

Mount Olive After-School Care Policy

Manual

Mount Olive Evangelical Lutheran School Mission Statement

Mount Olive Evangelical Lutheran School assists parents with Christian training of children for life and eternity, provides academic excellence in the light of God's Word, and reflects the light of Jesus in the community and beyond.

Coordinator: Carol Schuff
Cell number: 920.427.5307

Policies and Procedures

Mount Olive After-School Care will follow all the policies and procedures set forth in this manual, subject to revision at any time.

General Information

- Care is offered from 3:05-5:30 pm for Mount Olive students in full day 3K-8th. It is open during the school year on full school days, Monday - Friday 3:00 - 5:30 pm.
- Mount Olive After-School Care accepts children of any race, color, national or ethnic origin. All the rights, privileges, programs and activities will be made available to the children. Mount Olive After-School Care will not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its policies and programs.
- The ratio of care is expected to be one supervisor for 18 children. A second and third supervisor will be added when student enrollment requires additional help.
- Children will not be allowed to leave the school building without the supervisor if they are registered to attend after-school care on that day, unless explicitly communicated to the Director by the child's parent.
- Children must be signed out by a parent or a parent approved guardian to ensure children are always under the protection of an adult. Children are not allowed to meet parents in the parking lot. An exception is children going to a sports practice/game directly from child care.
- Children are required to stay in the designated area unless a group activity requires another location.
- The supervisor will provide a snack every day. Please include on the registration form any allergies your child may have, or inform the staff if you would prefer your child not participate.
- Children may come every day or one or more days per week. Emergency drop-in will be available if space permits and approved in advance.

Registration and Billing

- Cost will be \$3.50 per hour per child. Minimum charge is a half-hour. Charge starts at 3:00 pm and ends at 5:30 pm.
- There is a maximum charge of \$10 per family per hour. (i.e. A family with 3 children will pay \$10/hr, a family with 4 children will pay \$10/hr, etc.)
- Hourly charges for care are based on actual hours attended, not scheduled hours. Adjustments will be made for any overpayments or underpayments that occurred when the two-week scheduling form and payment were submitted.
- This is a self-funding program. No church or school funds will be used for staffing. The fee schedule will be reevaluated and could result in slight increase to ensure cost coverage.
- There will be a \$1.00/minute charge for picking up your child past the closing time of 5:30 pm.
- Students who are not picked up by 3:25pm will be sent to ASC. A charge of \$1.00 will be given for the first 10 minutes. After that, the regular rates apply.
- To assure adequate staffing, children must be pre-registered for care. Mount Olive's After-School Care Two-Week Scheduling Form is available online or in the school office. The child care program is not intended as a drop off facility for shopping, etc. Payments and schedules should be submitted and deposited in the After-School Care Program box, located in the school office. Payments can also be made online.
- In the event a scheduled school day is canceled, a credit will be allowed for that day.

Parent Communication

We encourage parents to immediately contact the care administrator with any concerns. We also welcome your suggestions as feedback from families. They are very important to us.

Daily schedule

- 3:05 - 3:30 Check in, organization and snacks
- 3:30 - 4:00 Homework and individual time
- 4:00 - 5:30 Outdoor play or games

Daily Closing Time Policy

After-School Care will close at 5:30 pm. We expect the children to be picked up by that time. If an emergency delays you picking up your child, please call.

Medication Procedure

If your child needs medication, please contact the school secretary for appropriate medication forms.

Termination of Enrollment

Mount Olive After-School Care reserves the right to terminate the enrollment of a child for the following reasons: non-payment (a balance that reaches \$200 without a plan for repayment), consistent behavioral disturbances which endanger the child or others, and situations where the parents and staff agree that the program is not in the best interest for the child. Parents will receive a maximum of two weeks to find alternative child care.

Tax Information

Mount Olive Lutheran After-School Care does not qualify for the WI state private school tuition deduction, because its primary purpose is not to “provide private or religious-based education.” However, the federal tax form 2441 might be an avenue in which you could claim these costs as a deduction on your taxes. Please consult your tax professional for more information. This program is an unlicensed, nonprofit organization provided as a service for those families wishing to participate.