

Parent Handbook

2017-18



After-School Program

Contact Information

Office: (630)377-2769 Ext. 212

Mail: The Salvation Army

1710 S. 7th Ave.

St. Charles, IL 60174

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Tri City Corps Mission Statement

Representing the body of Christ as an Evangelical Church, it is our purpose to promote Bible based worship, outreach, and growth. We seek to meet spiritual and physical needs in Jesus' name and provide a Christian fellowship, that warmly welcomes all people.

Please carefully read through this handbook.

The first day of the After School Program is Wednesday, August 24. The last day of Tri-City After School Program is the last day of School for District 303. Summer Day Camp will start based on District 303 pending use of emergency days for the 2017-18 school year.

Program Fees

The cost of the After School Program is \$115 per child, per month. Each additional child per family is an additional \$85 per child. No cash will be accepted, all payment must be with a check or money order.

Additional Fees

Registration Fee: A \$25 non-refundable registration fee is due when application is received. (\$40 for multi-child families) **No application will be processed or considered without the registration fee.**

Late Pick-Up Fee: The After School program ends at 6:00pm. Late is considered at 6:03pm. If you are late picking up your child, a charge of \$20.00 will be due before your child can continue in the program. If you are late over 30 minutes then an additional \$50.00 late fee will be charged to you.

Late Payment: Once you are one week late with the monthly payments we will assume you are no longer going to send your child to the After School Program and we will not allow the Youth to sign into the program. It is your responsibility to make the tuition payment to the After School Program. **Please communicate to us any difficulties or needs you may have. Contact us so we can possibly help problem solve any difficulties you may be having with the tuition payments.**

Decline Check Fee: A \$15.00 charge will be added to the tuition payment when a check is returned for insufficient funds. The payment must be made immediately and if this continues to be an issue we may ask you to pay the tuition with a money order.

Payment

Your monthly tuition payment is due the prior month to cover the upcoming month. Payments may be made using check, or money order. **No Cash payments will be accepted.** Checks and money orders should be made payable to The Salvation Army. We are asking for one payment from one source. We will not accept half of the tuition from one person and the other half of the tuition from another. The After School Program Staff will not be allowed to accept program tuition. All tuition must be placed in the drop box.

Payments may be:

Dropped off into drop box located in the hallway next to After School Program, or mailed to:

The Salvation Army
Attn: After-School Program
1710 S. 7th Avenue
St. Charles, IL 60174

Payment Dates for the 2017-2018 year are as follows: Children may start the Program at any time during the school year as long as there is space available.

Tuition Due Dates:

August 21, is for the first week and a half of August and September's tuition 2017. No additional cost is incurred for the extra week and a half at the beginning of the After School Program

September 1 is for October 2017

October 2 is for November 2017

November 1 is for December 2017

December 1 is for January 2018

January 3 is for February 2018

February 1 is for March 2018

March 1 is for April 2018

April 2 is for May 2018. No additional cost is incurred for the days in June

Tax Information

The Salvation Army tax identification number is 36-2167909

Program Hours & Daily Schedule

The After School Program is open Monday—Friday, when St. Charles School District 303 is in session. Hours of operation are 3:00pm—6:00pm. Though subject to **change***, our typical daily schedule is as follows:

- 3:25pm – 4:00pm: Snack time
- 4:00pm – 4:30pm: Homework -study time
- 4:30pm – 5:00pm: Organized game/Gym
- 5:00pm – 6:00pm: Free time (game room and/or open gym)

Wednesday Night is Family Night.

On Wednesdays, The Salvation Army provides Character Building and Gospel Arts & Bible Study Programming. These programs begin at 4:30pm, following Homework and Snack Time and are open to any child in the community who would like to participate. After School Program participants will be included in these special programs until 6:00pm. The After School Program ends at 6:00pm. Since these programs are open to the community, your child is welcome to invite friends from school or neighbors to join these programs beginning at 4:30pm. Starting at 6:00pm, the whole family is invited to join us for dinner and bible study and children will not be allowed to stay past 6:00pm without a parent or guardian. The Wednesday Schedule will be as follows:

- 4:30 – 5:30 Character Building programs
- 5:30-6:00 Singing Company
- 6:00-6:30 Family Dinner
- 6:30-7:30 Bible Study.

(Adult Bible Study) (Teen /Corp Cadets Bible Study 6th -12th grade), (Youth K-5 Bible Study) and Nursery pre-K and under in nursery.

In the case Family night programs are not being held, the regular after school program schedule will apply.

Here is an overview of the programs offered on Wednesday nights:

Moonbeams – Moonbeams is for boys and girls ages 4-5 (pre-school and kindergarten). They work on learning about God’s creation and the world around them by earning badges together.

Sunbeams – Sunbeams is for girls in grades 1 through 5. By earning badges, Sunbeams learn life skills and build character within a Christian Worldview. The Sunbeams also have an annual slumber party.

Explorers – Explorers is for boys in grades 1 through 5. Explorers do exactly what their name suggests – EXPLORE! The boys will learn about art, science, the Bible, sports, you name it!

