



# 2017 – 2018 Handbook

## Faith Lutheran Child Education Programs

### An Unlicensed Registered Ministry of Indiana

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## 2 Welcome



### Welcome

#### Faith Lutheran Child Care and Education Programs

To our new friends, we extend a very warm and sincere welcome. We are looking forward to having you and your children share in the blessings of Christian activities and care here at Faith Lutheran.

To our friends who have been with Faith Lutheran before, we welcome you back! We are looking forward to working with you and your children.

To all parents, we ask your cooperation and prayers. Our goal is to aid in the spiritual, social, and educational growth of your children, and this can

be done most effectively when we all work together. Please contact us as soon as possible with any concerns you may have throughout the year. It is going to be a great year!

#### Mission Statement

Faith Lutheran Preschool, After School, and Extended Care exist to promote Christian education as a vital aspect of God's Great Commission to reach people with the message of Jesus Christ.

#### Credo

We believe that Christian education is a vital aspect of God's mission, commanded by Him to the church through the Great Commission of Jesus Christ. (*Matthew 28:18-20*)

We believe that it is our Christian responsibility to teach the Gospel and reach out to all people, church and unchurched. (*Colossians 3:16-18*)

We believe that the Christian teacher has a key opportunity to be used by God to bring spiritual rebirth to a child and perhaps an entire family. We believe that this can be accomplished by teaching the child Christian principles. (*Matthew 19:14*)

We believe that effective education occurs through quality and innovative learning programs that relate the Christian faith to every aspect of life. (*Ephesians 6:4*)

We believe that it is the responsibility of the Christian educator to evangelize church and unchurched preschool children and their families because the family has much influence on a child's total education. The church and the school must equip families for their important role in Christian education. (*Proverbs 22:6*)



#### Faith Lutheran Church Website

[www.faithontheweb.org](http://www.faithontheweb.org)

#### About This Handbook

*This handbook is current as of August 2017 and the policies, programs and rates are subject to adjustment as needed. Please visit the church website for the most current policies and rates.*



## General Information

The following policies apply to all child care and education programs at Faith Lutheran Church.

### Non-discrimination Policy

Faith Lutheran Preschool and the Child Care Programs do not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, or marital status.

Notification of any change in the non-discrimination policy will be made in advance in writing. If you have any questions, please contact the church office at (812)-342-3587.

### Health and Safety








All our staff are trained in First Aid, CPR, and Universal Precautions. They have also passed the criminal background check. The staff will administer minor first aid treatment as needed. An injury report form will always be given to the parent within 24 hours.

If your child has a chronic health condition such as asthma, diabetes, seizures, etc., or if your child has a food or bee allergy that requires an EPI pen, we need to have a Medical Consent Form filled out by you, which requires a health care practitioner's signature.

### Child Guidance Plan

The following rules are in effect, although additional rules may be made from time to time, for specific parts of the building and grounds or for specific activities:

**We ask parents to go over these rules with your children.**

-  Follow the directions given by the teacher or group leader.
-  Be respectful of others, yourself, and the property.
-  Always remain with a teacher or group leader.
-  Be responsible for your own belongings and respect the property that belongs to others, including the church.
-  Inside the building - walk and use inside voice.
-  Use appropriate language.
-  Keep your hands and feet to yourself.

We will consistently affirm the children when they use appropriate behavior and when they have done what the staff has

asked them to do. When undesirable behavior occurs, the staff will follow the discipline guidance policy.

When we use Bartholomew County School Corporation (BCSC) school buses for field trips, the bus driver is in charge of discipline and will follow BCSC's customary discipline procedures.

### Emergency Health Care

In the event of a medical emergency, one trained staff member will administer first aid and/or CPR until assistance arrives from the Police or Fire Department. The child's parents will be notified and instructed where to meet the child and staff. If necessary, the child will be transported to Columbus Regional Hospital for care. A staff member will accompany the child.

