

DISCIPLINE

Student behavior while in After-School Care is expected to be consistent with that during regular school hours, as outlined in the section Discipline Code of Student Conduct of the Light of Christ Academy Handbook.

Our first priority is to help the student maintain self-control and preserve his or her dignity. We accomplish this by setting realistic goals, upholding expectations consistently, and encouraging students to talk to each other to resolve conflicts. In the event that a situation warrants disciplinary measures, students will always be treated with respect and understanding. No student will be excluded from outdoor play as a disciplinary action, if the student has not been provided with these opportunities at other times of the day. Timeouts will be issued by the Director for any serious offenses, including: abuse of any form, participating in or instigating a fight, serious disruptive behavior, inappropriate language or gestures, or disrespectful behavior of any kind. After-School Care Discipline Referral Slips can result in the suspension/expulsion of a student from After-School Care. Disciplinary action for serious offenses lies solely at the discretion of the Director.

HEALTH CARE PLAN

A complete Health Care Plan is available in Atrium 1 for your examination. Listed below are the topics listed in the plan:

<ul style="list-style-type: none">• Hand washing policies and procedures• Handling of Bodily Fluids policies and procedures• Cleaning and Sanitizing policies and procedures	<ul style="list-style-type: none">• Controlling Infection - Universal Precautions• Illness and Criteria for Keeping your Child Home• Illness and Criteria for Keeping your Child Home• Health Resources
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SUPERVISION AND RATIO

Light of Christ Academy After-School Care adheres to State of Michigan student/supervisor ratio requirements of one adult per 18 students in grades K-8. When preschool students are present, the ratio changes to one adult per 12 students.



After-School Care Parent Guide 2021-2022

The Light of Christ Academy's After-School Care program is designed to offer quality after-school childcare to students enrolled at Light of Christ Academy, in an atmosphere that fosters self-esteem, self-reliance, and group interaction through developmentally appropriate activities. This program is licensed by the State of Michigan, Department of Human Services.

DAYS/HOURS OF OPERATION

After-School Care Hours 4:00 p.m. – 5:00 p.m.

After-School Care follows the Light of Christ Academy year calendar. If for any reason school is cancelled, there will be NO After-School Care. When there is an emergency early dismissal, After-School Care will only be available to students who are currently registered. There will be NO After-School Care on half days that fall before Christmas or Spring Break.

After-School Care closes at 5:00 p.m. **SHARP**. Any student picked up after this time will be charged \$5.00 FOR EVERY MINUTE PAST THE CLOSING HOUR. This charge will be strictly enforced. The time will be determined from the clock in the After-School Care classroom. The director may use discretion for extenuating circumstances.

PICK UP

Students will be released to parents and only those adults whose names appear on the Child Information Form, unless a written note or phone call is received from the parent prior to the release of the student.

STAFF

The Light of Christ Academy Director has been approved by the State of Michigan, Human Services Department. The Director is responsible for overseeing the program, hiring, and supervising staff, the supervision, safety and care of the students, planning and implementing the daily program, and billing. Additional caregivers are responsible for the supervision, safety and care of all After-School Care students.

LICENSING NOTEBOOK

A preschool licensing notebook is available for parents to review during regular school hours. The notebook contains all licensing inspection reports, special investigation reports and all related corrective action plans from November 28, 2012 to the present. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

ILLNESS & INJURY

If your child becomes ill at After-School Care, you will be notified and will be expected to pick him/her up as soon as possible. Medications cannot be administered unless prescribed by a doctor. In the event of an emergency, first aid will be administered, and the school will attempt to notify the parent immediately. The school must be notified if a student suffers

from epilepsy, asthma, allergies, or other conditions that might cause fainting or other serious symptoms so that proper procedures might be followed with the least possible trauma to the student.

If your child becomes ill at After-School Care, our exclusion policy for student illness requires your ill child to remain in the office until they are picked up in order to reduce the chance of contaminating other students. Staff members who become ill, will be immediately removed from After-School Care.

If the center becomes aware that a staff member, volunteer, or student in care has contracted a communicable disease, the school will notify parents with the name and symptoms of the communicable disease.

ADMISSION & WITHDRAWAL

Students in Pre4 – 8th grade are eligible. Registration through the After-School Care Director is mandatory. **Parents must return provided documents prior to a student's admission in the After-School Care program.** This guarantees the student a place in the program.

A written notification of withdrawal is requested and kept on file.

LOCATION

Atria 1 & 2 are utilized for After-School Care, as well as the gym and playground when available. The After-School Care Director can be reached at (269) 203-6808 or emailed at bbuth@lightofchristacademy.org during operating hours. Voicemail messages can be left at the cell number and will be responded to as soon as possible.

FEE POLICY AND PAYMENT

Full Day of School: \$16/hour* per student (*rounded up to the nearest quarter hour). A billing statement is sent home the first week of each month, for the previous month. In order for Light of Christ Academy to keep its After-School Care budget balanced, full payment is due upon receipt. For accounting purposes, payment should be made by check, written to Light of Christ Academy with a designation in the memo line for After-School Care. Accounts must be PAID IN FULL by the 15th of each month. A late fee of \$5.00 may appear on the following month's statement for any fees collected after the 15th. **Families who carry an outstanding After-School Care balance will not be permitted to use the service until payment is received in full.**

DAILY PROGRAM

The After-School Care schedule includes outdoor activities such as using the playground equipment or organizing team-building activities and includes, but is not limited to, indoor activities such as reading, table games, and arts and crafts.

PLAYGROUND

Light of Christ Academy's playground has been inspected and meets the requirements of the Handbook for Playground Safety.