

FREEDOM'S FLOCK

AFTER

SCHOOL

PROGRAM

PARENT

HANDBOOK

St. John Lutheran School  
16035 County Road U  
Napoleon, OH 43545

UPDATED 4/01/2022

Freedom's Flock is staffed by qualified adults who have expressed a love for and understanding of young children. The program director will strive to provide a continuity of care in the staff.

**DAILY PLANS:** The day-to-day activities are a major part of the Director and teacher's responsibility. Afternoon activities begin as follows:

3:00 – 3:45 PM	Homework
3:45 – 4:00 PM	Snack
4:00 – 6:00 PM	Finish homework

No child is ever forced to do an activity. However, those not participating know that they must find a quiet alternative so as not to disturb the other children.

**ADMISSION AND CALENDAR:** Kindergartners through eighth grade who are enrolled in St. John Lutheran School or are a member of St. John Lutheran Church may attend Freedom's Flock. Freedom's Flock will be open from 3:00 PM to 6:00 PM, Monday through Friday and follow the St. John School calendar. Scheduled early dismissals will be covered, but **weather emergencies are not covered.**

**DISCRIMINATION POLICY:** Freedom's Flock will not discriminate in the enrollment of children upon the basis of race, color, sex or national origin.

**ROSTER:** Roster of the names and telephone numbers of the parents or guardians of the children attending Freedom's Flock are available upon request. The roster will not include anyone who requests his/her name or telephone number not to be included.

**EMERGENCY MEDICAL / DENTAL AND ACCIDENT POLICIES:**

1. Each child will have on file a completed Emergency Transportation Authorization each year.
2. All accidents will be reported to parents.
3. Superficial cuts and bruises will be treated by the staff.
4. When a medical problem which is beyond the care of our staff arises, the following procedure will be followed:
  - a. The Emergency Medical Squad will be called.
  - b. First Aid will be administered by our staff until help arrives.
  - c. Attempts will be made to contact parents at numbers listed on the Medical Emergency forms.

**THE RELEASE OF A CHILD FROM AFTER SCHOOL TO ANYONE OTHER THAN THE PARENT, GUARDIAN OR NAMES LISTED ON ETA WILL BE BY WRITTEN PERMISSION ONLY.**

**SNACK:** A snack will be provided for every child. Parents will notify staff of any child's special dietary needs as prescribed by child's source of medical care and any allergies. Children may not bring their own snacks.

**TUITION:** Freedom's Flock is operated totally with fees. We make every effort to keep the cost as low as possible, while operating a quality program. The registration fee is \$15.00 per

family per year. The last week of school we will make out the invoices on the last day so that parents can pay their account off in full.

**RATES:** Hours will be billed per child as shown below:

- Less than 1 hour per day = Flat rate of \$3.00
- 2<sup>nd</sup> or 3<sup>rd</sup> hour, if child is picked up within 30 minutes from the top of the hour = \$1.00 additional
- 2<sup>nd</sup> or 3<sup>rd</sup> hour, if child is picked up beyond 30 minutes from the top of the hour = \$2.00 additional

**LATE CHARGE:** \$1.00 FOR EACH MINUTE AFTER 6:00 PM.

**BILLING:** The billing cycle runs Friday through Thursday. Every Thursday after all children have signed out for the week, each child's hours will be added up and an invoice prepared. On Friday when the parent or guardian arrives to pick up their child(ren) they will be given a copy of the invoice and are to pay that invoice amount in full by the following Monday. Families that are more than two weeks overdue may be dropped from the program.

**WITHDRAWAL:** Please notify the Director one week in advance if you will be leaving the program.

**PARENTS' PARTICIPATION:** Parents will be made aware of their child's needs and progress by the staff. We encourage parents to promptly discuss any problems that arise, and to suggest any changes to the program design and evaluation.

**ILLNESS:** If your child will not be attending on a scheduled day, please notify the school office (419-598-8702) as soon as possible and before 3:00 PM.

**SAFETY POLICIES:** If a child is absent or missing when the roll call is taken, the parents will be contacted at work.

Children will be supervised at all times.