### Emergency Preparedness

Emergency exits and information are posted in all rooms used by Faith Preschool and the Child Care Programs. During orientation, staff will be trained and given necessary information. We hold monthly emergency evacuation drills with all groups of children and staff members. Other practice drills will be held as needed. The date, time, and effectiveness of each drill will be documented and kept on file.

In the event of an emergency, when we have to leave the building, each staff member is responsible for a head count before leaving. The staff will check the list immediately upon reaching the designated meeting place away from the building.

If a child listed as present is missing, all groups will take individual group attendance again and one of the staff members will go back inside the building and check all areas again. Another staff person will check the outside area. If the child is not located, the parent will be called immediately and the police will be notified to assist.

In the case of a building emergency such as loss of power, heat, or water, plans will depend on the severity and probable duration of the emergency. If it is possible to remain in the building, we will do so.

### Emergency Transportation

If an emergency arises and a child must be transported to or from the program, a staff member may use his or her own vehicle with parent permission.

### Crisis Management Plan

Please know that the children's safety is our top priority. In case of a weather emergency

or other unforeseen situation, parents will be notified as soon as possible. The children in our care will be taken to safety in the basement of the church. There is an outside entrance to the basement on the east end of the building as well as telephone communications in the basement.

If emergency authorities determine that it is unsafe for students to be in the Faith Lutheran Church building, parents will be notified to come get their children immediately. Staff will remain on the premises until the last child is picked up. If we must leave the building, we will transport the children by staff vehicles to **Greentree Assisted Living** located at **4895 Pine Ridge Dr. Phone: (812) 342-2148.**

(It is on the south side of SR 46W near CVS Pharmacy). Parents will be notified as soon as possible. The full Crisis Management Plan is available on request from the church office. As a reminder to parents: If your contact information changes during the school year, please make sure you update your contact information with the church office.

### Child Abuse Policy

Federal legislation requires that our teachers, pastor, and other church staff are to inform authorities if they believe there is evidence of child abuse. The Bartholomew County Department of Child Services and Division of Family Resources provides the following guidelines:

All suspected cases of neglect and abuse will be documented with dates and observations. Suspected abuse with physical marks will be reported immediately to the Bartholomew County Department of Child Services and Division of Family Resources (812)-376-9361.

The individual who reports the suspected abuse is protected by the state of Indiana. His/her name will not be given out.



## 4 Preschool Program



The Department of Child Services advises that an abusive situation may exist if:

- ✎ *A child has bruises in odd places on his/her body*
- ✎ *A child “acts out” abusive activities*
- ✎ *A child’s behavior changes dramatically*
- ✎ *A child’s story about bruises or other injuries changes*
- ✎ *A child has a “perfect” burn (i.e. a cigarette burn) on his/her body.*

In order to protect your child’s safety, if you appear to be impaired in any way, we will prevent you from driving with your child. If we have any reason to doubt your ability to drive, we will call someone else to take you and your child home. If the situation appears to be serious and you will not allow us to find alternative transportation, we will call 911 and alert the police that we believe that a child’s safety is at risk.

### Discipline Guidance Policy

It is our policy that a child’s development is nurtured through caring, understanding, and patience. However, while caring for all the children in our care, our staff may have to respond to your child’s misbehavior. Hitting, kicking, spitting, hostile verbal behavior, and other behaviors which will hurt another child are not permitted.

In response to misbehavior, the staff **will**:

- ✎ *Respect your child*
- ✎ *Establish clear rules*
- ✎ *Be consistent in enforcing rules*

- ✎ *Use positive language to explain behavior*
- ✎ *Speak calmly at your child’s eye level*
- ✎ *Give clear choices*
- ✎ *Redirect your child to a new activity*
- ✎ *Move your child to a time-out for no longer than one minute per year of your child’s age, if necessary*

In response to these behaviors, the staff **will not** use:

- ✎ *Threats or bribes*
- ✎ *Physical punishment*
- ✎ *Deprive your child of food or other basic needs*
- ✎ *Humiliation or isolation*

If your child’s behavior is very disruptive or harmful to himself/herself or to other children, the staff will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

### Health Policy

Persistent cough, fever, thick drainage from the nose, and/or conjunctivitis (pinkeye) are some of the common childhood illnesses which need to be monitored at home. If one of the children in our care contracts a communicable disease, the parents of the other children will be notified.

