

# ***St. Paul Lutheran School Summer Club Handbook***



**2024**

# **St. Paul Summer Club**

## **Payment & Fee Information**

**\$50 Non-refundable Deposit Per Family Due Upon Registration**  
*(applied to first week's tuition)*

### **5 days/week**

1<sup>st</sup> Child.....\$170 per week

Additional Siblings.....\$95 per week

### **Drop-In Rate**

1<sup>st</sup> Child.....\$50.00 per day

Additional Siblings.....\$25.00 per day

**-All families required to sign up for automatic withdrawal-**

**-Payment for the week will be automatically deducted the following Week-**

# ***St. Paul Summer Club Policies & Procedures***

## **Mission Statement**

It is our goal to provide the best quality care for your child in a safe, loving, clean and Christian environment.

### ***Objectives:***

- To meet the needs of both the child and the parent.
- To always have safe and sanitary conditions.
- To help the children learn and develop in a happy, loving and Christian atmosphere.
- To help the parent and child feel secure and comfortable with their decision.
- To maintain good communication between the parent and provider.

## **Program Overview**

Much more than a summer daycare program, St. Paul Summer Club is an exciting summer program creatively designed for God's children here at St. Paul Lutheran School. Our mission and prayer is that the St. Paul Summer Club will be a time they look forward to as they grow in their relationship with the King.

- Students may attend on a full-time basis or a drop-in basis
- Program is administered by St. Paul Lutheran School
- Program offers a healthy lunch Monday - Thursday. Friday the kids need to pack a cold lunch. Morning and afternoon snacks are also provided each day.
- Transportation to and from summer activities (i.e. baseball practice, swimming lessons, VBS, etc.)
- Field trips to the West Point Swimming Pool & John A. Stahl Library and the Park
- Planned thematic units throughout the summer
- Outside play time
- Gym play time
- Crafts and games
- NE Extension Office- Cooking and Marathon Kids
- NE Extension Office - Ozbots

## **Hours of Operation**

St. Paul Lutheran will provide childcare during the hours of 7:30 a.m.-5:00 p.m. Monday-Friday. You are expected to respect your contracted hours.

## **Holidays**

NO child care will be available on the dates listed below. These are considered paid holidays.

**Memorial Day** - May 27, 2024

**4th of July** - July 4, 2024 and July 5, 2024

## **Children's Meal and Snack Schedules**

Meals Monday - Thursday and morning and afternoon snacks will be provided to all children. Healthy meals will be served and a menu will be provided ahead of time for parents to decide whether or not they would like to order a hot lunch or send a cold lunch with their child on a particular day. Lunch is served between 12:00 p.m.-12:45 p.m.

## **Safe Sleep/Nap/Quiet Policy**

Sleep is a major requirement for good health, and for young kids to get enough of it, some daytime sleep is usually needed. Ages 2-5 will have a quiet time for at least 45 min. Students that will be napping are asked to bring a nap mat, a small blanket and a travel sized pillow to sleep with. All other children will have a quiet time in the afternoon after lunch and a short play time.

## **Illness Policy**

St. Paul Summer Club can ONLY ACCEPT CHILDREN IN GOOD HEALTH. We are depending on you to help us maintain this policy. You must notify us if your child has been exposed to any contagious illnesses and we will notify you if your child has been exposed due to another child in care. If it has been confirmed positive or there is a suspicion that your child may have a contagious or infectious disease such as chickenpox, measles, mumps, etc. you will only be able to return when approved by your doctor with a doctor's note stating your child is no longer contagious. If your child is ill and receives an antibiotic, your child may not return until they have been on the antibiotic for 24 hours. In the event of an accident/illness at our program you will be notified immediately and will be expected to remove the child promptly from the St. Paul Summer Club. If you cannot be reached your contacts will then be called in the order you listed them to pick up your child. If no one can be reached in case of an accident your child will be transported to the doctor/hospital on your enrollment form. If your child is sent home due to a temperature they may not return until they have been temperature free for 24 hours. DO NOT mask a temperature with medicine and send them to our program. If your child vomits then they are not to come to the St. Paul Summer Club until they have hit the 24 hours without getting sick. ABSOLUTELY NO EXCEPTIONS! Your child may be sent home if they aren't feeling well and unable/unwilling to participate in activities and are needing extra attention that we cannot provide. If your child vomits at St. Paul Summer Club you will be asked to pick up your child immediately and the same rules apply. Children may not attend or will be sent home if the following conditions are present:

- Fever (100.5 degrees or higher)
- Abnormal skin rash
- Diarrhea and/or vomiting
- Red/irritated eyes (pink eye)
- Head lice/nits (Will not be allowed in daycare if any live lice or nits are found.)
- Severe cough or cold
- Rapid difficult breathing
- Sore throat
- Any infectious or contagious diseases such as chickenpox, measles, mumps, etc.

A complete immunization record must be kept on all children. Please inform us when your child has been immunized. Please inform us if they have any allergies or health problems that we need to be aware of.

## **Medication Policy**

If your child requires medication a medication form must be filled in the St. Paul School office in advance or noted on the Registration form. All medications will be kept locked up in the school office and only St. Paul Lutheran School staff or St. Paul Summer Club staff members will have access to the medication.

