

**St. Paul Lutheran School**  
**Kingdom Kids Handbook**  
**2022-2023**



**“Dedicated to Providing a Christ-Centered Education”**

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Updated: July 2022

## **St. Paul Lutheran School 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

#### **Late Fee** After 5 minutes of close time (6:05 p.m.)

Parents will be charged \$1.00 per minute late.

\* If your child plans on using Kingdom Kids After School Club more than 10 days per month the full-time care rate would be the best payment option.

\* Any child not picked up 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 a monthly statement sent home.

### **Kingdom Kids After School Club Policies & Procedures**

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

### **Communication**

Open communication is important to the success of our Kingdom Kids Club program. If you have any questions, concerns or ideas, please contact our Kingdom Kids Club Director, Staff, or the St. Paul Lutheran School Head Teacher.

Director:

Assistant Director Miranda Evert 372-7540

### **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. Inappropriate behavior could result in dismissal.

### **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.

**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 may be asked, if staff doesn't recognize the person.

If a parent or other individual 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).

### **Medication/Illness Policy**

If your child requires medication, a med form must be on file in the school office. 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.

**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.

# **St. Paul Lutheran School Kingdom Kids**

## **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 Kingdom Kids Registration Form. I give St. Paul Lutheran School permission to copy this form and any pertinent records needed for the St. Paul Kingdom Kids.*

*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 Kingdom Kids 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 Kingdom Kids 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 Kingdom Kids 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.*

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**Parent/Guardian Signature**

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**Date**