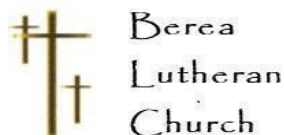


Welcome to Berea
School-Age ChildCare Program
Family Handbook
Seven Hills Families
2024-2025



Please take time to read and review over the handbook.

TABLE OF CONTENTS

Welcome	Page 3
Position Statement, Philosophy, Contact Information	
Responsibilities of Program, Students & Parents	Page 4
Program Components	Page 5
Before & After School, Non-School (Release) Days	
Enrollment & Registration	Pages 5-6
Contract Options, Non-School Day Contract, Non-School Day	
Financial Policies	Page 6
Payments, Receipts, Revised Contract, Late Payments, Withdrawal	
Attendance Policies & Procedures	Page 7
Absences, Authorizations, Late Pick-Up	
Days Closed	Page 8
Snow Days/Emergency Closing	Page 8
Full Day Closing, Early Dismissal, Cancellation of After School Activities	
Parent Communication	Page 9
Parent Communication, Parent Permission, Questions & Concerns	
Programming	Page 9-10
Daily Activities, Outdoor Activities, Toys & Personal Belongings, Weapons Policy, Field Trips	
Behavior Management	Page 10
Medical Information & Policies	Page 10-11
Special Health Conditions, Illness, Medications, Injuries, Special Needs	
Signature Agreement	Page 12

Welcome to Berea Lutheran Church School-age Childcare, a safe, age-appropriate, fun, adventure in recreation and imagination.

This family handbook outlines what you may expect from Berea Lutheran Church School-age Childcare 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

Berea School-Age Childcare 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. Berea School-Age Childcare 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 Berea School-Age Childcare, in cooperation with home and school, is to support the development of the whole child.

Contact Information

Cheryl Thiele - Director

email: beforeandaftercare@berealutheran.org

phone: 612-460-7990

Berea School-Age Childcare 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 School-Age Childcare 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 the 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, 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 Session (6:30 AM – school start)

The morning program is a balance of self-directed and staff directed activities that include arts and crafts, dramatic play, games and children's literature. Breakfast is available and served until 8:00 AM.

After School Session (school ends – 5:45 PM)

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

All Day and Early Release Days

Berea Before & After Care is open on certain days, when school is closed due to conferences, workshops and Christmas/Easter/ Spring Break. These days are contracted separately. Breakfast and snacks are provided on these days; children need to bring their own lunch. The cost of these days is \$42/day and \$18/PM Early Release Day.

ENROLLMENT & REGISTRATION

Registration is available online. Registration cost for the 2024-2025 school year is \$25/family. Please complete the Registration Form and Family Information Form online. Berea School-Age Childcare 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 School-Age Childcare also reserves the right to deny or limit service due to non-payment of previous program charges.

CONTRACT ATTENDANCE:

****A session refers to either AM (before school) or PM (after school)**

- Monday-Friday (same schedule each week or biweekly). Permanent schedule changes (representing a new consistent pattern of attendance) require families to request the change via email.
- If space is available, drop-ins may be added at the regular session rate.
- Cost is \$13/session. (\$22 if both sessions are attended on the same day) (Siblings receive a discount - see registration).

Non-school Day Contracts

Non-school days are contracted separately via sign up sheets. Must be signed up one week before the date of the day. This is for both the Early Out (\$19) and the All Release Days (\$45). Always email for changes. No refunds will be made.

FINANCIAL POLICIES

Payment is due at the beginning of the current month. Payment shall be in the form of a check or money order payable to *Berea Lutheran Church A.S.C.* or online at *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.

Payments are due by the 5th of the month or 5 days after receipt of the invoice, whichever is later.

Receipts

Receipts will be emailed to parents. For a hard copy of the receipts, please email, call or text.

Revised Contract

Schedule changes (representing a new pattern of attendance) require a one-week written notice to our office. Please allow one week for requests to be approved. Email, call or text 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 School-Age Childcare 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 collections will be required to use a credit card for their Berea Before & After Care account, for the remainder of the school year.

Declined Payment

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:

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.

ATTENDANCE POLICIES AND PROCEDURES

Sign In/Out Procedures

A parent/guardian must sign your child in every morning and out every afternoon.

Absences Before School

If your child will be absent from the morning Berea School-Age Childcare, there is no need to call us.

Absences After School

If your child will be absent from the afternoon program, please email, call or text. If Berea School-Age Childcare staff are not notified, we will call you to confirm the absence and/or to notify you of non-attendance and charge a \$5 finder 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 School-Age Childcare.

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 email, call or text.

Authorizations

When you register your child for Berea School-Age Childcare, 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 School-Age Childcare. Staff cannot physically stop a parent from taking a child at any time. You must inform the staff, preferably by email, if someone other than a parent/guardian is to pick up your child. We ask that you remind the authorized person that we may 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 School-Age Childcare 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 School-Age Childcare program will be closed for the following days:

- Labor Day (Sept. 2, 2024)
- Thanksgiving Day and the day after (Nov. 28th & 29th, 2024)
- Christmas Eve, Christmas Day (Monday and/or Friday if it is on a weekend) (Dec. 24th & 25th, 2024)
- New Year Eve & New Year's Day (Monday and/or Friday if it is on a weekend) (Dec. 31, 2024 & Jan. 1 2025)
- Memorial Day (May 26, 2025)

SNOW DAYS/EMERGENCY CLOSING

Full Day School Closing

Berea School-Age Childcare will also be closed.

Early Dismissal or Cancellation of After-School Activities

In the event that Seven Hills Academy closes early or cancels all afternoon and evening programming, we will serve as the bus stop and we will remain open until all children are picked up (pick up needs to be shortly after the children arrive at Berea. We want all staff and families to get home safely). 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 6:30 AM. 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 School-Age Childcare 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 Berea after school. 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 School-Age Childcare program or staff person:

- Immediately set up a time to discuss it with the Berea School-Age Childcare Director at Berea Lutheran.
- If the issue is not resolved, contact the Senior Pastor at the 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 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 School-Age Childcare staff will assess the weather conditions to determine if activities will be carried out as planned.

Toys & Personal Belongings

Berea School-Age Childcare is not responsible for lost, stolen or broken personal belongings or toys. Children are NOT allowed to bring personal toys from home, except for special occasions and families will be notified. We encourage you to leave all toys and personal belongings at home.

Weapons Policy

Berea School-Age Childcare 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 School-Age Childcare reserves the right to evaluate whether the child can best be served by our program. Berea School-Age Childcare 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 School-Age Childcare 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 School-Age Childcare 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
- We follow the school's policies for Covid.

A student may return to Berea School-Age Childcare after:

- Temperature is normal for 24 hours
- 24 hours after the last occurrence of vomiting and/or diarrhea
- 24 hours of treatment
- We follow the school's policies for Covid.

If a child becomes ill at Berea School-Age Childcare 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 School-Age Childcare 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 School-Age Childcare 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 School-Age Childcare. 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 School-Age Childcare makes every effort to maintain a safe environment. Staff are trained in First Aid and CPR. If your child becomes injured at Berea School-Age Childcare, 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 School-Age Childcare. 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 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.

***Thank you for taking the time to review our policies and rules here at
Berea School-Age Childcare.***

***Signature on the online registration form will serve as agreement
to the policies and procedures stated in the Family Handbook.***

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

-Berea School-age Childcare Staff