

MT. CALVARY SCHOOL AGE CARE

Parent Handbook

“Children are a gift from the Lord; they are a reward from Him.”

Psalm 127:3

“Jesus took the children in His arms, put His hands on them and blessed them.”

Mark 10:16

MT. CALVARY LUTHERAN CHURCH & SCHOOL

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WELCOME:

Welcome to the Mt. Calvary School Age Care (SAC) Program. This handbook has been written to acquaint parents with policies, procedures, and other pertinent information about the program.

PURPOSE: To provide a safe and healthy Christian environment that offers age appropriate educational and recreational activities, and a caring staff who understands and nurtures positive growth in children.

ADMINISTRATION: Mt. Calvary School Age Care is an extension of the school. General policies are developed by the Board of Education. The Director of School Age Care reports to the school Principal and is responsible for implementing the policies developed by the board.

REGISTRATION: All students attending Mt. Calvary Lutheran School are welcome to attend during the school year. During the summer months our friends and neighbors in the community are also invited to attend our Kids' Camp Program.

A completed activity and emergency form must be on file in the school office prior to a students' first visit to SAC. During the summer program registration and emergency form must be completed and a registration fee paid to attend the program.

NON-DISCRIMINATION STATEMENT: Mt. Calvary School Age Care accepts children and youth of all races, color, nationality, and ethnic origin to all rights, privileges, programs, and activities. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies.

GENERAL INFORMATION

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| HOURS: | Regular School days | 6:30-7:45 a.m. & 3:00-6:00 p.m. |
| | Minimum Days | 6:30-7:45 a.m. & 11:30-6:00 p.m. |
| | Full Days | 6:30a.m. to 6:00p.m. |

HOLIDAYS: School Age Care will observe the following holidays by being closed:

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|------------------------|------------------|
| Labor Day | New Year's Day |
| Thanksgiving Day | President's Day |
| Day after Thanksgiving | Memorial Day |
| Christmas Eve | Independence Day |
| Christmas Day | |

SIGN-IN AND SIGN-OUT PROCEDURES:

Children attending School Age Care are required by law to be sign-in and signed-out by a parent or legal guardian.

The names of other persons who are permitted to pick-up your child must be written on your registration form. Persons unfamiliar to the School Age Care Staff should be prepared to show some form of identification, preferably a driver's license.

In an emergency, a written note is required if a person not listed on your registration form must pick-up your child.

Children who wish to visit other children's homes after school are required to make plans in advance so that all paperwork may be filled out and delivered to School Age Care.

BEFORE AND AFTER SCHOOL RULES:

1. Children arriving on campus before 7:45 a.m. must go directly to SAC.
2. Children who are not picked-up by 3:15 p.m. will be placed in SAC.
3. Children attending SAC or any activity sponsored by SAC will be subject to SAC fees. This also includes children who are in classrooms, office, or gym who would normally be attending SAC. Children must obtain permission to be in these locations.
4. All children on the school campus before and after school must be supervised by a staff member.

PICK-UP DELAY:

Please make every effort to pick your student up on time. Children often experience anxiety when their friends have gone home and no one has come for them. If you find that you are going to be late, please notify SAC.

LOST AND FOUND:

Please mark all items with your child's name-coats, jackets, sweaters, lunch pail, books, backpacks, etc.

Lost articles can be claimed before and after school in the SAC room. Items left for more than one month will be donated to a charity.

The SAC staff is not responsible for your child's personal items. Therefore, your child should be encouraged to leave his/her valuables at home.

MEDICATION:

All medication is to be given to the SAC Staff on arrival. Parent or legal guardian must complete a Medical Release Form authorizing the school office and/or SAC staff to administer medication. All medications must be clearly marked with the child's name and with the words "must be refrigerated" if needed. Parents may pick-up medication from SAC staff when leaving.

ILLNESS PROCEDURES:

Children who are ill should not attend SAC. If your child is not feeling well please make other arrangements for him/her that day.

Children who are not feeling well at SAC may rest briefly. If child is still not feeling well after a short rest, a parent will be notified.

