

Pick Up Procedure

Each person using the ASC program shall have on file a list of persons authorized to pick up and sign out their children. Staff will only release children to parents or others authorized to pick up. If a person picking up is not on the list, the child will not be released until verification is made with the parents. Staff will ask for identification if they are not familiar with the person picking up a child. If there are legal restrictions pertaining to anyone who may not have contact with a child, a copy of the court records to that effect must be provided to the office. We will make every effort to cooperate with those involved, however, we ask that separated parents not put St. Paul in the position of mediator in any dispute you may have with each other.

All precautions will be taken if a staff member has reason to believe that an individual picking up a child is under the influence of drugs or alcohol. Staff will ask the individual to make other arrangements for transporting their children. If staff feel children are in jeopardy, the police will be called. This is done out of concern and care for the children.

Late Pick Up Fee:

After School Care closes promptly at 5:30PM. Parents of students who are picked up after 5:30 p.m. will be charged \$1.00/minute per child.

Termination of Enrollment

It may be necessary to terminate the enrollment of a child in this program if the following problems develop and cannot be dealt with in a satisfactory manner:

1. Failure to pay fees in a prompt fashion.
2. Failure to submit required paperwork.
3. Failure to observe standards and rules.

Positive Guidance of Children

Staff members will provide positive guidance of children through modeling of Christian love for one another. This includes respecting children and fellow staff so children and staff can regard each other as partners who really care about each other and forgive each other.

This institution is an equal opportunity provider.



St. Paul Lutheran School
1919 Wyatt Avenue
Stevens Point, WI 54481
715-344-5660



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“And all thy children shall
be taught of the Lord; and
great shall be the peace of
the children.”





STATEMENT OF PURPOSE

St. Paul Lutheran School has established the After School Care (ASC) program in response to the needs of our families for safe extended care of their children. St. Paul Lutheran School views children as a gift from God and acknowledges a shared responsibility with children for their care and nurture.

Program:

The overall supervision of this program is done by the Board of the Day School through the Principal.

All activities will be taught and guided by Christian standards. Materials used will be in accordance with our philosophy of education. Time will be spent to acknowledge important spiritual values through stories, discussion, art activities and mealtime prayers.

Activities will include time spent in the following areas:

1. Devotions
2. Indoor and outdoor activities
3. Free choice and individual activities
4. Group activities
5. Nutritious snacks

Enrollment and Hours of Operation

The After School Care program will be open to all students (Pre-K afternoon class—8th grade) enrolled at St. Paul Lutheran School. The hours will be 2:50 p.m. to 5:30 p.m.

Monday — Friday during the school term.

The program will not operate on days when St. Paul does not have class; this includes school vacations and snow days. Parents may sign their child up for a regular time every day. Fees for these parents will be due the 1st day of each month. Hourly/drop-in care is available for one time or occasional use. Please send a note with your child or call the office to inform the ASC staff. These parents will be billed at the end of the month. Fees for these parents will due on the 15th of each month.

Signing into the Program

Students should go to the ASC immediately after being dismissed from their regular class or other supervised after school activity. An ASC staff member will sign them in. Students not planning to go to ASC or who are not in some other school sponsored program are not to be in the building or on school property after 3:00 p.m. Students who are in the building or on the property will be directed to go to ASC and parents will be charged accordingly.

Other Policies that Apply

All regular policies of St. Paul Lutheran School are in effect for the ASC program in so far as they are applicable.



Rates and Fees

Monthly flat rate:

2:50-3:30 p.m.= \$60/month per child

2:50-4:30 p.m.= \$100/month per child

2:50-5:30 p.m.= \$120/month per child

Each additional child in a family will be charged 20% less.

Monthly flat rate fees will not be reduced for school holidays or snow days. The rate is the same every month regardless of how many days your child attends.

Hourly/Drop-in rate:

\$3.50/hour per child, \$1.75/half hour per child

If you are delinquent with your ASC payment more than 1 month, your child(ren) will not be allowed to attend the ASC Program. Your child(ren) will be sent to the school office and you will be immediately notified to pick them up. They will not be able to attend/return to the program until your bill is paid in full. All ASC balances from the prior school year need to be paid in full before the next school year begins to have care continue.

Forms to be Completed

All children will need to have an enrollment form on file. Emergency forms, field trip permission forms, health and immunization forms and other forms required for admission to

St. Paul, must be on file in the school office and these forms also apply to the ASC program. ASC will have access to these forms.

