

Susanna Wesley's Before & After School
Program
Parent Handbook
2019-2020



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Welcome

The Susanna Wesley School-Age Program is a 10 month program which provides opportunities for families to have a safe and friendly place for their child(ren) to go before and after school. Children have the option of choosing from several activities. Children may work in large groups, small groups or alone to enjoy recreational activities, arts & crafts, educational games and various other activities under the close supervision of the school-age program staff. Time is given each day for children to do their homework with help from the staff.

Mission Statement

Susanna Wesley School Age Programs provide a healthy, safe, secure environment which promotes high levels of social, emotional, intellectual and physical development for Before and After School and Summer Children.

History of Program

Susanna Wesley School-Age Programs were established in 1990 and is sponsored by the Susanna Wesley United Methodist Church as an outreach ministry. It is licensed by the Kansas State Department of Health and Environment and is administered by the Director, Administrator, the Pastor of SWUMC, and an advisory committee.

Goals of Program

1. To provide a safe and secure place for children to explore and learn.
2. To provide an opportunity to venture out on field trips within our immediate area.
3. To provide time for children to develop trust, respect, patience and a love for others.
4. To provide age appropriate activities so children can build strength, coordination, and learn to play as a team player.
5. To provide a welcoming environment where all children feel accepted regardless of race, color or religion.

Hours of Operation

Monday through Friday

7:00am – 8:35am – Before School Care

3:45pm – 6:00pm – After School Care

Enrollment

Enrollment shall be granted to any child without discrimination in regard to sex, race, color, religion, national origin, ancestry, or physical handicap.

The following forms **must** be completed and on file with the director **BEFORE** the child may attend:

- Enrollment Form
- Health History Form
- Emergency Medical Release Form
- Contract Agreement
- Shot Records for all incoming Kindergarten Students/Non Kansas or Missouri Students.
- If a child has an IEP on file with the school, we request a copy of this documentation, so we can best serve the child and family.

Parents are requested to update Susanna Wesley of any changes in address, phone numbers, e-mail addresses, or emergency contacts/phone numbers.

Full-Time Enrollment

All spots are considered full time and will be charged at the full type rate. The options are mornings only, afternoons only, or both morning and afternoon.

Part-Time Enrollment

We no longer offer this option, sorry for any inconvenience that this may cause.

Break Days

Susanna Wesley's School-Age Program typically remains open for full-day care on days when USD 437 is not scheduled to have classes. There is an additional fee per child per day for break days. Several weeks in advance of a break day there will be contracts on the parent information desk. You must fill out a contract and return it with payment. Please pay attention to the sign-in deadline. Payment for these days is non-refundable, unless the break day is cancelled by SWCC.

A minimum number of 15 children must be signed up for a break day by the registration deadline for the program to remain open for that day. Parents will be notified at least one week in advance if the program will be closed for a break day. We will provide a nutritious breakfast, lunch and afternoon snack. If bad weather occurs on a break day, parents should tune in to local television and radio stations to find out if Susanna Wesley School-Age Program is closed.

FEES

Monthly Tuition Fees are to be paid on the first of each month or half on the 1st of the month and the 2nd half on the 15th of the month as stated in the contract. Fees are considered late on the fifth and twentieth of each month. A \$20 late fee will be assessed if the payment is not received as indicated in the contract agreement.

Pick Up at Indian Hills	Full-Time
August-May	AM - \$100 PM - \$137.00 Both - \$226.00
Pick Up at Farley	Full Time
August-May	AM--\$105.00 PM--\$147.00 Both--\$242.00

Drop-In Fee - \$15 per session (if space is available and arrangements are made through the director or administrator 24-48 hours in advance)

Break Day Fees - \$22 per day for those currently enrolled in B/A school care and \$30 for families not currently enrolled in our B/A school care.

Registration Fee

Susanna Wesley's Before and After School Program operates primarily from tuition fees. To provide materials, we require a non-refundable \$55 registration fee per child at the time of enrollment each year. Paying this fee also ensures that your child has a spot in our program.

Multi-Child Discount

Susanna Wesley offers a multi-child discount. The first child is full fee, and then every child after that is 10% off. The children must be siblings to qualify for the multi-child discount. Siblings are defined as full, half or step.

Late Departure Fee

It is our policy to charge an additional fee for late pick up. Charges are \$2 per child per minute. There is no grace period. This fee must be paid before your child receives care the following day.

Refund Fee

Fees will not be refunded when a child is absent. Our costs remain constant; therefore, refunds, credit for days missed, or make-up days cannot be offered. In case of an extended illness or absence, arrangements may be considered.

Returned Check Fee

The returned check fee is \$40.00 per returned check. If two returned checks have been received, cash or money order payments will be required for future fees.