In the case of head lice, children may return to our program when they are completely free of nits. The staff will examine children’s hair before they may return to the program.

Please notify the staff if your child is ill and unable to attend. Please do not send your child to any of our programs until they are free from any fever, vomiting, or diarrhea for **24 hours prior to the school day**. Your cooperation is very important in order to keep our staff and students healthy. You will be notified immediately if your child becomes ill during our programs and/or develops a fever above 100° F.

### Parent Feedback

Faith Lutheran takes its responsibilities seriously. Open lines of communication between staff and parents are very important for the continuous improvement of our programs. We value your input to better know your individual child.

Please communicate with our staff and Preschool Director whenever you have a concern. Parent conferences can be arranged at any time. You are always welcome to visit us at any time.

If you have questions regarding anything in this parent handbook, please feel free to contact any staff, board member, or the pastor.

Parents may voice their complaints or concerns to any staff, Board member, or the pastor, who will discuss these suggestions with the Child Education Committee as well.

## Faith Lutheran Preschool

Children may register in our Pre-Kindergarten class when they are 4 years old by August 1, or turn 4 during the current school year.

Children may register in our 3’s/4’s class when they are 3 years old or turn 3 during the current school year.

Your child must be completely potty trained. Pull-ups will not be allowed. No exceptions will be made. Please keep a change of clothes (underwear, socks) in your child’s bag at all times.

We offer Before Care from 7a-9a, where breakfast is served for children who are dropped off by 8:15a. For those staying for the full day classes, a lunch and a blanket must be brought from home. Our After School Program is from 3p-6p. Please notify the staff if your child is going to participate in the After School Program.

### Registration

Registration for the new school year begins in January. A student is considered for our program, when the Preschool Director or the church office receives the completed application form and the **non-refundable** registration fee of \$75. Your child is **registered** for the Fall when you receive a letter of acceptance from the Preschool Director.

### Immunizations

A physical examination sheet listing immunizations and other important documents, must be completed and returned before the first day of school.

### School Closings

When Bartholomew Consolidated Schools are closed due to inclement weather, Faith Lutheran Preschool will also be closed. Snow day care will be offered from 7a-6p, for an additional charge. In the

event that a snow emergency is called, and we are advised to stay off the roads, **we will not be open**. If Bartholomew County School Corporation schools are on a two-hour delay, then Faith Lutheran Preschool will be on an one hour delay. We will provide two hour delay care starting at 7a, for an additional fee. Preschool children will go directly to their classes at 10a.




For school closings, radio announcements are on local radio stations, WRZQ (107.3 FM) and on their website [www.qmix.com](http://www.qmix.com), White River Broadcasting Stations (WKKG 101.5, The River 106.1, WIN 104.9, and WCSI 1010 AM). A school closing or alternate schedule will air on WISH-TV, channel 8, [www.wishtv.com](http://www.wishtv.com). Please check the church website [www.faithontheweb.org](http://www.faithontheweb.org) for Preschool closures due to weather conditions.

## Preparing for School




Parents can help their children prepare for a happy school experience by talking to their child about various activities that they will be doing at Preschool. For example, talk about their daily routine and their teachers' names. Parents can also help their child prepare for a successful experience by ensuring their child gets a good night's sleep and a nutritious breakfast.