A telephone with emergency numbers posted nearby is available.

Fire and disaster drills will be held monthly throughout the year.

The staff has been advised of all policies and procedures to be followed in the event of illness, medical and fire or disaster emergencies.

A completely stocked first aid kit is available for use in the room.

An incident report will be completed immediately following any accident and must be signed and dated by parent or guardian.

The staff will be responsible for good housekeeping in room and play areas to reduce chances of incidents.

Children will be advised of all rules pertaining to outdoor and indoor activities.

The Director and each employee are required to immediately notify the local public children services agency when they suspect that a child has been abused or neglected.

**COMMUNICABLE DISEASE POLICY:** All staff working with the Freedom's Flock will be trained in proper hand washing procedures and also in disinfecting procedures to help prevent the spread of communicable disease.

If your child has any type of allergies (e.g. food, animal, environmental) please note these on the enrollment form.

Freedom's Flock will **NOT** dispense any medications, vitamins, or special diets unless specified by the child's pediatrician in writing.

Freedom's Flock will send home notices when children have been exposed to a communicable disease other than routine colds and flu.

Symptoms for which a child should not attend Freedom's Flock or will be sent home include:

- Diarrhea (more than one loose stool in a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face, or whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Temperature of 100° auxiliary
- Vomiting
- Evidence of lice, scabies or other parasitic infestation

Children will be isolated on a mat when any of the above symptoms are present. The mat will be within sight and hearing of an adult and child will be observed for worsening conditions. Parents will be contacted by telephone. Children will be checked upon their re-admission.

Children with a fever should remain home for at least 24 hours after their temperature returns to normal. Children who have been prescribed a medication can return 24 hours after administering the medication. We realize that this policy may be difficult for some parents, but please understand we must reduce the risk of possible exposure to other children.

The Ohio Department of Health dental first aid and communicable disease charts are located in the health room.

**PERSONAL DISCIPLINE:** Children will cooperate with the teachers, aides and other children in the program. Children will respect the rules and regulations of the Freedom's Flock Program and will respect the rights of other children. They will treat the school's property, the program supplies and the belongings of other children as they would their own. If a child's behavior is contrary to our expectations, he/she will be dealt with in the following manner:

1. The behavior will be discussed with the child and he/she will be separated from the group and activities for a period of time while still being supervised.
2. If the behavior problems continue, a note will be sent home with the parent/guardian when they arrive to pick up their child.

3. If the behavior problems continue beyond step 2, a meeting between the parents and the Director will be scheduled to discuss an appropriate solution.
4. And if the behavior problems continue past that meeting, the parents or guardian will be called immediately and be asked to pick up the child within 30 minutes and the child will be dropped from the program.

We expect that children will have difficult days from time to time and need to be disciplined constructively. In most cases we do not expect to proceed beyond point #2 above.

We also follow the state guidelines for discipline which are as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Discipline shall not include withholding food, rest or toilet use.
8. Techniques of discipline shall not humiliate shame or frighten a child.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of staff members in a safe, lighted and well-ventilated space.

**TOYS AND ELECTRONICS:** We ask that your child NOT bring their own personal toys and/or electronics to Freedom's Flock. Any personal belongings that they bring to school should be kept in their backpacks until being picked up by their parents or legal guardian at the end of the day. Freedom's Flock is not responsible for any toys or electronics that are brought into the facility.

**CELL PHONES:** Cell phones are to be turned off and placed in backpacks. If a phone is seen or heard by a staff member, the phone will be taken away and kept in a designated place. It will be returned to the child when they are being picked up and upon the request of the child. If a second offense occurs the phone will be taken away, given to the Director, parent/guardian notified, and the phone will be returned only to the parent/guardian.

Upon the third offense all of the penalties for the 2nd offense apply and also the Director will keep the phone until the end of the next school day when it will be returned only to the parent/guardian.

If there are further offenses, the phone will be kept by the Director for longer periods of time or the student will not be allowed to bring a cell phone to school.