



# The SAL ASP Parent Handbook

## **VISION STATEMENT**

WE ARE PEOPLE CONNECTED TO GOD THROUGH PRAYER, THE STUDY OF GOD'S WORD & SERVICE. WE CLAIM GOD'S PROMISES AND LIFT UP JESUS SO ALL ARE DRAWN TO HIM.

Welcome to another exciting school year at The Salvation Army! We're glad you chose us!

This handbook contains lots of great information about ASP at The SAL. If you find that you still have questions or concerns, please feel free to contact us.

The SAL strives to provide a high-quality After-School experience that enriches the lives of all involved. We're thrilled to bring some exciting activities to a program that has been serving this community for many years.

We have a goal of helping your child grow physically, socially, and spiritually.

- Physically, through plenty of active outdoor and indoor activities
- Socially by learning to interact with their peers in a different environment from school.
- Spiritually through the teaching of basic values like honesty, love, and much more.

The SAL ASP maintains a staff to child ratio compliant with State of Michigan requirements. All staff are Red Cross Certified in First Aid, CPR & The Salvation Army's national SAFE FROM HARM program.

We understand that you have many options when it comes to finding an After-School Program for your child. We are glad you have chosen to be a part of The Salvation Army ASP!

See you at The SAL!

Jeff Rowland  
Community Center Director  
248.585.5600 ext. 672  
[Jeff.Rowland@usc.salvationarmy.org](mailto:Jeff.Rowland@usc.salvationarmy.org)

## **FINANCIAL AGREEMENT**

**ASP:** The customer will still pay for the month even if all the days are used due to illness, vacation, or any other unforeseen factor. Payments will be made on the first open Monday of the month. Snow days will not be deducted from the monthly fee.

**ASP:** Visa and Mastercard are accepted as well as cash or check. Checks can be made out to “The Salvation Army”. There will be a \$10 charge for any returned checks. Failure to pay the monthly/daily fees will result in dismissal from The SAL ASP.

## **ASP PAYMENTS**

**Tuition will be as follows:**

**Monthly Rate** – August - \$50, September - \$230, October - \$250, November - \$200, December - \$190, January - \$190, February - \$220, March - \$190, April - \$250, May - \$250, June - \$80.

**Daily Rate** - \$16/Day.

**Discount** - 50% discount for each additional child paying monthly. There is not a discount awarded to the daily rate for additional children.

You will be able to choose whether you would like to pay monthly or daily each semester as stated on the registration form. You will be held to the decision you have made each semester for the duration of the semester.

## **CONFIDENTIALITY**

The SAL staff will keep all information about families and/or children confidential. Children's files can only be seen by staff directly involved with ASP children.

Parents may examine their child's records upon request to the Community Center Director. Upon documentation and validation of incorrect material, it can be deleted only by the Community Center Director.

## **ASP SCHEDULE**

The Salvation Army ASP is open Monday through Friday, from the time children are picked up from school until 6:00 p.m. during the school year. A snack will be provided upon arrival at The SAL. Any food allergies should be noted on page #2 of the application.

**Arrive to ASP**  
**Snack**  
**Devotions**  
**Homework/Reading**  
**Recreation**  
**Free Choice**

The SAL is closed on the following days: September 1 & 4, October 31, November 7, 16 & 22-24, December 25-29, January 1-5, 15 & 19 February 16-20, March 25-29, April 5, May 24 & 27. **June 11 is the last day of ASP.**

The SAL will be CLOSED for weather related Royal Oak school closings and early dismissals.

## **DROP OFF AND PICK UP**

Students are released only to those adults who are authorized for pick-up. The filled-out registration forms need to have the name and contact information of any individual authorized for pick-up as specified by the parent.

We will pick your student up by bus from school each day for ASP. It is imperative that your student get his/her things and be on the bus in a timely manner. If your child misses the bus, you must make arrangements for your child to be picked up from school that day.

If you have not picked up your student from The SAL by **10 minutes** past 6:00 pm for ASP there will be a \$10 late fee and \$1 a minute fee after that. If your child is not picked up by **30 minutes** past 6:00 pm for ASP and you have not called us, the staff will try to contact you, if there is no response, then we will proceed to call the Police Department to report your student abandoned at The SAL. Late fees must be paid within (2) days of the incident for the child to return to the program. If police intervention is required, the student may be dismissed from the program immediately.

## **TRANSPORTATION**

We travel to and from field trips on regularly inspected Salvation Army vehicles. Our bus drivers all have CDL licenses with passenger endorsements.