## Arrival and Departure

Preschool hours are from 9a-12p for half day classes, and 9a-3p for the full day class. For drop off:

-  *A staff member will be at the car line when you drop off your child.*
-  **8:50a-9:10a** *Doors are open for drop off for the morning class*
-  **If you arrive later than 9:10a, please park and walk your child to the church office door. Ring the doorbell and wait for someone to let you in.**

If your child has trouble being away from you, it is best to say, "Good-bye," assure him/her that you will be back, and leave immediately. Usually everything is fine once the parent is gone. "Quick goodbyes are the best good-byes." If your child continues to be upset, the staff will call you. For pick-up, at either **12p or 3p**:

-  *Please use the pick up line*
-  *Please stay in your car, your child will be brought to you so you can be on your way.*
-  *Do not come to the door to wait for your child.*

A late fee will be charged if your child is repeatedly not picked up within 10 minutes after dismissal time. After ten minutes a late fee of \$1.00 per minute will be charged to your account.

If your child is to be picked up by someone other than those listed as a regular driver, a parent must personally let one of the staff know either by phone or in writing. In order for the staff to release your child to someone other than their regular driver, identification must be presented when the child is picked up. This policy is for your child's protection. No child will be allowed to go home with an unauthorized person.

During drop off and pick up, your child should be restrained in a safety-approved car seat as required by Indiana law. Your child has to remain in the car seat until the staff come to get them. **If you do not have a car seat, the staff will not put your child in the car for safety reasons. If the child is not restrained in a car seat, the staff will notify Child Protection Services (CPS).**

## Attendance and Absences

Attendance is key to your child's academic growth. We encourage you to bring your child to school regularly and on-time. Please call the church office to inform us if your child will not be attending school. No credit will be given for missed days. Parents/Guardians are responsible for tuition payments whether or not your child is in school.

Please notify the staff if your child is ill and unable to attend school. If illness extends over several days, activities may be sent home to keep your child abreast of our activities. More than four unexcused absences must be verified by a doctor's written notice.

If your child will be absent for an extended period of time, a vacation request form will need to be completed. This form can be requested from the church office or the Preschool Director. The parent is required to pay the full monthly tuition for the time the child is on vacation. If tuition is not paid for the time the child is absent, the Child Education Committee reserves the right to withdraw the child from the program.

## Clothing

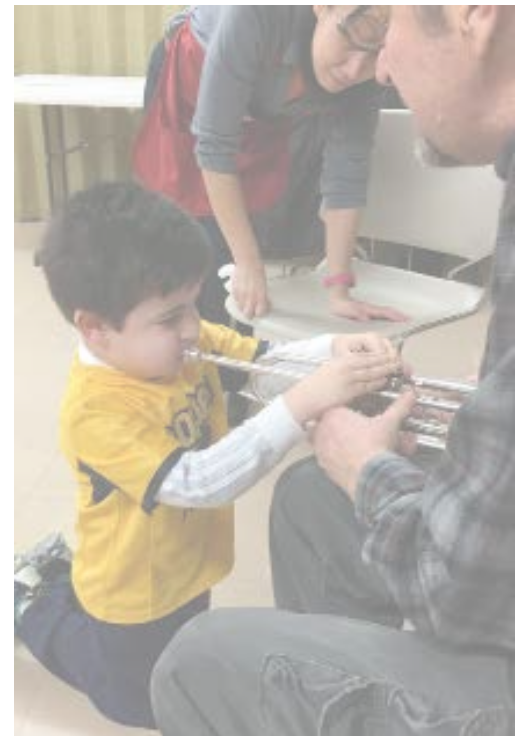
Please dress your child in comfortable clothes so that he/she can sit on the floor or play outdoors with ease. "Accidents" can happen in many different ways for young children. The Preschool has a few clothing items such as sweatpants and t-shirts for a student to borrow if a change is necessary. Please place an extra set of clothes (underwear, pants and socks) in your child's bag. Please label all clothing with your child's name. The staff is not responsible for lost or damaged articles.

Please do not dress your child in belts, buttons, buckles, or zippers that he/she cannot manage easily. Shorts or slacks with elastic waistbands are recommended. If your little girl wants to wear a dress, please make sure they wear tights/leggings/shorts under the dress.

Some school and art activities are messy. We cannot promise all stains are washable. Please dress your child accordingly.

