

St. Paul Lutheran School

Kingdom Kids Handbook

2020-2021

Kingdom Kids After School Club

- ✓ After School Care Everyday for grades Pre-8
- ✓ Monday-Friday 3:30-6:00 p.m.
- ✓ Snack & Drink Provided Each Day
- ✓ Help with Homework on a Daily Basis

Payment & Fee Information

Full Time Care *(Monday-Friday)*

1st Child.....\$100 per month

Additional Siblings.....\$50 per month

Drop-In Rate *(Regular School Day Monday-Friday)*

Per Child.....\$10.00 per day

* If your child plans on using Kingdom Kids After School Club more than 12 days per month the full-time care rate would be the best payment option.

* Any child not picked up from St. Paul Lutheran School by 3:45 p.m. will be checked into Kingdom Kids After School Club and charged the drop-in rate of \$10.00 per day per child.

* Charges and payments will be reflected on your monthly invoice statement that is emailed once a month by the bookkeeper.

Kingdom Kids After School Club Policies & Procedures

Program Overview Much more than an after-school care program, Kingdom Kids Club is an exciting after-school program creatively designed for God's children here at St. Paul Lutheran School. Our mission, and prayer is that Kingdom Kids 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 after school snack and drink
- Help on homework
- Time for relaxation
- Activity centers
- Outside play time
- Gym play time Kingdom Kids Club staff will also participate in ongoing training throughout the year in order to provide the best care for your child. Kingdom Kids Club staff is required to have current certifications in CPR, First Aid, and Fire, Safety and Emergency procedures.

Hours of Operation The program is offered on the St. Paul Lutheran School campus from school dismissal at 3:30 p.m. until 6:00 p.m. on regular school days.

Daily Schedule The daily schedule consists of centers, snack and homework time. Outside and gym playtime may also be implemented into the schedule. Please convey your family expectations of daily homework to your child. Opportunity, supplies and help are provided. Please understand that the Kingdom Kids staff will do their best to help your child with any homework that they may have.

Release Policy

Children must be signed in and out each day! Only authorized adults (names listed on the enrollment form) will be allowed to pick up the child. Proper identification is required. If a parent is not allowed to pick up a child, a copy of the court order must be on file with Kingdom Kids Club and the St. Paul School office.

Kingdom Kids After School Club Security

Parents/Guardians utilizing Kingdom Kids After School Club will be asked to ring the doorbell at the South Double Gym Doors to pick up their child(ren).

How to Register Return completed Kingdom Kids Club registration forms to the St. Paul School office or the Kingdom Kids staff. **Paperwork must be complete before a child can attend.**

Medication/Illness Policy

If your child requires medication a medication form must be filled in the St. Paul School office in advance. All medications will be kept locked up in the school office and only St. Paul Lutheran School staff or Kingdom Kids Club staff members will have access to the medication. If your child becomes ill, you will be called to pick him/her up to keep other children from becoming exposed.

Guidance Policy

Kingdom Kids Club uses positive guidance methods including redirection and logical consequences. Children are expected to follow the St. Paul Lutheran School rules as stated in the School Discipline Policy in the handbook.

Homework Help

Regular help with homework is built into the daily schedule. The Kingdom Kids staff will oversee this activity, but please be aware that they will not "grade" your child's homework; only the classroom teacher will be allowed to "grade" a child's homework. The Kingdom Kids staff will supervise and check over homework to the best of their ability. It is strongly recommended that parents also check over their child's homework as well.

Dress Code Students are expected to follow and maintain the St. Paul Lutheran School dress code, Kingdom Kids Club will often have outside play, weather permitting. Please be sure your child is dressed accordingly.

Personal Items

Any toys or games brought from home are the sole responsibility of your child. Kingdom Kids staff and the St. Paul School staff are not responsible for the loss or damage of these items. The Kingdom Kids staff reserves the right to limit or prohibit the use of any item brought from home.

Communication

Open communication is important to the success of our Kingdom Kids 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 Kingdom Kids Club Director, Staff, or the St. Paul Lutheran School principal.

Late Fee After 5 minutes of close time (6:05 p.m.) Parents will be charged \$1.00 per minute late.

Please contact Dana Meiergerd 380-2342 or Miranda Evert 372-7540 with any questions or concerns.