

ST. LUKE'S AFTER SCHOOL PROGRAM-CHILD INFORMATION

Child's Last Name		First Name	
Boy ___ Girl ___	Date of Birth	Age (on Sept. 1 of school year)	
Child's Address	City	Zip	Best Phone Number:
Child lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only Other:			
Siblings and their ages:			
List any special problems or needs your child may have, including <u>allergies</u> , existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, medication prescribed for long-term continuous use. Food Allergies require an emergency plan signed by your doctor on file in the office. <u>If none, please check</u> NONE <input type="checkbox"/>			

Yes ___ No ___ I understand and will comply with the financial policies of St. Luke's After School Program.
Yes ___ No ___ I grant permission for my child to be transported by the St. Luke's staff for emergency care.
Yes ___ No ___ I grant permission for my child to be transported by St. Luke's staff on field trips.
Yes ___ No ___ I grant permission for my child to be transported by St. Luke's staff from school.
Yes ___ No ___ I acknowledge receipt of "St. Luke's Parent Handbook" including those for discipline and guidance. (see attached booklet)
Yes ___ No ___ I grant permission for my child to use all of the play equipment & participate in all of the activities of the school.
Yes ___ No ___ I grant permission for my child to participate in field trips.
Yes ___ No ___ I grant permission for my child to be included in pictures and videos connected with the school and church programs.
Yes ___ No ___ I grant permission for my child to participate in water activities including sprinkler and swimming pools.
Yes ___ No ___ I grant permission for photos which include my child to be posted on the school Facebook page and/or the church website. (No child will be identified by name.)
Yes ___ No ___ My child's required immunizations, TB screening, and vision and hearing screenings are current and on file at their school listed below. School name: _____ School phone number: _____

Signature - Parent or Legal Guardian

Date

My Child will be attending: ___ After School Program 3:00 p.m. - 6:00 p.m. ___ Summer Program 7:30 a.m. - 6:00 p.m.

ST. LUKE'S AFTER SCHOOL PROGRAM-FAMILY ADMISSION FORM

Father or Guardian Last Name	First Name	Cell Phone	Home Phone
Address		City	Zip
Employed By	Work Address	Work Phone	
Mother or Guardian Last Name	First Name	Cell Phone	Home Phone
Address		City	Zip
Employed By	Work Address	Work Phone	
Family E-Mail Address			
Member of St. Luke's UMC? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which campus? <input type="checkbox"/> Central <input type="checkbox"/> Southwest			

<u>AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:</u>		
In the event I cannot be reached to make arrangements for emergency medical care, and emergency treatment is deemed necessary by the St. Luke's staff, I authorize the St. Luke's staff to take my child to:		
Name of Physician	Address	Phone
Name of Preferred Hospital	Address	Phone
I give consent for the facility to secure any and all necessary emergency medical care for my child. _____		
Signature of Parent or Legal Guardian		

IN CASE OF AN EMERGENCY IN WHICH THE PARENTS CANNOT BE REACHED, PLEASE CALL: (local person)			
Name	Relationship to Child	Address	Phone
Name	Relationship to Child	Address	Phone

<u>PERSONS (other than parents) AUTHORIZED TO PICK UP CHILD:</u>		
My emergency contacts are also authorized to pick up my child. <input type="checkbox"/> Yes <input type="checkbox"/> No		
<u>Name</u>	<u>Relationship to Child</u>	<u>Phone</u>
Sign if I do NOT authorize anyone to pick up my child _____		

St. Luke's After School Care

Financial Policy Agreement

****All fees are non-refundable****

Registration fee: \$65

Monthly tuition: \$225 (August will be pro-rated)

Discounted sibling monthly tuition: \$200

ADDITIONAL CHILD CARE OPPORTUNITIES

Early release days (regularly enrolled students): \$10

Full day staff development days (regularly enrolled students): \$15

Early release days (drop-ins): \$15

Full day staff development days (drop-ins): \$30

Spring Break (regularly enrolled students): \$100 per week

Spring Break sibling discount (for students who attend whole week only): 10%

Spring Break (drop-ins): \$30 per day

FEES

If a payment is more than five days late, children will not be allowed to return to the program until the account is current. In addition, a \$10 late fee will be charged.

Our program ends at 6:00. A late pick-up fee of \$5 will be charged if a child is picked up between 6:00 and 6:05 and an additional \$2 will be added for every minute thereafter.

A fee will be assessed to cover all bank charges for returned checks

Child's Name: _____

I agree to pay the childcare fee on the following schedule:

_____ Monthly—Due on the 1st of each month

_____ Bi-monthly—Due on the 1st and 15th of each month

**** Tuition is due regardless of attendance. If your child will not be in care on those dates, please remit the payment prior to their absence.****

Person Responsible for Payment: _____

(Printed name)

(Signature)

(Date)

St. Luke's Super Summer Camp

Financial Policy Agreement

****All fees are non-refundable****

Registration/activity fee: \$120

Tuition: June \$560 (4 weeks)

July \$560 (5 weeks)

August \$285 (2 weeks)

Sibling discount: June \$505

July \$505

August \$258

Interim care between after school and summer programs: May 26, 27, 28

Students currently enrolled in after school care: \$15 per day

Students new to the program: \$30 per day

DROP-IN CARE OPPORTUNITIES

Drop-in tuition: \$30 per day

Drop-in tuition on field trip day: \$40 per day

One week notice before drop-ins to accommodate field trip plans

FEES

If a payment is more than five days late, children will not be allowed to return to the program until the account is current. In addition, a \$10 late fee will be charged.