Holiday & Bad Weather Closings

Susanna Wesley's School-Age Program will not be in session on Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, and Good Friday. New Year's Eve, the program will close at 4:00pm. The late pick-up fee will be double if your child is not picked up by 4:00pm.

Susanna Wesley's School-Age Program will be closed when USD 437 is closed due to bad weather.

No Credit will be given for closure due to bad weather.

Arrival and Departure

State licensing requires that a parent/guardian accompany their child in and out of the program. Parents are required to initial a sign in/out form each day. Parents may authorize other adults to pick up or drop off their child. **Please inform staff of these arrangements. No child will be allowed to leave with an unauthorized adult.**

Key Card Entrance

We have a magnetic locked door now for security. A maximum of two key cards are provided per enrolled child. Parents can purchase additional key cards for \$10. To replace a lost card the cost is \$20. There is a buzzer for parents that forget their key card or if someone from the pick-up list comes and you will be buzzed in. Staff might not be around the buzzer, so immediately entry might not be available. For your safety, the safety of the children, and staff we ask you not to open the door for anyone, or let anyone borrow your key card. If lost or stolen please report it as soon as possible.

Absent From Program

Parents are asked to call and notify our staff if their child will be absent from the program on any given day. This includes absence caused by illness, the child riding the bus to/from school, the child being picked up or dropped off at school by other person, etc. This is especially important for the children who attend after school. This saves us from searching for children at Indian Hills or Farley Elementary Schools who are unaccounted for.

Extended Leave or Absences

If a parent requests a fee reduction due to extended illness/surgery, arrangements to be considered must be made in writing and approved by the advisory committee. Until that time, the regular fee must be paid. If granted, the parents may request up to two weeks leave. After that time, full fees must be paid or the child's spot in our program will be relinquished.

Withdrawal From Program

If you should decide to withdraw your child from the program for any reason, written notice must be given **two weeks prior to withdrawal**. Tuition payment for the last two weeks will need to be given at time of notice regardless of child's attendance. Failure to give notice will result in continual fee assessment.

Early Dismissal Days

USD 437 has 12 early dismissal days a year. We will pick up the children at 3:00 at no extra cost to those children who are already enrolled to come in the afternoon. The cost will be \$20.00 per child per day for those not enrolled in after school care.

Breakfast

Susanna Wesley's Before and After School Program will not be offering breakfast to our families. We will walk children over to Indian Hills and transport a limited number of Farley students that are signed up for the school breakfast program. Children will leave for breakfast at 8:10.

Snack

Susanna Wesley's Before and After School Program offers a snack each afternoon to the children. Please notify staff of any food allergies that may prohibit a certain snack from being served. We are a peanut and tree nut free program, and the director checks all food labels before the purchase of foods.

Break Day Meals

On break days, we will provide a breakfast, lunch and afternoon snack. If you provide a lunch for the break day it must contain the follow items: meat (protein), fruit, vegetable, and bread product. A beverage will be provided. No soda, candy, lunchables, or fast foods. Also no items that need to be heated.

Emergency Drills

Fire drills will be conducted once a month in compliance with state regulations. Tornado drills are conducted once a month during the tornado season. A complete emergency response plan is posted by the north door.

Medication

Prescription medications and over the counter medicines will be administered by Susanna Wesley staff ONLY when a written authorization form is signed by the parent. Medications must be clearly labeled and in the original container. Authorization forms are available on the sign/out table. All medication must be kept locked in the office with the authorization form.

Illness

Please do not send your child to Susanna Wesley if they have any of the following:

Conditions for Exclusion from the Program	Conditions for Returning to the Program
1. Axillary (armpit) temperature of 100.0F or higher with a behavior change.	1. Free of fever for 24 hours without use of fever-reducing medication.
2. Symptoms and signs of possible severe illness such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs.	2. Symptom free or physician's written approval to return.
3. Diarrhea (two watery stools in a 4 hour period or one large volume watery stool mixed with blood).	3. Free of diarrhea (watery stools) for 24 hours and able to take food.
4. Vomiting, upset stomach with more than just "spitting	4. Free of upset stomach and vomiting for 24

up".	hours and able to take food.
5. Yellowish tint to skin or eyes and/or unusually dark, tea-colored urine.	5. Symptom free or physician's written approval to return.
6. Red, watery or draining eye(s).	6. All discharge from the eye(s) has stopped or physician's approval to return.
7. Severe itching of the body or scalp and/or constantly scratching the head (i.e. lice, scabies).	7. After treatment, including free of lice and nits.
8. Infected areas of the skin with crusty, yellow, gummy, dry area or rash, (i.e.: Impetigo, Chicken Pox or Ring Worm).	8. Skin sores are healed or 24 hours after treatment has started or physician's written approval to return.
9. Fainting or seizures (other than pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache or stiff neck.	9. Symptom free or physician's written approval to return.
10. Mouth sores with excessive drooling.	10. Physician's written approval to return.
11. Rash with fever or behavior change.	11. Physician's written approval to return.
12. Known contagious disease while in communicable stage.	12. Physician's written approval to return.