Girl Guards – The Girl Guard program is available to young women in sixth through twelfth grades and focuses on four aspects of personal growth identified in the Girl Guard Aim: growing spiritually, mentally, physically and socially.

Rangers – Rangers is for boys in grades 6 and up. Building on the Explorer program, Rangers helps teen boys learn about the world around them as they grow and mature into young men.

Singing Company – Singing Company is for boys and girls in Kindergarten through 5th grade. The Singing Company is essentially a youth chorus for kids to learn about music and rhythm, as they sing out praises to Jesus!

Teen Bible study/Corps Cadets- Discipleship and Bible study for teens

K-5th grade/Junior Soldiers-Bible study to help kids learn about Jesus and introduce them to the Bible.

Adult Bible Study-Come and study God's word and grow in your faith

Scheduled Program Closings

District 303 Scheduled Closings

The After School Program will be closed on all St. Charles School District 303 holidays, breaks and other scheduled closings/early dismissals (i.e. Teacher Institute Days, Parent/Teacher Conferences etc.).

Emergency School Closing & Program Cancellations

If the St. Charles School District 303 announces an unscheduled early dismissal or cancellation for any reason including weather, or emergency due to unforeseen circumstances, the After School Program will be cancelled. **Credit will not be given for these days.**

The Salvation Army Scheduled Closings

The After School Program will also be closed during all national holidays observed by The Salvation Army and other instances in which the church and office are closed.

*All scheduled program closings will be included on the monthly activities calendar and a reminder will be posted prior to the occurrence of a scheduled closing. **Credit will not be given for these days.***

Drop Off Policy

Children may not be dropped off before 3:15 pm. A parent or guardian must sign in their children with the After School Program.

Pick Up Policy for Munhall Elementary School

Munhall Elementary School is the only location from which program staff will pick up participants. Parents of registered children attending other schools are responsible for arranging their own transportation. Please notify Munhall or Lincoln school that your child is in the Salvation Army After School Program

The staff of the After School Program will walk to Munhall School to pick up participants. Children are expected to wait at the school designated meeting area after the 3:00pm bell rings. We are not responsible for your children's behavior or safety until we walk out of the building and have them in our care. Currently, our assigned meeting place is along the back wall of the gym where children riding buses home congregate. During inclement weather, staff will use Salvation Army vehicles for pick up. After School Program Staff will sign in the children being picked up at Munhall with the Munhall School Staff. We will not pick up children from Munhall School if they are injured, sick, or are having disciplinary problems while at the School. The school will be responsible for notifying the Guardians.

Lincoln Elementary Students – In the past Lincoln Elementary has bussed children over to Munhall to be picked up by our After School Program Staff. Please contact Lincoln Elementary to make this arrangement.

Extracurricular After School Activities

Children are encouraged to take part in extracurricular activities held at their school. However, the After School Program staff will not be responsible for picking up children staying at school late for extracurricular activities.

Pick Up Policy: **No child will be released to an individual whose name does not appear on their pick up list.** We can only release your child to someone on this list. If you call and request someone not on the list to pick up your child, we will require you to e-mail us permission with your signature. We also require identification to be presented for anyone the staff is unfamiliar with, or does not know. Please

allow sufficient time when picking up your child. Your child is expected to clean up the activity they were engaged in prior to leaving. This is their responsibility and we appreciate your support.

WE ASK THAT PARENTS/GUARDIANS DROP OFF & PICK UP THROUGH THE EAST DOOR ON 13TH AVENUE, EXCEPT ON WEDNESDAY NIGHT, WHICH IS YOUTH&FAMILY NIGHT.

In the event that you will not be able to pick up your child by the program end time, please notify the Youth Services Director or staff immediately. If unable to reach us, please call (630)377-2769, ext. 216.

Absences

Any time your child will not be attending the After School Program, it is the parent's responsibility to inform the Youth Services Director. It is not the school's responsibility to inform us of absences or when a child leaves school early.

Expectation of Parents/Guardians:

We ask that Parents /Guardians speak to Staff in a respectful manner. We ask that Guardians not argue with, insult, yell at, or be rude to any Program Staff. Program Staff are not allowed to engage with any individual who exhibits any such negative behavior toward them. If you have any concerns or issues please feel free to contact Dean McDiarmid, Youth Development Coordinator.

Please do not argue with, give feedback to, or threaten any children not your own in the After School Program.

Behavioral Expectations

What follows are an outline of the rules and guidelines which cover participants in the After School Program as well as an overview of the disciplinary procedure. We reserve the right to change, amend, or add to these rules and procedures at any time deemed appropriate by the Youth Services Director.

General Rules

- Listen to the staff members and follow instructions.
- Be kind, be respectful, and safe.
- Absolutely no fighting or hitting will be tolerated.
- Absolutely no wrestling or roughhousing is allowed.
- No swearing, inappropriate or obscene language, bullying, or threats of violence.
- Be where you are supposed to be. Stay in designated areas and do not leave without permission or without being accompanied by a staff member.
- No weapons, drugs, tobacco, or alcohol allowed.
- No cell phones allowed. Parents needing to contact their children may call the Director.
- No handheld gaming devices (DS, PSP, Gameboys, etc.).
- No trading cards, collectibles, fidget spinners, etc.

