



ADVENT BEFORE AND AFTER SCHOOL PROGRAM

Welcome

Welcome to Advent before and after school program! Our mission is an extension to our preschool, also serving Penn Wood elementary school. Our preschool aims to provide a quality Christian education that gives children the knowledge and wisdom to pursue future educational and vocational opportunities in God's good creation. The before and after school component of our program aims to provide preschool parents with an alternative to day care and elementary school parents with care in a different setting from their children's school. Hours are 7 AM to bus pick up/9 AM preschool start time and bus drop off time/ 3 PM preschool end time to 6 PM. We will attempt to be open to provide all day care for select non holiday week days when Penn Wood elementary is closed to provide care at an additional cost. We are a ministry of Advent Lutheran Church.

Goal

Advent before and after school program began in design to develop and nurture young/school aged children socially, cognitively and physically. Christian ideals of love, compassion, goodness, understanding, kindness, peace and faithfulness are fostered through everyday activities. We admit students of all ability levels, race, religious and ethnic origins to all the rights, privileges and activities of our program.

Educational Philosophy

Children flourish when they are in an environment where they feel safe and loved. They need to be surrounded by loving and patient teachers. Most of all, children need to be a part of their own learning process. Our program integrates all learning styles with an understanding of each child's stage in social, cognitive and physical development.

Enrollment Policy

Enrollment shall be open to any child, provided the school can meet the needs of that child, and the parents/guardians accept that a Christian curriculum is utilized. There shall be no discrimination with regard to gender, race, national origin, religion or political belief. Forms for enrollment are found on the Advent website, www.e-advent.org, on the bottom of the B4 and After School Tab. Once we receive your enrollment form and \$50 registration fee, we will send an emergency contact /parental consent form and a child health report that must be completed in advance of your child beginning school. You will also receive an agreement by mail to sign, confirming your registration choices and the services we provide.



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Emergency Procedures

In case of an accident, the emergency procedures will be as follows:

A staff member will administer immediate basic first aid.

A staff member will contact the parent if immediate medical care is necessary.

In the case of a severe injury, or suspected severe injury, the staff will have the authority to call the designated physician and/or call 911 for transportation to a hospital. A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.

Information regarding the accident will be recorded on an accident report form.

Special Needs

We welcome the opportunity to discuss the need for families to provide additional services (TSS, aide) if you or the school feels they are necessary to ensure your child's experience in the program will be fun and rewarding. If your child has an IEP or behavioral plan, we will need a copy on file through the school year.

Food Allergies

Please notify us of any food or non food allergies that your child has.

We provide a snack for the afternoon session. You may send your child with a ready to serve breakfast for the morning session.

Parent/Staff Communication

We believe that communication and cooperation between parents and staff is invaluable to provide and maintain the highest quality program for your family.

Parents are also welcome to communicate with the staff directly; call or e-mail our school to speak to our director and let us know of any questions or concerns you have. We ask that parents notify us if their child will be absent.



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Discipline Policy

It is the policy of our school that busy hands equal busy minds, which equal busy kids. Busy kids who are having fun are less likely to become distracted and/or disruptive. We believe that keeping the children active in meaningful and purposeful play creates an atmosphere to which children respond positively. We also believe that kind words and redirection validate children. These are the tools our teachers use to keep our classrooms peaceful and fun.

If a child has persistent behavior problems or becomes dangerous to the other children in the class, the teacher will bring the child to the Director for a talk and/or a call to the parents. In extraordinary situations, we will call the parent to have the child removed from the school for the rest of the day. Such situations are rare at our school and are always discussed thoroughly with the child, the teacher and the parent(s)/guardian(s) to determine positive steps toward solution.

Anti-Bullying Policy

We will provide a safe, inclusive, supportive and ordered learning environment, free from bullying, harassment and violence. Bullying and harassment and violence continue to be issues of concern for students, children and their parents/guardians. Bullying, including cyber bullying and harassment and violence, is not acceptable in this school and will be dealt with seriously and expediently.

Withdrawal

A two-week written notice of withdrawal is required. If two weeks advance notice is not given, you will be charged for the period. We reserve the right to deny, cancel or suspend a child's enrollment if deemed in the best interest of the child and/or the school. In such cases, any unused tuition will be refunded.