When a child becomes ill with a fever, digestive problems, suspected communicable disease or other signs of illness during the day a parent will be notified.

Parents who are notified are expected to pick-up a sick child as soon as possible or make arrangements to have someone pick-up the sick child as soon as possible.

Please report any communicable diseases or serious illnesses to the SAC staff.

Please keep SAC records up-to-date so that we are able to contact you if necessary. Also if you are going to be away from home or your normal place of employment, please remember to let us know where we may reach you.

INJURY PROCEDURES:

Children who receive minor injuries at SAC will be given first aid which will include soap, water, Band-Aids, and ice. A Band-Aid report will be written and given to a parent of the injured.

In case of a more serious injury a parent will be notified.

If severe emergency should occur the SAC staff will select emergency care providers in the absence of a parent and/or paramedics will be called.

School Age Care staff members are required to be certified in first aid and CPR.

REPORTING OF SUSPECTED CHILD ABUSE:

All staff members are required by law to report any suspicions of child abuse including physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

NATURAL DISASTER:

In case of a natural disaster the SAC staff will remain on duty at this site until all children are safely picked-up by a parent/legal guardian or by an authorized person listed on your registration form. We will follow the procedures outlined in the Mt. Calvary Disaster Handbook.

FOOD AND SNACKS:

- **BREAKFAST** - Children should eat breakfast before leaving home in the morning. Children may also bring breakfast with them and eat in SAC.
- **LUNCH**- Children should bring a lunch on minimum days and full days. If lunch is going to be served you will be notified in advance.

Meals should be well balanced and nutritional in nature with a minimum of sweets and junk food.

Please send food that does not require heating as microwaves at Mt. Calvary are intended for staff members only.

- **MILK**- Half-pint cartons of low fat milk will be provided at lunch time.
- **AFTERNOON SNACKS**- A snack and drink will be provided. Snack will be served at 4:30p.m.on school days and at 3:30p.m. on full days.

TELEPHONES:

Telephones at Mt. Calvary are for business and emergency calls only. Permission will be granted by the SAC staff for telephone usage.

DRESS:

Recommended dress includes play clothes and tennis/jogging shoes. Bring a sweater or jacket for outdoor activities. Socks must be worn at all times. Please no sandals, jellies, cowboy boots or clogs.

CURRENT RATES (FEES):

For current rates and payment policies please consult our current rate information schedule.

PARENT PARTICIPATION:

Parents are invited to visit our facility and interact with our staff whenever possible. Parents' help will also be solicited throughout the year for supplies, refreshments, and help on field trip days. Periodically we will take surveys that give our parents a chance to evaluate our program and give positive input.

PARENT COMMUNICATION:

To keep our parents informed of activities sponsored by SAC throughout the year we will publicize by the following means:

- Posters and bulletin boards in our room. Parent information center on the door by check-in.
- School and church newsletters.
- Activity and program flyers.
- Monthly calendar - available during the summer months.
- Parent handbook and rate information schedule.

PROGRAM ACTIVITIES:

The SAC program provides fun and exciting educational and recreational program activities that meet the developmental needs of all children and youth.

Children and youth choose the type of activity they want to do the majority of the time based on their own needs and interests. The SAC activity program is based on weekly themes and all activities and events are related to this theme.

During the summer children and youth have the opportunity to explore a variety of activities and educational projects.

SCHOOL YEAR ACTIVITIES:

- Activity Centers in the SAC Room
- Computer Center
- Enrichment Classes
- Gym Play
- Homework
- Playground Activities
- Special Events
- Middle School

CELEBRATE THE SEASONS DAY CAMP PROGRAMS:

- FALL DAY CAMP- Monday, Tuesday & Wednesday of Thanksgiving Week
- WINTER DAY CAMP - Christmas Vacation
- SPRING DAY CAMP - Easter Vacation
- SUMMER DAY CAMP- Mt. Calvary Kids' Camp

MT. CALVARY KIDS' CAMP:

Kids' Camp is a summer day camp program based on exciting weekly themes, field trips, and Celebration of God's Word. All children and youth ages 5 through 13 years of age are invited to attend.