following symptoms:

- Fever of 100 degrees or higher
- Diarrhea or vomiting within the last 24 hours
- Undiagnosed rash
- Inflamed eyes
- Severe cold or sore throat

A student may return to Berea Before & After Care after:

1. Temperature is normal for 24 hours
2. 24 hours after the last occurrence of vomiting and/or diarrhea
3. 24 hours of treatment

If a child becomes ill at Berea Before & After Care we will isolate the child with proper supervision and notify the parent/guardian listed on the student's account to immediately pick up your child. If you cannot be reached, the staff will contact the emergency contacts listed on your child's account. Please notify Berea Before & After Care if your child develops a communicable disease. Information about confirmed contagious diseases will be posted to inform parents of possible exposure.

Medications

We are not permitted by law to give any medication, including over the counter medication, without a doctor's order. Berea Before & After Care staff can administer medication if all the following conditions are met:

1. A medical permission form is signed by the parent/guardian and doctor and on file with Berea Before & After Care. Forms are available upon request, or a doctor's permission may be faxed to the site.
2. Medicine is brought in the original container. Your child's name, directions and dosage must be clearly marked.

Injuries

Berea Before & After Care makes every effort to maintain a safe environment. Staff are trained in First Aid and CPR. If your child becomes injured at Berea Before & After Care, the staff member's first duty is to provide first aid; second to notify parents/guardians. Emergency information must be completed when registering for Berea Before & After Care. Please keep this information current.

Accident Reports

If a student is involved in a minor injury that requires first aid, you will be notified when you pick up your child. If a student is involved in a serious injury, which may include medical attention, the staff will call the parent/guardian immediately to arrange an immediate pick up and visit to the doctor. If a student is involved in an emergency situation, the staff will call 911 and then contact a parent/guardian. After 911 is called, it is up to the medical emergency team to decide what action will be taken. If a student needs to be transported, the emergency medical service will transport him or her to a medical facility as designated by emergency services. A parent/guardian or alternate listed on the child's account will be contacted as soon as possible. The parent/guardian will be responsible for all medical charges.

Special Needs

If your child needs a special accommodation, we will do our best to accommodate these requests. We will request a sit-down interview with the family to see if we can help you and how to best serve your child.

Child Abuse or Neglect

We are required by law as mandated reporters to report any suspected cases of child abuse or neglect.

Keeping your child safe is our biggest priority here at Berea! Please feel free to reach out with questions or concerns at any time!

-B4&AC Staff

Thank you for taking the time to review our policies and rules here at Berea Lutheran Before and After Care.

Please sign and return the lower half of this sheet, stating that you have read through our handbook.

Thank you also for entrusting your child with us. Please feel free to contact us with any further questions!

Berea B4&AC Handbook 2019-2020

Parent/Guardian: _____

Parent/Guardian: _____

Parent/Guardian: _____

Please Do not use my child's Photo _____