Registration and Tuition Payments:

There is a non-refundable \$50.00 registration fee due at the time of registration.

Payment is due the 28th of the prior month and considered late after the 10th of the month. A late fee of \$10.00 will apply for ALL late tuition payments. After 10 days, service will be stopped. Service will not resume until tuition is paid in full, including all late fees. A \$50.00 fee will apply for any returned checks. Cash payment may be required if checks have bounced. Please make other payments via check or money order. We will accept credit card payments as well but there will be an added \$10 per transaction convenience fee. Speak to us for more information about this service. Checks should be made payable to "Advent Lutheran Church."



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Arrival and Dismissal Times/Routines:

Our staff will request identification from anyone other than the primary pick up person. Alternate pick up individuals must be listed on your release form and will need to present photo identification before a child will be allowed to leave with him/her. We will also require written notice if someone else is picking up your child. Parents will need to sign their children in for the AM session and out for the PM session each day and these procedures will be explained in advance along with where to enter.

Busing by West Chester Area School District

Busing is provided by the WCASD for Penn Wood Elementary School students. You must fill out the "Bus stop request for childcare provider alternative stop" found on the WCASD web page, WCASD.net. Click on "Forms and Applications" and then click on "Transportation." Forms must be filled out and delivered to Penn Wood Elementary School.

Late Pick-Up Policy:

We will enforce a late pick-up fee. A fee of \$10.00 for every 15 minutes your child remains at school after their scheduled dismissal time will be applied and is payable either at the time of pick up or the next school day.

Health Policy:

All children are required to have a copy of their immunization records **before** they can start school. We will provide these forms along with a written contract and general

Sick Policy:

It is in the best interest of the children and staff to keep your child home when they are sick. When a child is sick with a fever and/or diarrhea and/or vomiting, they may not return to class until they are free from this condition for a minimum of 24 hours. For the safety of the staff and other children, we ask that you notify us immediately if your child becomes infected with any of the following: chicken pox, measles, tuberculosis, head lice, or any other highly contagious or communicable virus. It is our policy that children having any of the aforementioned may only return back to school with doctor's permission (a note may be needed).



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School Closings

We follow the West Chester Area School District for snow closings. In case of a late opening, we will attempt to open the regular time. In the case of an early closing, we will attempt to remain open until 6 PM. There will be an additional charge of \$8 per hour for these additional hours of care.

Parent Code of Conduct

At all times, we encourage a safe environment for students, parents and staff. We expect that parents will follow the same procedures that we have in place for students. As a parent, we expect that:

1. There is respect towards staff at all times.
2. No abusive language, such as cursing, yelling or raising of voices.
3. There is no physical contact with staff.
4. As a visitor in the program, parents must maintain control of all guests at all times.

Once you sign your child out of the program, we are no longer responsible for your child. It is expected that you leave the building at your scheduled pick up time.

Our staff are mandated reporters. Please be aware of how you discipline your child in our program. We are legally bound to report any misconduct that we see.

If the above expectations are not met, our program staff have the right to enforce any of the following consequences:

1. Suspension of the parent and child from the program for a pre-determined amount of time.
2. Removal of the parent and child from the program.

The program Director has the discretion to enforce the above consequences at any time based on the severity of the incident.

Upon reentry into the program, a meeting with parent and staff will be held to review the expectations of our program. If the problem persists, we have the right to remove the parent and child from the program.

Homework Policy

The After School Programs work to balance the academic, social and emotional needs of your child.



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What we can do to help:

- We designate a quiet, supervised space for homework.
- We provide assistance if your child asks for help.
 - We encourage children to problem solve and give ideas for sources for answers.
- We alert families if their children continue to have difficulty completing assignments.
- We encourage children to finish their work before they change activities.
- A 30 minute time frame will be given, due to the other activities planned for the children.

What we cannot do:

·We cannot check each child's assignment book to make sure everything is complete. This is the student's responsibility.

Homework that is not getting done or is consistently too difficult to complete is important information for teachers and parents to have.