Please send appropriate outerwear, such as a sweatshirt or a jacket for cold weather outdoor play.

We recommend that your child wear tennis shoes to school. Our curriculum includes indoor and outdoor large muscle activities everyday. Flip flops and boots cause a safety hazard during play.








## 6 Preschool Curriculum



### Pictures

A release form asks for permission to take your child's picture during the school year. These pictures will be used for the following purposes:

-  *Student Records*
-  *Promotional flyers or newspaper articles*
-  *School/Church website*
-  *Church service bulletins and newsletters*
-  *Other candid photos of classroom and school activities may be used for any of the above purposes*

### Supplies Needed

Requested supplies will be minimal. A tote bag will be given to each child on the first day of school. Please send the bag with your child when he/she comes to school. The director/teacher will give each student a supply list at the beginning of the school year. Supplies can be brought to Open House or during the first week of school.

### Birthdays

Your child's birthday celebration will be scheduled on his/her snack day as close to his/her birthday as possible. Summer birthdays will be celebrated in April and May.

### Snacks

A snack will be given to the children during preschool hours. Children will be asked to provide snacks for the classroom on a rotating basis. A snack calendar will be provided to parents/guardians. We ask that all snacks be store bought and packaged. Individually wrapped snacks are not required, therefore, a bag of pretzels, or a bag of mini-peeled carrots is acceptable. We do encourage healthy snacks avoiding snacks high in sugar. Please do not send breakfast with your child. Please do not allow your child to come to school with gum or candy.

### Show and Tell Toys

When your child is scheduled to provide a snack, they are also encouraged to bring a show-and-tell item that the child has an interest in. For example:

- Souvenirs from a vacation
- A picture
- A collection
- A special book, etc.
- Toys are acceptable for show-and-tell

**No war toys, or toys that are violent in nature, will be allowed in preschool at any time. Toys may only be brought to school on show-and-tell days.**

### Singing in Church

Our preschool children will participate in worship twice during the school year. We encourage you to also participate in those church services. Your support and attendance is greatly appreciated. Watch for dates and times on the monthly calendar.

### Field Trips

The release form asks for general permission for field trips. Parental signature on the form allows for students to participate in field trips all year.

Field trips are an important part of the preschool curriculum. Please watch for information on field trips and, if possible, work them into your schedule. Drivers and helpers are always needed and appreciated! The safety of our children and staff is very important to us. Any adult who will accompany us on a field trip has to have a background check form completed and kept on file in the church office.

In compliance with Indiana Law, all children going on field trips have to be buckled in a child restraint seat provided by parents, unless we take the school bus.

### Parent Communication

Please feel free to call your child's teacher at any time if questions arise. A calendar will be sent home each month and weekly notes will keep you informed of various activities and upcoming events. Please keep these handy and refer to them throughout the school year.

We encourage your communication. We are here to serve you and your child. Good communication ensures a year of growth and success for your child.

Parent-teacher conferences will be held once a year. You will be notified of your conference date and we encourage you to attend the conference.

Parents are encouraged to become involved with the preschool by helping at parties, serving as teacher's assistants, sharing a skill or hobby with the class, etc.

Parents are required to send a lunch and a blanket with their children who attend the full-day Preschool from 9a-3p.

The staff will send home what is not eaten at lunch, rather than throwing it away, so that parents know what has actually been eaten.

### Tuition Payments

Tuition is based on a fee for the entire school year, from August to May. Tuition remains the same each month regardless of holidays, vacations, snow days, illnesses, or number of weeks in the month. **The registration fee, activity fee, and tuition are non-refundable.** Tuition will not be pro-rated for any reason. For current tuition fees, please see the Preschool Director or call the church office. Children cannot attend on days other than their scheduled days unless the Preschool Director gives prior approval.

During the school year, tuition is to be paid by the first school day of each month. Statements are provided monthly. Checks are to be made out to "Faith Lutheran Preschool" and your child's name should be written in the memo portion of the check.

