

LP After-Care Student/Parent Handbook

2019-2020



Lakewood Park Christian School

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Introduction

The purpose of this handbook is to give clear guidance, direction, and expectations for administrators, after-care staff members, parents, and students. We look forward to partnering with you this school year with our LP After-Care program!

Role of the After-Care Staff

- Supervise and develop relationships with students that result in a positive after-care environment.
- Provide daily programming that includes a snack, educational support (homework, brain games, reading, etc.), structured play/activities (crafts, games, stations, etc.), and unstructured play/activities (playground, gym, toys, etc.).
- Fairly and consistently enforce after-care rules and regulations.
- Communicate concerns or issues to school administration.

After-Care Hours and Activities

- LP After-Care will be open and available every day that school is in session from dismissal until 6:00pm.
- There will be no before-school care, but the cafeteria doors will open at 7:00am daily and at 9:00am when we have a two-hour delay.
- Services will not be offered when school is not in session (school closing, scheduled breaks, etc.).

Role of the Parent

- Support the staff with the enforcement of after-care rules and procedures.
- Arrange pick-up of student(s) by 6:00pm each day.
- Contact after-care staff via email (aftercare@lakewoodpark.org) if a delay in the 6:00pm pick-up may be needed.
- Communicate concerns or other issues to after-care staff or to school administration as needed.

Role of the Student

- Come to after-care with a positive attitude and with any school work that needs to be completed that day.
- Keep valuables at home, as LPCS nor staff members cannot be held responsible for personal property brought to after-care.
- Follow our school-wide expectations of being respectful, responsible, and service-minded.
- Obey all written and orally communicated rules and be courteous.
- Refrain from using profanity, causing disruption, fighting, or destroying property.
- Always treat the staff and other students with dignity and respect.

Role of the Administrator

- Oversee quality of the after-care program
- Communicate with after-care coordinator and parents regarding behavioral expectations and/or concerns
- Assign and communicate student discipline as needed

Personal Digital Devices in After-Care

Lakewood currently holds a Bring Your Own Device (BYOD) policy, and our Acceptable Use policy can be found in the student-parent handbook. All BYOD procedures also apply to after-care, and the following highlight the guidelines of this policy:

- Students have a limited right to (nor should they have an expectation of) device policy while at school.
- Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded and the consent of Lakewood administration is strictly prohibited.
- Cell phone conversations in after-care are prohibited unless under the supervision of an after-care staff member.
- Students bring personal devices to school at their own risk; the school will not be held responsible if a device is lost, stolen, or misplaced, including those that have been confiscated.

- If reasonable belief exists that a student has violated the Lakewood’s Acceptable Use Policy, the student’s device may be inspected and/or confiscated; subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by the principal.
- Using functions on electronic devices in any manner that disrupts the after-care environment or violates the Acceptable Use Policy will be subject to disciplinary action.

After-Care Discipline Procedures

When students do not respond to verbal reminders or other redirection strategies, the following discipline procedure will be followed:

- 1st Offense: Parent contact by after-care coordinator
- 2nd Offense: Warning given by administrator with disciplinary letter sent home
- 3rd Offense: 1-day after-care suspension and parent phone call by administrator
- 4th Offense: 3-day after-care suspension and parent conference
- 5th Offense: 10-day after-care suspension and/or exclusion and parent conference
- 6th Offense: Exclusion from after-care

Please note that in serious cases such as fighting, inappropriate device use, etc., students may immediately be suspended and/or excluded from the after-care program pending administrative discretion.

Financial Plan/Agreement

- LP After-Care will be billed by the hour at \$4 per hour per child.
- There will be a cap cost of \$75/week for a family with 2 children and a cap of \$100/week for a family with 3 or more children participating in after-care.
- A charge of \$1 per minute per family will be applied when students are not picked up by 6:00pm, and the weekly cap does not apply to this additional charge.
- Families will be charged based upon the times documented on the sign-in/sign-out sheet and will be billed on a monthly basis. Since there is no separate registration paperwork for LP After-Care, all families will be billed for any time that their student(s) attend after-care.
- Charges will be facilitated through FACTS Tuition Management on a monthly basis.
- A late fee of \$10 will be accrued after 10 days of the billing date and for each consecutive month of nonpayment. Nonpayment by the end of the second month will result in a meeting with the principal, at which time services may be denied until the balance is paid.

Lakewood Park After-Care Handbook Agreement

By signing below, I acknowledge that I have read and commit to the requirements and guidelines set forth in this handbook. I understand and agree that my student will be held accountable for the rules in this book. Furthermore, I fully understand using the Lakewood Park Christian School after-care program is a privilege, not a right. I understand that failure to obey handbook policies or make payments for using the program can lead to a discontinuation of the after-care program for my child.

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Authorized Persons to Pick Up Child

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

*Please place a star next to individuals who may also be used as an **emergency contact**.*

Below, please list any **medical conditions** that our after-care staff should be aware of.

Parent Name: _____

Parent Signature: _____ Date: _____

**** Please return this form, signed and completed, to the school office or scan and email to the school principal. ****