## **Immunization Policy**

All children need to have a copy of their immunization on file in the school office.

## **Release Policy**

### **Children must be signed in and out each day!**

Only authorized adults (names listed on the registration form) will be allowed to pick up the child. The St. Paul Summer Club staff must be notified in advance by the parent/guardian if there is another adult picking up a child that day. Proper identification will be required in such instances before we release the child. We reserve the right to not let any child go with any person due to any uncertainty, the parent/guardian will be notified of this.

If a parent is not allowed to pick up a child, a copy of the court order must be on file with the St. Paul Summer Club staff and the St. Paul School office.<sup>[L]</sup><sub>[SEP]</sub> We reserve the right to not let any child go with any person due to any uncertainty, the parent/guardian will be notified of this.

## **St. Paul Summer Club Security**<sup>[L]</sup><sub>[SEP]</sub>

St. Paul Lutheran School will remain locked 24/7 to ensure student safety throughout the day.

Parents/guardians needing access to the building will need to ring the doorbell at the **South Entrance Inner Doors**. **The South Entrance Inner Doors (near the playground) will be our main entrance and exit for our Summer Club program this year.** Parents will need to remain in the entry way for the health and safety of all children and employees.

## **Clothing**

Please bring your child dressed in clean clothes ready for the day. Dress your child in clothing appropriate for the weather. Do not send your child in their Sunday best, as we will be playing and may get dirty.

## **Personal Items**<sup>[L]</sup><sub>[SEP]</sub>

**Please keep all personal belongings/toys/tablets at home.**

## **Guidance Policy**

St. Paul Summer Club uses positive guidance methods including redirection and logical consequences.

## **Discipline**

Students that are consistently disobeying rules may be asked to leave the program. The St. Paul Summer Club staff has the authority to contact a parent/guardian to pick up their child early due to consistent misbehavior.

## **Payments**

### ***Full-Time Families***

**All full-time families must be enrolled in automatic payment withdrawal for the St. Paul Summer Club program. Payment will be deducted from their account the Tuesday following services given.** (May be subject to change) Parents/Guardians will be asked to fill out a schedule indicating if their child(ren) will be attending a week beforehand so that staffing and meals can be adequately planned for and scheduled by our staff. If funds are insufficient when the account is charged there will be a \$10.00 fee assessed in addition to the payment amount. This will be processed along with any other payment amounts the following week on

Monday. Upon two weeks of insufficient funds payment must be made in either cash or money order until the account is up to date.

### **Non-Refundable Deposit Fee**

A \$50.00 non-refundable deposit is due for each family upon registration into the St. Paul Summer Club. This deposit reserves the child's spot and will be applied toward their first week of care. In cases of drop-in only the \$50.00 non-refundable deposit will be applied towards their payment.

### **Rates/Payment**

\$170.....Full-time, first child

\$95.....Full-time, additional child

\$50....Drop-In, first child

\$25....Drop-in, additional child

All families are required to make a non-refundable \$50 deposit to guarantee their child(ren)'s spot in the program

### **Late Fee**

After 5 minutes of closing time (5:05 p.m.) Parents will be charged \$1.00 per minute late. If something occurs and you will not be coming on a scheduled day you are expected to give a courtesy call.

### **Termination**

Care may be terminated with a two week written notice. In cases of non-payment legal action will be taken and you will be responsible for all court, attorney and collection agency fees involved and all other legal fees pertaining to non-payment in addition to the remaining balance due. Listed are some, but not all the reasons for such a termination to occur:

- Any abuse or violation of the rules/policies of the contract or handbook
- Non-payment or persistent late payments
- Behavioral issues
- Dangerous parental situations
- Poor or difficult provider/parent relations

### **Communication**

Open communication is important to the success of our St. Paul Summer Club program. Conferences may be requested at any time. Parents are welcome visitors at all times. Changes in program policies will be sent to you as they occur. If you have any questions, concerns or ideas please contact our St. Paul Summer Club Co-Directors, Staff, or the St. Paul Lutheran School principal.

### **How to Register**

Return completed St. Paul Summer Club registration forms to the St. Paul School office or to one of the St. Paul Summer Club staff members.

**Paperwork must be complete before a child can attend.**

# St. Paul Summer Club

## Handbook Acknowledgement Form

*My signature below acknowledges that all pertinent information, phone numbers, and family contact information is on file at St. Paul Lutheran School on the St. Paul Summer Club Registration Form. I give St. Paul Lutheran School permission to copy this form and any pertinent records needed for the St. Paul Summer Club.*

*My signature below acknowledges that my child's immunization record is on file at St. Paul Lutheran School or a copy has been given along with my St. Paul Lutheran Summer Club Registration Form.*

*My signature below acknowledges that all of my children's immunizations are up to date and current.*

*My signature below authorizes St. Paul Lutheran School Summer Club to make arrangements for and to obtain medical care and emergency medical treatment if needed for my child.*

*My signature below acknowledges that I have read, understand, and agree to the conditions and criteria outlined in the St. Paul Lutheran Summer Club Handbook and that I will abide by the same.*

\_\_\_\_\_*I give my consent for my child to be photographed and/or videotaped while participating in the program.*

\_\_\_\_\_ **Parent/Guardian Signature**

\_\_\_\_\_ **Date**