



Pilgrim Lutheran School's
Before and After
School Handbook
2018-2019

Before and After Care

First and foremost the before and after care programs are simply an extension of the school day. Therefore, all school rules as stated in the student handbook still apply. These are just general guide lines to make sure that all students, parents and staff members understand our expectations.

Program Times and Cost

Before Care 6:00 am to 7:55 am
After Care 3:30 pm to 6:00 pm
\$2.00 per half hour of care

Before care will be opened daily at 7:00 a.m. **unless we receive a call** asking for a staff member to be on campus earlier. The only exception for this is if you have spoken directly to a staff member ahead of time. **For instance, if you need before care at 6:30 am you are required to contact the office before 3:30 on the day before to put in your request.**

After care ends at 6:00 p.m. If you are not here to pick up your child at 6:00 p.m. a fee of \$1.00 per minute will be accrued. We understand that emergencies happen so if you are running late please notify the school as soon as possible at 480-830-1724.

Our Before and After Care program strives itself on being able to provide supervision for your child at a very minimal cost. Each child within a family has their own tally sheet which will show the amount of time in the program and the cost for that time.

Because our program is funded solely by the payments received by participants, it is crucial that payments are made and kept current on a regular basis. We are asking for payments to be made on a weekly basis. On Monday morning, current totals for prior week will be posted on the families tally sheet. **If the amount due has accrued to \$50.00**, notices will be given verbally, written and by email, if possible, to the responsible party. The responsible party will sign a form acknowledging notification. **Once the amount due has accrued to \$75.00**, the responsible party will be notified that a minimum payment of \$25.00 dollars is due to bring the total down to

\$50.00 or the child will no longer be eligible for Before Care/ After Care services. At the end of the school year, all balances should be paid in full. No balances will be allowed to carry forward to the next School Year.

In order to alleviate costs for large families, Pilgrim's Before and After policy states that if more than 3 children per family use the program the 4th, 5th, etc. will be admitted with no charge.

Pilgrim will be charging \$25.00 at the time of registration to offset any fees accrued during the school year. If at the end of the year you have not used \$25.00 worth of before/after care the money will be forwarded to the next school year or taken off your tuition.

Sign In and Out

Arizona state law mandates that every child in the before and/or after care program must be signed in and out by a parent or guardian. **Please do not drop off your child in the parking lot and have them walk in alone. It is your responsibility to personally drop them off with the care of our staff.**

Children using the after care program will line up on the south side of the building at 3:30. A staff member will walk the students over where upon entering the building must line up quietly for sign in. Once checked in each child must find a seat and begin quiet work.

Quiet Time

Pilgrim staff and School Board has designated 3:30 - 4:00 as quiet time. This is a time for students to do homework or read, not socialize. Because of the large number of students using the program this gives staff members the opportunity to keep a controlled environment. At 4:00 the children will have the opportunity to go outside, play games and/or socialize with their friends. It is important to note that children need to ask permission to go outside. In order to maintain a safe environment our staff member must be kept aware of where each child is at all times.

Outside Play

In order to keep our students safe, it is important that all children be supervised. Students PS-8th must stay near the aftercare classroom. They will be allowed to play on the grassy area outside the door as well as the blacktop area. They may not go to the basketball courts or playground without the after care supervisor. In this way, children that are inside and out can easily be seen from our classroom. Any deviance from this will result in loss of privileges. Children must respect all school property. Please stay out of trees, do not pick the fruit and clean up all messes made during their outdoor play time.

Wall ball is not permitted and any ball that goes over the fence is gone until an adult can retrieve it. Children should not ask if they can climb the wall, it is not allowed.

After School Activities

Any student involved in after school activities are in the care of their coach. After practice or games any child who is not picked up must then be signed into our after care program and costs will begin accruing at that time.

Children including siblings of athletes are not allowed to attend after school events without their parent present or the after care supervisor present. It will be at the discretion of the staff member on duty whether or not the entire group will attend the event. It is not the responsibility of another parent or coach to supervise your child during an after school event.

General Classroom Rules

Out of respect for the Preschool children and teacher the top shelf of the metal cabinet has been designated for the before/after care children. Students may play with anything on that shelf. **All other items within the classroom belong to the Preschool and need to be left alone.**

Children are expected to pick up after themselves.

As stated in the Student Handbook **NO cell phones or electronic devices including but not limited to Cell Phones, Ipods, Gameboys, MP3 players, etc. are allowed** in before/after care. There is a phone available in the classroom for emergency uses, if for any reason you need to get a hold of your child during before/after care hours please contact them by using the school number. If any devices are seen they will be confiscated by the staff member and returned to the parent at time of pick up.

Food and drinks need to be eaten outside or on the tile floor area. Please, no eating or drinking on the carpeted area. Always remember to clean up after yourselves.

Any item left in the before/after care room will be put into the lost and found.

Please note that the school's dress code policy applies at before/after care.

Final Note

Any child that cannot follow the guidelines will be removed from the group. If the behavior continues he/she will be sent to the Principal's office and the parents will be called immediately for pick up. Behavior should be the same as what is expected of the children in their daily classrooms. Disrespect will not be tolerated.

If you have any questions or concerns please feel free to talk with any of our staff members. Thank you in advance for all your cooperation and support.

In His Service,

Kim Drexler - Director

Wendy Winterstein - Assistant Director