Game Room Guidelines

- No altering the facilities computers in anyway (no downloading, no changing of the homepage, screensavers, avatars, etc.).
- Online accounts (email, game user accounts etc.) may not be established while at the After School Program. Previously established accounts allowable sites may be utilized.
- No pornography or suggestive sites will be allowed.
- Games with blood, violence, language, sexual themes or any other material deemed inappropriate by the staff will not be allowed. Console video games must be rated "E for Everyone" with prior approval from the Director.
- Use of computers and video games is determined by a first-come, first-served basis. A time limit will be established to ensure everyone gets a turn who wants one.
- Volume of computers and games must be kept to an appropriate level.

- Any misuse of equipment/property, or failure to abide by the established rules, will result in suspension from use of said equipment/property.
- No food or drinks in the game room.

Gym Rules

- Use of The Salvation Army's gymnasium and equipment is a privilege and must be treated as such. •To participate in games and activities taking place in the gymnasium, students are required to wear non marking gym shoes. Students may not remove their shoes and/or socks while playing.
- Any vandalism or destruction of Salvation Army property or equipment will not be tolerated.
- Participants are required to clean up after themselves and return any equipment used to its proper place.
- Any behavior or games deemed dangerous or inappropriate by staff members will not be allowed.

Snack/Homework Room Rules

- No yelling or disruptive behavior.
- Stay in your seats during snack time.
- Clean up after yourself:
 - After using the homework room, return any materials used, push in your chair, and put away your belongings.
 - After snack: throw away your garbage, fold up your chair, wash your hands and sit quietly in the designated area.

Disciplinary Procedure

We strive to establish clear and consistent guidelines to ensure that your child knows what is expected of him / her and how to contribute to a positive environment for all. We acknowledge that all children are different and seek to have our disciplinary procedure exist in the balance between working with the children in ways they respond to and holding them to a standard that is consistent with that of the group as a whole. We will always make the effort to deal with any inappropriate behavior in a prompt manner and in a way that is understandable and appropriate for the child's age and level of understanding. In every instance, staff members will strive to exhibit Christ-like love and understanding. *Corporal punishment will NEVER be instituted.* Please do not ask our staff to institute a consequence for some behavior they did before coming to the After School Program. (example-"My Son/Daughter didn't finish a chore at home so do not let him/her play on computers")

Step 1:

A verbal warning and a reminder of the rule being violated and/ or an acceptable behavior alternative will be given at a first offense.

Step 2:

Should the behavior continue, or if the participant becomes argumentative, staff may ask the child to go into a time out. When in a time out the child will sit quietly for one minute of the child age. (*Example: a nine year old will be in time out for nine minutes, a six year old, for six minutes.*)

Step 3:

For problems that persist and cannot be corrected with the above actions, or that are frequently recurring, the participant will meet with the program Director and the Guardians will be notified. Continued problems will be addressed with the Child, Guardians and Program Director.

Illness & Injury

First Aid Treatment

Staff will readily dispense band aids and ice packs to treat minor injuries when necessary. Staff members will also inform parents/guardians when first aid is required.

Emergency Treatment

Staff members are CPR/AED Adult & Child certified and are therefore equipped to act in the case of an emergency. (911) will be called in the event of a serious emergency.

Doing Your Part

If a child becomes ill during the program (i.e. fainting, vomiting, pink eye, head lice, etc.) you will be notified and will be asked to pick your child up as quickly as possible. We ask that you would be considerate of the other children and their families and keep your child home if they show signs of illness. In the case of a contagious disease, please notify the Youth Services Director so that appropriate steps may be taken.

Snacks

Snacks are served each afternoon at 3:30pm.

If your child has specific food allergies or dietary restrictions, please be sure to include these on your medical card. We will notify families to try and provide a snack that all the kids can enjoy. If you have continued concerns, please send an appropriate snack with your child.

Lost and Found

All lost and found items will be placed in a bin located next to the Youth Services Director's office in the gymnasium. Items left at the end of the day will be placed there. The Salvation Army and its staff are not responsible for lost or stolen items.

Communication with the Director and Staff

Please feel free to contact Dean McDiarmid, Youth Development Coordinator for any questions or needs. Dean can be contacted at Main office #630-377-2769, or cell# 630-485-1031 or you can E-mail Dean at dean_mcdiarmid@usc.salvationarmy.org

There are two other important features of The After School Program you should know:

Each child/family will have a mail box located in the main computer room. Important communications will be placed in your mailbox, such as: calendars, updates, notices, and more. Mailboxes should be checked and emptied each night.

**The Salvation Army Tri-City Corps
Joe K. Anderson Community Center**
1710 S. 7th Ave.
St. Charles, IL 60174
(630) 377-2769
(630) 377-2849 fax

Corps Officer: Lt. Betsy Clark

Youth Development Coordinator: Dean McDiarmid
(630) 377-2769 Ext. 212 (office) /630-485-1031 (cell)



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