Our program ends at 6:00. A late pick-up fee of \$5 will be charged if a child is picked up between 6:00 and 6:05 and an additional \$2 will be added for every minute thereafter.

A fee will be assessed to cover all bank charges for returned checks.

Two weeks' notice is required before withdrawal from enrollment.

Child's Name _____

I agree to pay the childcare fee on the following schedule:

_____ Monthly—Due on the 1st of each month

_____ Bi-monthly—Due on the 1st and 15th of each month

**** Tuition is due regardless of attendance. If your child will not be in care on those dates, please remit the payment prior to their absence. ****

Person Responsible for Payment: _____

(Printed name)

(Signature)

(Date)



Photo/Video Release Form

I give permission for my child, _____, to be photographed and/or videotaped for possible use in St. Luke's newsletters, Facebook page, and website. Children will never be identified by name.

Parent Signature

Date



ST. LUKE'S

AFTER SCHOOL &
SUPER SUMMER PROGRAM

Parent Handbook and Operational Policies

St. Luke's Southwest

5805 98th St.

Lubbock, TX 79424

806-790-9664

<http://stlukeslubbockschools.com/>

asc@stlukeslubbock.org

Introduction:

Welcome to St. Luke's After School Care and Super Summer Camp. We are a state-licensed facility dedicated to providing quality care and a variety of learning experiences for school-age children.

We have well-trained and educated teachers who care about your child's well-being. All our staff members are trained in CPR and First Aid. Our staff provides each child with a warm, stimulating, and Christian environment designed to develop learning opportunities for self-esteem, independence, creativity, social skills, and spiritual growth.

St. Luke's admits students of any faith, race, color, and national or ethnic origin.

Hours:

St. Luke's After School Care Program hours of operation are Monday-Friday, 3:30-6:00 p.m., during the public-school year. Extended care hours will be provided on scheduled public school early-release days, as well as full-day care during scheduled school breaks, provided that minimum enrollment is met.

The Super Summer Camp meets Monday-Friday, 7:30 a.m. to 6:00 p.m. The program will begin when public school dismisses in the spring and end when public school begins again in August.

Attendance:

When your child will be absent, you are required to notify St. Luke's. We **MUST** have this information early in order to facilitate the afternoon pick-up process at your child's school. **Please notify our director** by calling the office (806)790-9664, emailing asc@stlukeslubbock.org, or texting (469)274-7003.

Tuition:

- Parents will complete and sign a payment agreement prior to their child's attendance.
- If a payment is more than five days late, children will not be allowed to return to the program until the account is current.
- A fee will be assessed to cover all bank charges for returned checks.
- Two weeks' notice is required before withdrawing your child.
- Tuition is due regardless of attendance. All fees are non-refundable.

Tuition will be paid:

- Monthly--due on the 1st of each month, or
- Bi-monthly--half due on the 1st of the month and the other half due on the 15th.

Security:

Doors will remain locked from the outside during business hours. Parents will be met at the door during pick-up times and will be responsible for signing out their children.

Group pictures of our children involved in activities may be posted on our Facebook page and/or website. Children will never be identified by name. No photos of your child will be posted unless you have signed a photo-release form

Pick-up & Drop-off:

- Children will be released only to their parents or to those persons parents have listed on their pick-up list.
- Parents may call in advance if someone other than themselves will be picking up their child.
- A photo id is required to verify the identity of a person authorized to pick up a child, but not known by the staff. Please inform anyone on your child's pick-up list of this requirement.
- Pick-up and drop-off will take place at the southwest door to the building.
- A walkie-talkie will be placed by the door for parents to signal their arrival if a teacher is not available to open the door.
- Our program ends at 6:00. A late pick-up fee of \$5.00 will be charged if a child is picked up between 6:00 and 6:05 and an additional \$2.00 will be added for every minute thereafter.

Parent-School Communication:

- Our telephone number is (806)790-9664, however, if we are busy with the children, we may not be able to answer the phone. Please leave a message and we will call you back as soon as possible. We try to check messages every hour.
- Notices and/or policy changes will be communicated to parents by notes sent home with the children and posted at the facility. They may also be communicated by email or on the Facebook page.
- Parents are welcome to make an appointment with the director to discuss questions or concerns about the policies and procedures at St. Luke's.
- Parents may visit St. Luke's at any time during regular hours without prior approval—simply check in with the director.
- If parents are willing to help with special activities or projects, please notify the director.
- A copy of "Minimum Standard Rules" and the most recent Licensing inspection report are available for review in the office.