Active members of Faith make a single payment at the beginning of the school year.

Tuition scholarships are available to families in need of financial assistance by application.

No tuition payments will be refunded if a child is withdrawn from preschool.

An End-of-Fiscal Year Statement itemizing tuition and Child Care fees will be issued upon request.

## Delinquent Tuition

- **Accounts are considered delinquent when payments are not received by the 10<sup>th</sup> day of the month. Parents will be charged a delinquent fee of \$10 per week.**
- **The Preschool Director and the Board of Education of Faith Lutheran Preschool reserves the right to withdraw your child from our program if your account is delinquent for 2 months.**
- **Families with delinquent accounts will not be permitted to attend any paid programs of the church.**

In the event a check is returned from the bank because of insufficient funds, the account will be considered delinquent. In addition to the weekly fees, parents will be charged a delinquent fee of \$10 per week, plus the bank's handling fees. When your balance due is paid in full, then your child may return to preschool.

## Curriculum

The curriculum for Faith Lutheran Preschool is Christ-centered. It is our objective to begin the child's education in the light of God's love and under the influence of the Gospel message. Our desire is to demonstrate God's love to the children through every aspect of the curriculum. The program will involve the following activities:

- Bible lessons
- Music and rhythm
- Reading readiness
- Beginning mathematics concepts
- Science concepts
- Arts and crafts
- Unstructured outdoor and indoor play

## Circle Time

We begin our day with the pledges, which is followed with an opening prayer. Circle time includes calendar, weather, and sharing activities, followed by nursery rhymes and singing. Bible lessons focusing on a specific Bible story, are also taught. As children learn about God's love for us, they begin to see God's loving hand in the world around them.

## Learning Activities

Children are directed to theme related projects, or skill development activities, which are linked to our weekly theme. This is to inspire and encourage academic success, with a focus on:

- Exploring letters and phonemic awareness

- Math activities
- Science exploration and discovery
- Cooking
- Empowering learning through technology.

## Center Time

During this time the children choose their activities at different educational centers around the room. Examples of these centers are:

- Puzzles
- Blocks
- Books
- Painting
- Art
- Water/sand table.

## Restroom

We take time to clean up, to use the restroom and to wash hands. Please dress your child so he/she can attend to his/her own personal needs.

## Large Muscle Activities

Active play is important for growing bodies. If the weather permits, the children use the playground equipment, riding toys, and play outdoor group games. If weather prevents outdoor play, the children engage in indoor large muscle activities and gross motor skills.

## Snack Time

We memorize table prayers and practice manners. Each child is encouraged to taste the daily snack. Please let the teacher know of any allergies or strong dislikes.

## Arts

Creative crafts linked to our weekly theme include cutting, pasting, painting, etc.

## Story Time and Library

Reading quality children's literature and encouraging active learning with an emphasis on reading readiness is included in our curriculum. This includes an opportunity to visit our school library weekly and check out books.

## Chapel

The pastor will lead a chapel time for the children once a week.

## Music

Many musical activities are incorporated in our curriculum. Children will sing, play rhythm instruments, enjoy musical games, and participate in movement activities with a certified music teacher once a week.



## Child Care Programs

The Child Care Programs offered are as follows:

### Before Care

- From 7a-9a for preschool and elementary aged children. A School Bus will pickup elementary aged children and transport them from Faith Lutheran to Southside School.

### After School Care

- From 3p-6p for preschool and elementary aged children. A School Bus will bring elementary aged children from Southside School to Faith Lutheran.

### Break Care

- From 7a-6p for preschool and elementary aged children during Bartholomew County School Corporation (BCSC) school breaks except the week of Thanksgiving and Christmas.

### Snow Day Care

- From 7a-6p for preschool and elementary aged children during BCSC snow days.

### 2-hour Delay Care

- Starting at 7a for preschool and elementary aged children. A School Bus will pickup elementary aged children and transport them from Faith Lutheran to Southside School.

