

# Eastminster School-Age Program



## **"Growing God's Children"**

Parent Handbook

August 2017 - May 2018

770-469-9489

# Eastminster's School Age Program

## Policy and Procedures Handbook 2017 – 2018

The Eastminster School Age Program (ESAP) is an outreach ministry of Eastminster Presbyterian Church for children in pre-k (4) through 5<sup>th</sup> grade. Our goal is to provide an outstanding childcare program emphasizing the individual child's developmental needs. We strive to help the child in his or her mental, emotional, social, physical and spiritual development and to provide peace of mind to parents with the knowledge that their children are well supervised.

### Hours of Operation

Monday - Friday: 1:30 pm to 6:30 pm (During regular school days)

Full day care and mini camps 8:00 am to 6:30 pm (A minimum of 5 children will be required for mini camps to run during the school year.)

We operate according to the Gwinnett County School Calendar. Please consult the ESAP calendar for our 2017 - 2018 school year dates.

**Parents are required to notify the Director by 2:00 pm if their child will not be attending after school or riding the bus/van. Notification must be given in writing or by leaving a phone message at 770-469-9489. Parents will be charged \$5.00 for non-notification.**

### Fees and enrollment

A parent or legal guardian must complete the necessary application and paperwork for each child. The application must be filled out completely. A transportation form and parental agreement must also be completed. These forms must be returned to the After School Program before your child can attend.

### Registration Fee

\$60.00 (non-refundable)

### Regular School Hours/Tuition (1:30 pm to 6:30 pm)

- Full time (4 or 5 days per week) is \$255.00 per month.
- Each additional child from the same family is \$235.00 per month.
- Part time (3 days per week) is \$197.00 per month.

## **Tuition**

Tuition payments are made monthly.

- Make checks payable to Eastminster School Age Program (ESAP)
- Indicate your child/children's name and month of attendance on the memo line of the check.
- There is a \$25.00 non-sufficient fee charged for all returned checks.
- Tuition is nonrefundable.

## **Closing Times**

**ESAP closes at 6:30 pm. Please pick your child up on time. You will be charged a late fee of \$2.00 per minute for each minute past 6:30. The late fee must be paid in cash at the time of pick up, or by the following day if you do not have cash with you. This policy is not meant to produce income for the program, but to encourage parents to be respectful of our hours of operation.**

## **Tax Number**

The tax number for ESAP is 58-1097787.

## **Billing Process**

- Statements will be placed in your folder one week prior to due date.
- Please drop payment into the payment slot. (in the sign-out stand)
- Payment is due *in advance* and must be made *on the first (1) business day of the Month*.
- If payment is not received within 5 business days of the due date, an additional \$2 late fee will be charged per day per family.
- If payment is not made within 10 business days of the due date, the student will be suspended from the program until all tuition, including late fees are current. The Director will notify parents when a child has been suspended.

## **Transportation**

- Each child enrolled in ESAP will be picked up at his/her school and transported to Eastminster Presbyterian Church.
- Before any child can be transported by the church van, the parent or guardian must first sign a waiver release form and fill out a transportation emergency medical sheet for each child. A copy of these forms must remain on the van/bus at all times during the transportation of the children.

## **Bus Rules**

- Students should not approach the van/bus until it has come to a complete stop and the door has been opened.
- Students should board the bus in an orderly fashion, go directly to their seat, and put on their seat belt.
- Students should keep all personal items in their laps or on the floor in front of their seats.
- Aisles should be clear and free of all book bags and body parts.
- Students should never stick anything out the windows of the vehicle including hands, heads or personal items.
- Students should remain seated with seatbelts fastened until the vehicle has come to a complete stop and the doors have been opened.
- Students should exit the vehicle one row at a time starting with the front row or the row chosen by the driver.
- Our drivers will treat the students with the utmost respect and students are expected to treat the driver and other students with respect.
- Students need to be mindful of the driver's need to concentrate and keep the volume down when riding in the bus/van.
- Students must lower handles on rolling book bags before boarding, and leave the handle down until they are safely off the vehicle.
- We will do our best to accommodate the transportation of school projects (i.e. science projects, posters) as long as there is room on the vehicle.
- Inappropriate and/or dangerous behavior by any child will not be tolerated. Such behavior may result in suspension from the program for a length of time determined by the Director.

## **Pick-Up Procedures**

- Parents must come inside the building to sign out their children. No child will be permitted to wait outside for their parent or guardian.
- If someone other than the parent (or other authorized adult) will be picking a child up the director must be notified *in writing* beforehand. We will not send your child home with anyone other than the persons authorized in your file.
- As a precautionary measure, any individual may be asked to show a photo ID before the child is released.

## **Emergency Procedures**

In the event of an illness or accident requiring immediate treatment, we will make every effort to contact the parents, the child's physician, or the persons listed for emergency contact. We will use one of the medical facilities listed below unless otherwise stated on your child's emergency information sheet. In the event of a severe injury, 911 will be called for transportation to a designated medical facility.