## **BEHAVIOR MANAGEMENT**

The method of behavior management used by the staff at the Center is based on the belief that young children develop self-control through positive reinforcement and rules with responsible and logical consequences.

Parent(s) whose children are frequently aggressive in the classroom or in the center will be asked to see the Community Center Director to help make a plan of action to help the child.

**Every attempt will be made to work with individual children; however, this is a voluntary private program. The SAL reserves the right to ask the family of a student that is repeatedly disruptive to seek alternative after-school care.**

**CHILDREN WHO CAN'T OR WON'T FOLLOW THE RULES WILL NOT BE ALLOWED IN ASP.**

If inappropriate behavior occurs, a written report will be given to the parents. After the second report a conference will be scheduled with a plan of action as well as an agreed upon time frame for change. If it becomes necessary for a third report to be issued, then the child will be dismissed from ASP.

## **HEALTH AND MEDICINE POLICY:**

Upon enrollment, you will be required to complete a health form stating that your child is free from communicable and infectious diseases and that we can access their records from their school. If children come to our facility ill, they will not be accepted for the day and may be sent home. The SAL will contact parents if the child is ill, so that someone can come and care for the child at home. Parents will be asked to pick up their child in cases of repeated diarrhea, vomiting, contagious rashes, a fever of 100 degrees or more, ear infections, strep throat, mumps, chickenpox, measles, lice, pinkeye, or other serious illnesses and injuries that may occur at The SAL. Parents will be required to fill out a release form, giving authorization for the Community Center Director or ASP staff member to dispense medication. Instructions should be given in **writing**.

In case of more serious accidents which may require medical attention, the parent(s) will be notified immediately. Any minor situations will be dealt with on the spot. The child's parent(s) will receive a copy of the incident report and be asked to sign the form which will go into the child's file.

**Please Note: Active, busy children will have accidents even with the best supervision.**

## **VOLUNTEERS/VISITORS**

Volunteers are required to create a profile on myvolunteerpage.com, fill out a volunteer application and background check and complete Safe From Harm training before being able to be considered as a volunteer. Once these have been completed and approved volunteers will be given specific duties as assigned by the Community Center Director. At no time is a volunteer to be left alone with a group of children. A SAL staff member will always be present. At no time is a volunteer to be considered part of the worker to children ratio established by Safe From Harm guidelines or state guidelines. The SAL is conducted with an “open door” approach. This means that there are never secret activities, treatments, or initiations at The SAL. An atmosphere of transparency will always be maintained.

## **WITHDRAWAL**

Parents who wish to withdraw their child from the center need to notify the Community Center Director within one week of withdrawal. Without this notification, we will continue to charge and expect payment for services rendered.



## **PREVENTING DISEASE TRANSMISSION**

- Staff will not do health screenings before students are permitted in the building. Staff will however monitor the students in their care for Covid-19 symptoms. These symptoms being: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, and/or diarrhea.
- Hand sanitizer stations will be set up around The SAL.
- Staff and students will be encouraged to wash their hands often for at least 20 seconds.
- All staff will be trained in procedures for preventing disease transmission.

## **PREVENTING DISEASE TRANSMISSION (cont.)**

- Students are not required to wear a mask, but if you as a parent want your student in a mask, we will accommodate your request.
- Staff will wash, rinse, and sanitize surfaces that are used for dual purposes (i.e... table games and snack)
- Janitorial staff will disinfect areas of the building after use, including bathrooms.
- Staff will disinfect group areas at the end of each day in preparation for the next day.
- When an employee or student is identified with a confirmed case of COVID-19 The SAL will follow The Salvation Army guidelines.

***If there are any questions or concerns, please contact us at:***

***Jeff Rowland***  
***Community Center Director***  
***248-585-5600 ext. 672, 681 (SAL Office), 687 (Underground)***  
***[Jeff.Rowland@usc.salvationarmy.org](mailto:Jeff.Rowland@usc.salvationarmy.org)***

***Social Media:***

***Website: [www.royaloaksal.org](http://www.royaloaksal.org)***  
***Facebook: [Facebook.com/thesalro](https://www.facebook.com/thesalro)***  
***YouTube: Royal Oak Salvation Army***

The SAL Day Camp and After School Program is licensed by The State of Michigan.

The Center's licensing notebook is available at The SAL:

1. The licensing notebook contains all licensing inspection and special investigation reports and related corrective action plans.
2. The licensing notebook is available to parents during regular business hours.
3. Licensing inspection and special investigation reports from at least the last two years will be available on the childcare licensing website found at:

[www. Michigan.gov/michildcare](http://www.Michigan.gov/michildcare)