The activities offered by our child care programs fulfill a twofold need. For working parents, the programs provide a safe and stimulating environment. For the child, it fulfills the need to be part of a group, enjoy recreation, learn new skills, and have help with their homework.

Participants in this program are in an environment which is structured and supervised, but provides opportunities for individual choice. Outdoor play is encouraged. There are times for snacks and homework, as well as arts and crafts, music, special enrichment programs, board games, and seasonal projects.

## 8 Child Care Programs



### Enrollment Procedure

We encourage new families to make an appointment to first visit the program.

To be enrolled, a family completes a registration form each year, and pay a **non-refundable** registration fee.

### Program Schedule

During the school year, the basic outline for the After School program is as follows:

-  *Snack time, daily devotion, homework help.*
-  *Daily choices may include arts and crafts, sports, nature activities, games, science activities, building toys, puzzles, drama, reading and music.*

### What Not to Bring:

Pocket knives, or weapons of any kind and electronic devices are to be left at home. Explicit t-shirts or other apparel that is offensive, discriminatory, or suggestive cannot be worn.

### Lunches

Parents are required to send a lunch with their children on Break Care Days or Snow Day Care when we are open from 7a-6p.

We require the children to take home what is not eaten at lunch, rather than throwing it away, so that parents know what has actually been eaten.

### Absentee Procedure

During the school year, if your child will not be attending the program on a



scheduled day, we ask that parents call the church office at (812)342-3587 or send an email to [office@faithontheweb.org](mailto:office@faithontheweb.org) **before 1p.**

### Calendar

During Break Care, we are open from 7a-6p.

We are closed on the following days/weeks/months:

-  *June and July*
-  *Labor Day*
-  *Election Day (Faith is a Voting Center)*
-  *Entire Week of Thanksgiving*
-  *Entire Week of Christmas*
-  *New Year's Day*
-  *Memorial Day*

The detailed calendar will be given to you separately.

Faith After School will be open from 3-6p every day that the Bartholomew County School Corporation is in session.

If BCSC has an early release day, Faith After School will open early that day to receive the children off the bus.

### Pick Up Policy

On file will be a list of people who are permitted to pick up your child. Identification will be required the first time anyone unknown to the staff picks up your child.

If your child is to be picked up by someone other than those listed as a regular driver, a parent must personally let one of the staff know, either by phone or in writing in order for the staff to release your child. Identification must be presented when the child is picked up. This policy is for your child's protection. No child will be allowed to go home with an unauthorized person.

We expect parents to pick up their child by 6p. If you are unable to pick up your child on time, please call the church office.

Any parents or guardians repeatedly late in picking up their children by 6p will be required to pay a late fee of \$1 per minute. On the 5<sup>th</sup> time, the charge will go to \$5 per minute for the school year.

### After School and Break Care Program Fees

FAS now offers a weekly, daily (scheduled) and drop-in rates. The weekly and daily rates have to be scheduled at the beginning of each semester, in both August and January.



All other weekly and daily changes that are not scheduled at the beginning of each semester will be considered a drop-in rate. Billing for FAS will be done on the following Monday and payments are due by the end of the week. If payment is not received within 2 weeks, a delinquent fee of \$10 per week will be assessed to your account.

Enrollment in our Break Care Programs require payment be made in full prior to the first day of Break Care or as stated on the enrollment form.

In the event a check is returned from the bank because of insufficient funds, the account will be considered delinquent. In addition to the weekly fees, parents will be charged a delinquent fee of \$10 per week, plus the bank's handling fees.

### Weather Emergencies

If BCSC Schools have a 2-hour delay or are closed all day due to inclement weather or any other type of emergency, Faith Extended Care will be open from 7a-6p.

If there is an early dismissal of BCSC Schools, Faith After School will open early to receive students from the bus and will remain open until 6p, as usual.

In the event that a snow emergency is called, and we are advised to stay off the roads, **we will not be open.** If in doubt, please check our website at [www.faithontheweb.org](http://www.faithontheweb.org)

