

Flames of Faith Kids Club  
First Lutheran - After School Child Care



## **Welcome!**

Thank you for choosing Flames of Faith Kids Club! We are delighted that you have selected our program for your child(ren)! Flames of Faith Kids Club is supported and established as a mission of First Lutheran Church and School.

## **Our Mission Statement:**

Through the love and grace of our Lord Jesus Christ, Flames of Faith will offer a Christian environment for the care of children after school.

This Parent Handbook is designed to inform you about our program. Please read it with your child(ren) and keep it as a resource when questions arise. Of course we encourage you to discuss any questions, concerns, or ideas with Flames of Faith Kids Club staff or the program coordinator/director.

**Director:** Nancy Ahlers  
Cell #: 320-510-0905

**Location:** First Lutheran Church & School  
Lower level Sunday School rooms, next to the music room.  
Flames of Faith phone #: 320-510-0905

**Children Ages:** Age 5 through 6th Grade

**Hours:** 3 pm - 6 pm Monday through Friday (after school)  
Non school days subject to Director's decision, please contact  
Director if care is needed.

**Meals:** Afternoon snack if provided for the AFTER school care, and is optional.  
Lunch is not provided on scheduled non-school days.

**Dates:** Begins August 28, 2018  
Calendar date subject to change due to First Lutheran School calendar  
changes. Non-school days, with a minimum number of kids signed up,  
may be available in the future.

**Fees:** Daily after school fee is \$8, per child.

**Payments:** Tuition is due on a weekly basis, on or before the first day of the  
scheduled care for the current week. This will typically be Monday for  
the current week. You may pay in advance. Weekly payments made  
after the first day of care for the week are subject to a late payment fee  
of \$5, unless other arrangements have been made with the Director.

Consistently late payments may result in a suspension of services. If you are experiencing difficulty in paying your child(ren)'s tuition, please call the Director to work out a payment plan. If your Flames of Faith account is not positive, a note will go home with your child(ren). All accounts must be positive at the end of each month.

**Registration:** Fee is \$10 per child and should be paid prior to child(ren) attending the program. Registration fee is non-refundable.

**Drop-ins:** Drop-ins will be accepted, but child(ren) must be registered with the program in order to use drop-in cares. Advance notice is required by calling Flames of Faith 320-510-0905

## **Contract & Payment Terms**

### **Schedules:**

- Weekly tuition fees are based on the schedule you provide.
- Sick days/Missed days: You are responsible for informing the director that your child(ren) will not be present.

### **Calling/Finders Fee:**

You must call 320-510-0905 and notify the staff if your child will NOT be attending. Schools do not notify the program if your child goes home sick or is absent. Finders Fees will be assessed at the discretion of the Director.

### **Daily Sign-In/Sign-Out:**

Each parent or authorized person must have contact with the staff person and must sign their child(ren) in and out daily. If they are not signed in, we are not accountable for your child(ren). Children are not allowed to sign themselves out of care. When your child arrives directly from school or by bus, or goes directly to school or leaves by bus, Flames of Faith will sign them in and out of the program. If your child(ren) arrives when there is an activity away from the main room, you are responsible for taking your child to join the group. The location of the group will be posted in a prominent place.

### **Pick-Up Authorizations:**

Children will be released only to their parents or persons authorized on the child information form. Anyone other than a parent, must be able to provide photo ID prior to children being released. If a child is to be released to anyone other than a person authorized, a note or phone call from the parent must be received prior to pick-up time. If there is someone NOT authorized to pick-up your child(ren), this must also be listed on the child information form or provided in writing. If the non-authorized person is a biological parent, we will need a copy of the restraining order/divorce decree as well.

**Late Pick-up/Early Drop Off:**

Flames of Faith staff enjoy their job, but they do have other responsibilities and families who like to see them! If you realize you will be late to pick up, please make other arrangements for your child(ren) to be picked up by 6 p.m. and notify the staff immediately. A late charge of \$5 per child/family per 10 minute block or portion thereof incurs after 6:01 p.m. After the first 10 minutes, the charge will increase to \$1 per minute. Exceptions may be authorized at the discretion of the Director. You will be asked to sign acknowledgement of the late pick-up on the sign in/out sheet. A child may be dismissed from the program if late pick up becomes an issue.

**General Information****Severe Weather:**

**School Closing** - Flames of Faith will be closed.

**Early Release** - Flames of Faith afternoon session will be closed.

**Meals and Snacks:**

Afternoon snacks will be provided around 3:30 p.m.

When lunch is needed, your child(ren) will need to bring a cold lunch unless otherwise noted.

A refrigerator and microwave are available for use.

**Proper Clothing and Shoes:**

Children should be dressed for active indoor and outdoor play, or bring appropriate clothing. Children will be going outside, weather permitting, dress accordingly. Be mindful of the weather, bring jackets/sweatshirts, in winter remember boots, gloves/mittens, scarves, hats and snow pants. Please label all clothing and outerwear with your child's name.

**Toys and Other items from Home:**

We discourage children from bringing personal items from home.

**Illness/Family Emergencies:**

Please notify the staff if your child will be absent. If your child is/are not feeling well, please keep them at home to protect the health of the other children and staff. If your child has had any of the following symptoms within the previous 24 hours, they should not attend Flames of Faith:

- Fever of 100 degrees Fahrenheit or more
- Vomiting or Diarrhea
- Undiagnosed rash
- Red, inflamed or mattery eyes
- Severe cold or sore throat
- Any communicable disease
- Head lice/nits

If your child has experienced any of these symptoms, keep him/her home. Please also contact the Director to inform her of symptoms so that we can alert other parents. If your child is given medication for symptoms, he/she must have taken the medication for at least 24 hours before returning to Flames of Faith. Child(ren) must be fever free without medicine for 24 hours before returning to Flames of Faith. Any abuse of this policy is grounds for dismissal from the program.

If your child should experience any of the above symptoms while at Flames of Faith the staff will have the child rest in a quiet area as soon as possible and contact the parent/family emergency contact. If authorized person cannot arrive within one hour you must make arrangements for someone else to come and get your child. Additional charges may apply if we are required to care for a sick child longer than an hour. In case of a family emergency when your child(ren) may be absent, notify the staff as soon as possible.

### **Accidents and Injury:**

Safety is important, but occasionally accidents do happen. If your child(ren) experience a minor injury the staff will attend to him/her and fill out an accident Report Form for your information. If a serious accident occurs, which may need medical attention, staff will call 911 and attempt to call the parents and/or the family emergency contact you have listed. Once 911 emergency personnel arrive they will determine if care is needed. The parent/guardian will be responsible for any and all charges incurred. Please be sure that the Medical Emergency Permission Form is completed, signed and filed with staff.

### **Medications:**

Medications may be administered with proper authorization and documentation. If there are medications that your child needs, please see the Director to complete a Medication Administration Permission Form.

### **Behavior Management Policy:**

- When a child is unfocused or uncooperative (does not listen, does not clean up when told to, calling names) they will be told to "Take a Break"
- If there is excessive "Break Taking" in one day or refusal to "Take a Break," parents will be notified and teachers may be brought in for assistance.
- Physical, emotional, and verbal abuse will not be tolerated.

### **Disrespect Policy:**

- Your child will be told to "Take a Break" the first time they are disrespectful.
- The second time, your child will be given a "Take a Break" to think about what they did and will be asked to apologize to the person they disrespected and you (the parents) will be notified verbally when you pick up your child.

After the child is done with "Take a Break" the staff will talk to that child, explain why he/she was "Taking a Break" and suggest to your child what they can do to avoid further "Take a Break"