Illness:

State childcare licensing regulations do not allow us to admit a child for care if one or more of the following exists:

- An illness that prevents the child from participating comfortably in facility activities, including outdoor play.
- An illness that results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has any of the following
 - Fever
 - Symptoms and signs of possible severe illness (such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, wheezing, behavior changes, or other signs of illness)
 - The child has been diagnosed with a communicable disease

If a child becomes ill at the center, the parent will be notified and asked to pick up the child within 30 minutes.

St. Luke's will follow the recommendations of the Texas Department of Health concerning the admission or readmission of any child after a communicable disease.

Medications:

St. Luke's ASC and Super Summer Camp will not administer medications. Parents may come to the school and give medication if necessary. Parents of children with inhalers to treat asthma or epi-pens for severe allergies should see the director.

Medical Emergencies:

If the staff feels that your child needs immediate medical attention, we will call for an ambulance, or call your child's physician, or take your child to your designated emergency room or clinic. Parents will be contacted immediately.

Insect Repellent and Sunscreen:

If you wish for your child to wear sunscreen and/or insect repellent, please provide it in a container clearly marked with your child's name.

Clothing:

Each child must have appropriate clothing, such as a coat on cold days or a hat and sunscreen on hot days.

Belongings:

All special items should be marked with your child's name. We cannot be held responsible for lost clothing or belongings of any kind.

Discipline and Guidance:

Children will be treated fairly and firmly, keeping in mind their emotional and physical development.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time-out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L., Discipline and Guidance

Dismissal from the Program:

A parent is to be notified if a child initiates an unsafe situation. The parents will be asked to immediately pick up the child.

Upon a second occurrence, the child will be suspended from ASC for one day.

If there is a third occurrence, a child will be removed from St. Luke's After School Care.

St. Luke's reserves the right to immediately terminate care if a child's behavior is not in the best interests of the child or of other program participants. This decision will be made after consultation with the St. Luke's Pre-School, Parents Day Out, and After School Care Committee.

Food and Nutrition:

St. Luke's After-School Program offers nutritious and tasteful snacks. Menus are posted every month. You may take a copy so you will know what your child will be eating. Water is available at all times. **On extended-care days, parents will be responsible for providing a sack lunch for their child/children.** We will provide water, juice and/or milk to drink.

The Super Summer Camp will provide both morning and afternoon snacks. **Children will bring their own lunch.**

If your child has a food allergy, parents must furnish a copy of their child's food allergy emergency plan, signed by a health professional, before the first day of attendance.

Extended Care Days:

St. Luke's will be open for extended care on days the school districts are having Professional Development. Per Texas Childcare Licensing Minimum Standards, all children are required to bring a nap mat and/or blanket and pillow for rest time, regardless of age or grade level. Children are not required to nap, but will have a brief period of "rest" and will need something to lie on if they choose to.

Immunizations:

If a current immunization record is on file at your child's public school, no additional copy is necessary.

Employees are encouraged to follow their primary care physicians' advice regarding immunizations for an adult working in a childcare facility.

Transportation:

After school pickup will be provided to nearby elementary schools in the Lubbock-Cooper, Frenship, and Lubbock school districts. St. Luke's vehicles will be used and Child Care Licensing regulations will be followed.

Water Activities:

If water activities are planned, there will be strict supervision. If the event is at a pool, there will be a certified lifeguard present.

Field Trips:

Parents will be notified in the event of a field trip.

Weather Closings:

St. Luke's will adhere to any decisions made by the public schools for closing because of inclement weather. If it is necessary to close due to bad weather during operation hours, parents will be notified.

Toys or Electronics:

St. Luke's provides toys and equipment for the enjoyment of all the children. Children may bring a toy or an electronic device on extended care days and may be allowed to use them for a short time. Lost or broken toys are not the responsibility of the facility.

Emergency Preparedness Plan:

The staff at St. Luke's has a plan in place to anticipate events that might occur due to natural or human-caused emergencies and to ensure that all necessary steps are taken to protect students and staff. In the event of an emergency, parents will be notified by phone. Regular fire and storm drills are conducted, and the staff has been informed of all emergency procedures. In the unlikely event of an evacuation from the church campus, Lubbock-Cooper Elementary School at 10101 Fulton St. is the designated off-site shelter. A complete and specific emergency preparedness plan is available for review in the school office.

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Child Care Licensing:

The Texas Department of Family and Protective Services child abuse hotline number is 1-800-252-5400. The local DFPS Licensing office is located at 5121 69th St., Suite A-4, Lubbock, TX, 79424, phone 806-698-5510. The DFPS website is www.dfps.state.tx.us.

Families enrolled in St. Luke's After School Care or the Super Summer Camp are considered members of the St. Luke's United Methodist Church extended family. Please feel welcome to attend any services or events at St. Luke's. The entire church staff is available to help with any needs you might have. For further information or to communicate any prayer needs, please contact the program director or any member of the pastoral staff (806-797-4393).



Behold what manner of love the Father has bestowed on us, that we should be called children of God!

1 John 3:1