Please notify School Age staff if your child will be absent for the day.

Cell Phone Policy

Children are not allowed to have cell phones at Susanna Wesley School-Age Program. If you need to contact your child while they are here you may call and ask to speak to them. If we see your child's cell phone we will place it in the office until you pick up your child. Also we would appreciate it if as parents you would not be on your phone when you drop off or pick up your child. We would like to be able to talk with you without interrupting your phone call.

Camera Policy

Children are not allowed to have cameras at Susanna Wesley Before and After School Program.

Dress Code

Children are to wear clothing that fits the type of weather we are having. We do not allow shoes with wheels in them. On break days, and summer camp, tennis shoes are required daily.

Behavior Agreement

The success of our before and after school program rests on the Susanna Wesley School-Age Program-Parent-Child relationship. To formalize that relationship as well as to highlight the personal responsibility of each person involved. We ask everyone to make themselves available when arriving to Susanna Wesley to pick up your child, so that SW staff can share any information to the parent without any outside interruptions.

Rules for School-Age Program:

1. Treat staff and other children with respect at all times.
2. Follow all directions when given by a staff member.
3. Keep hands, feet and other objects to themselves.
4. Use appropriate language.

Consequences

1. Talk with children in office-call parent depending on the severity of the situation
2. Talk to parents with children in office and come up with a plan to prevent situation happening again
4. Suspension:
 - . First Offense-1 day
 - .Second Offense-3 days
 - .Third Offense-1 week
 - .Fourth Offense-Expelled for school year

These steps may be skipped due to the severity of the situation. These are put in place and WILL be followed. No exceptions.

Corporal punishment, in any form, is expressly contrary to the philosophy and purpose of Susanna Wesley School-Age Program and will in no instance be administered.

Visiting and Volunteering

Parents/guardians are encouraged to visit or volunteer at any time. If you are going to be a regular volunteer you will need to fill out a KBI form.

Toys

Here at Susanna Wesley we try and provide children under our care toys, games, and items to keep their interest and to entertain. These items do cost and we ask for each child to treat the items with care and respect. Normal wear and tear on these items is normal and expected, but if a child is abusing and mistreating any toy, game, or item to the point of damaged or broken parents may be asked to replace that item.

Susanna Wesley School-Age Program has a policy of no weapons including pretend ones. Imaginary guns, swords, construction blocks, or other manipulatives will be redirected into other non-violent creations. Toys from home are only allowed on break days. All DS games must be rated E for everyone. DSIs are not allowed unless camera lens is taped off. (Electronics and outside toys are only allowed on Break Days) SWCC and its staff are not responsible for lost, stolen, damaged, or broken items from home

Parent Responsibilities

It is our top priority to ensure the health and safety of every child in our program. We require that all parents conduct themselves appropriately when delivering or picking up their children.

Discussions

All discussions regarding Susanna Wesley School-Age Program or any child in our care shall occur outside of the presence and hearing of the children. Inappropriate or disruptive behavior on the part of either parent or any other authorized pick-up adult may, in the discretion of Susanna Wesley School-Age Program, be grounds for the immediate termination of child care services. We have an open door policy and any person wanting to speak with the director or administrator may do so anytime during business hours or by appointment.

Under The Influence of Alcohol or Drugs

If Susanna Wesley School-Age Program staff suspect that someone picking up a child is under the influence of alcohol and/or drugs, the adult will be asked by staff to not take the child, and staff will contact parents or other emergency contacts listed in the file to pick-up the child. If the adult insists on taking the child, staff will get the license plate number, make, model and color of the vehicle, and the police will be notified

Divorced Parents

Susanna Wesley School-Age Program also supports children of divorced parents. It is important to list both the mother and father on paperwork including current residence, employer, and phone numbers. Step-parents should also be listed, whether or not they are authorized to either pick up or deliver the children. It is important that pick up and drop off arrangements be made in advance and written documentation is on file. State law is very clear that both parents of a child shall have equal rights. We have no authority to withhold a child from either parent, or to prohibit either parent from visiting their child at our program. In the event that sole legal custody has been granted, or other orders have been entered by the court limiting a parent's right to pick up or drop off their child, we must be provided with a copy of such court order or decree. In an emergency situation limiting either parent from picking up or dropping off their child, all paperwork must be on file in the office.