

# **St. Luke's After-School and Super Summer Program**

## **Parent Handbook and Operational Policies**

St. Luke's Southwest  
5805 98<sup>th</sup> St.  
Lubbock, TX 79424  
806-773-2096

## **Introduction:**

Welcome to St. Luke's After School Care and Super Summer Program. 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, 3:00-6:00 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.

The Super Summer Program 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 by 12:00 noon, or at the time your child leaves school due to illness. We MUST have this information early in order to facilitate the afternoon pick-up process at your child's school.**

## **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 1<sup>st</sup> of each month, or
- Bi-monthly--half due on the 1<sup>st</sup> of the month and the other half due on the 15<sup>th</sup>.

## **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. Children will never be identified by name and we must have a photo-release form on file before any pictures of your child can be posted.

## **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.
- Pick-up and drop-off will take place at the southwest door to the building.
- A late pick-up fee of \$5.00 will be charged for the first five minutes, and an additional \$2.00 will be added for every minute thereafter.

## **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.

## **Toys:**

St. Luke's provides toys and equipment for the enjoyment of all the children. Please do not bring toys, except on days that are specified by your teacher. Lost or broken toys are not the responsibility of the facility.

## **Illness:**

We will not admit a child for care if one or more of the following exists:

- An illness prevents the child from participating comfortably in facility activities, including outdoor play.
- An illness 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 After-School and Super Summer Program will not administer any medications, except those necessary to treat an emergency event (such as an inhaler or Epi-pen). Those particular medications must be in original containers with clear instructions and a parent permission form.

Parents are welcome to come to the center to administer needed medication to their child.

### **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.

### **Parent-School Communication:**

- Our telephone number is 806.773.2096, 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. They will also be posted at the facility.
- Parents are welcome to make an appointment with the director at any time to discuss questions or concerns about the policies and procedures at St. Luke's.
- Parents are welcome to 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.

## **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*

## **Food and Nutrition:**

St. Luke's After-School Program offers nutritious and tasteful snacks. Menus are posted every week. Please 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 Program will provide both morning and afternoon snacks. Children will bring their own lunches.

### **Immunizations:**

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

Rather than requiring specific immunizations, St. Luke's encourages employees to follow their primary care physicians' advice regarding immunizations for an adult working in an early 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, we will notify local television stations.

### **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.

## **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 69<sup>th</sup> St., Suite A-4, Lubbock, TX, 79424, phone 806-698-5510. The DFPS website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

*Families enrolled in St. Luke's After School Care or the Super Summer Programs 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 (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