- Eggleston Children's Hospital—1401 Clifton Road, Atlanta, GA
- DeKalb Medical Center—2701 N. Decatur Road, Decatur, GA

## **School Closings Due to Inclement Weather**

If your child's school is closed due to inclement weather we will also be closed. If Gwinnett County is closed ESAP is closed.

## **Medical Requirements & Medicine Dispensary**

ESAP requires all children to be immunized against childhood diseases, and to be up to date with a tetanus vaccine. According to the Bright from the Start Georgia Department of Early Learning rules and regulations, children who are sick may not attend the program. If a child is ill, parents will be called immediately and asked to pick the child up. A child must be removed from the program if they exhibit any of the following symptoms and may not return until they have been free from symptoms for at least 24 hours:

- Temperature of 99.6 degrees or more
- Vomiting
- Diarrhea
- Undiagnosed or untreated rash or lesion
- Red, watery eyes with discharge or Pink Eye
- Untreated head lice and/or remaining eggs (nits)

Medicines will be dispensed only by written permission. Forms are available in the ESAP office. You must provide the child's name, doctor's name, doctor's phone number and directions. For long-term medical conditions (more than two weeks), a written doctor's order must be on file.

## **Severe Weather Procedures**

In the event of severe weather, we will follow the drill procedures as outlined. Drills will be conducted monthly.

- Tornado: Children will be escorted to a windowless room where they will sit next to each other against an interior wall until the weather service cancels the severe weather warning. (Code 1).
- Fire: We will follow the guidelines set forth in our emergency procedure guide. The children will be evacuated and the staff will take the daily roll sheet to ensure that every child has been evacuated from the building. (Code 2).
- Power Failure/Gas Leak: We will notify parents as soon as possible. Children will be escorted to Smoke Rise Baptist Church where they will remain until the proper authorities grant permission to return to the building. (Code 3).

## **Snack Menu & Offerings**

A mid-afternoon snack is included in your tuition. If your child has food allergies or a restricted diet, please inform the Director in writing. A snack schedule will be posted monthly. Our goal is to provide healthy and nutritious snack options. If you or your child desire a snack other than those provided, he or she may bring one from home. (No candy brought in for snack please). There is no reduction in tuition for students who provide their own snacks.

## Discipline

It is our philosophy that children will grow and thrive in an environment where they feel safe and secure. Corporal punishment is strictly forbidden. Our discipline methods include positive reinforcement, redirection, and guidance in recognizing and correcting inappropriate behavior. Our program rules are based on four principles: Safety, Respect for Self, Respect for Others, and Respect for Property.

- In the event that more formal redirection must be employed after inappropriate behavior, the child may be placed in “time out” or removed from the situation.
- Should the inappropriate behavior continue, the child will be asked to meet with the Director. If the behavior persists, the parents will be consulted and a plan of action will be enforced.
- After trying the procedures above, children with continual discipline problems will be suspended from the program for a short period of time or indefinitely. The Director will make decisions regarding the length of suspension after the problem and solution have been discussed with the child and parent. Re-admission into the program will occur only after a family interview.
- **Severe infractions of rules can be cause for immediate suspension from the program.**

## Student & Family Expectations

Each student enrolled in ESAP is expected to exhibit appropriate behavior and respect for all other individuals in the program. In addition, the following is expected of each child and family:

- All belongings should be properly marked with your child’s name. We will not be held responsible for lost or stolen items.
- Please encourage your child to readily participate in Power Hour—a time to complete homework assignments. The ESAP staff is available to assist and guide students as they work to complete their homework, but each child has the responsibility to be prepared to complete the assignments. If you do not want your child to complete their homework while at ESAP, please notify the staff in writing.  
In such cases, your child will be instructed to read a book or quietly participate in another individual activity during Power Hour.

## Parental Involvement

Parental involvement is encouraged in our program. If at any time you wish to stop by and visit us, please do. We only ask that you let us know of your presence. If you wish to speak to the Director, you may call and make an appointment ahead of time.

Please put all messages to the staff in writing. Verbal messages from your child will not be accepted.

## **ESAP Staff**

All staff members employed by ESAP are required to undergo a thorough background check. They are also required to complete 10 hours of training by Bright from the Start Georgia Department of Early Care and Learning annually. Regular staff meetings are held to provide our staff with the necessary tools to conduct quality programming and activities for your children. A staff profile is available for parents to review upon request.

Celeste Sears is the Director of ESAP. I have over 24 years experience in Early Childhood Education and strive daily to provide the best possible environment and experience for every child in our program. I am continuously looking for ways to bring in new experiences and opportunities for the children. We have a very stable and reliable staff here at ESAP. Most of our staff members have been with us for 3 years or more, and have a true love for children and a genuine desire to see each individual child succeed.

### **Contact Information**

Eastminster School Age Program  
5801 Hugh Howell Road  
Stone Mountain, GA 30087  
esap201022@yahoo.com

You may contact the Director at 770-469-9489

**Bright from the Start Georgia Department of Early Care and Learning certifies our center.  
We receive regular inspections by this agency.**