

Our Shepherd

ABC Program and Procedures

The ABC Program (After and Before Care) is available to all students who attend Our Shepherd Lutheran School. Parents can register and use the program regularly or can use the program occasionally, when prior notification has been given. The ABC program is designed for students who must be dropped off before 7:45 a.m. or cannot be picked up by 3:35 p.m. If a situation arises and your child needs to use the ABC room at 3:15 p.m., the school office must be notified. Please note, students arriving at Our Shepherd Lutheran School before 7:45 a.m. or not picked up by 3:35 p.m. will be escorted to the ABC Room.

Fees

Fees: \$5.00 fee per day for Before Care children.

\$12.00 per day for After Care children.

\$6.00 charge for students picked up by 3:45 pm

Monthly charge will be based on the actual number of days a student attends the program. Monthly statements will be available the first week of the next month. Payments are due by the 5th of the month. Parents that are more than 1 month delinquent in payments will no longer be eligible for the program until full payment is received.

On the days school is dismissed at 11:30 am and the ABC Room is open, there is an additional fee of \$12.00 for that day if the student is in the program after 3:30 pm

Standard Late Fee Schedule:

6:00 pm – 6:05 pm	\$ 5.00
6:06 pm – 6:10 pm	\$10.00
6:11 pm – 6:15 pm	\$15.00

Drop off and Pick up

Children can be dropped off beginning at 7am. Children should enter the library from the outside doors.

It is important that each child be picked up by 6:00pm when the ABC Room closes. In an emergency (car breaks down, storms, etc.) it is the parents' responsibility to call one of your relatives, neighbors, or friends (this person must be listed on the Child Information Record Sheet as someone the child may be released to), to pick up your child. If you cannot find or reach your emergency person, you will be charged according to our **standard** late fee schedule for children not picked-up by the 6:00 pm closing time. You will be considered "LATE" after 6:00 pm according to the ABC Room clock and will be charged. Three late arrivals may incur dismissal from the program. Late fees are for services outside the contracted hours and will be paid directly to the worker staying with your child(ren). These late fees will be reflected in your statement at the end of the month.

Hours of Operation

Before Care will begin with the first Half Day of the School year. Before Care is open all Half Days of the School year.

The **After Care** portion of the ABC Program begins on the first FULL day of school at the beginning of the school year. After Care WILL be open the last half days of the school year. If an unplanned half-day is announced during the school year you will be notified and advised of the availability of the ABC Program. After Care will NOT be open on half-day sessions that are at the beginning of a vacation period, where the half-day falls on a long weekend or an extended vacation such as Christmas or Easter. This will allow the ABC staff to begin their vacations at the same time as the rest of the school staff. The ABC Program is an extension of the day school program. It is not a Day Care.

The program will NOT be open when school is cancelled for an emergency such as weather, heat, etc. This applies even if school is cancelled after the start of the school day. All parents will be provided with the exact dates that the ABC Program is closed at the beginning of each school year. We encourage you to mark your calendars accordingly and plan ahead.

Required Forms

An ABC Program Registration Form must be completed by all families enrolled at Our Shepherd Lutheran School and returned to the school office prior to the first day of school.

An ABC Program Child Information Record must be completed for each child enrolled in the school and returned to the school office before the first day of school. **ALL** information on the card **must be completed including the Dr.'s address, insurance information and ALL zip codes**. Information on the form can be reviewed and updated annually.

Illness and Absences

Absences related to illness, personal vacations, or other activities (such as scouts, music lessons, sports practice, games etc.) should be reported to the ABC director in advance.

Our Shepherd telephone: (248) 645-0551

In the event that your child becomes ill during their time in the program and it becomes necessary for your child to be picked up, there will be a one hour interval during which your child should be taken home (after notification). After one hour you will be charged according to our **standard** late fee schedule. Late fees are for services outside the contracted hours and will be paid directly to the worker staying with your child(ren).

If a medical emergency arises, the Director will first attempt to contact the parent. If a parent cannot be reached, the Director shall call the emergency contact person listed on the Child Information Sheet. If the emergency is such that the Director feels that the child needs immediate medical attention, a staff member may either take the child to the emergency room or call the local Fire Department, depending on the seriousness of the emergency.

If my child is involved in a sporting event off school premises after school, and the event ends before 6:00 pm, the child may not attend ABC Program and will not be the responsibility of the ABC staff. Registered ABC students may report to ABC and receive a reduced rate for that day. **ABC room cannot accept students from sports practice unless they are registered to use the ABC program regularly. Aftercare will charge the full fee for non-registered ABC students that are not picked up promptly after practices, regardless of the time the student is checked in by the coach.**

Discipline Policy

Our Shepherd Lutheran School believes that it has the God-given responsibility to assist parents in the “*training and instruction of the Lord.*” The training and instruction includes teaching and maintaining a standard of behavior consistent with God’s Word. All students at Our Shepherd Lutheran School are therefore expected to conduct themselves in a God-pleasing manner at all times and be living witnesses of Jesus Christ. The discipline procedures at Our Shepherd are Biblically based. Discipline complements learning and is integral in developing Christ-motivated behaviors in students. Classroom and school rules are communicated clearly and frequently to students and to parents. Children are expected to demonstrate Christ-like behavior at school and during extracurricular activities at all times.

In no circumstances will anyone administer corporal punishment. Instead, we will use Law and Gospel in dealing with students. Misconduct will be addressed and appropriate consequences will be administered, however, students will be loved and forgiven just as Christ deals with sinners.

Withdrawal Policy

If you wish to withdraw you child(ren) from regular use of the ABC program please submit a written note to that effect. If you have paid any fees in advance, you will receive a refund for the days not attended.