Holy Ghost Lutheran School
Before and After School Care
Informational Packet

Revised June 2026

HOLY GHOST LUTHERAN SCHOOL
BEFORE/AFTER SCHOOL CARE PROGRAM

Dear Parents/Guardians,

Holy Ghost Lutheran School's Before/After School Program is available to all currently enrolled Preschool to 8th-grade students. Before/After School Care is available Monday through Friday. Before school care is available from **7:30 AM to 8:30 AM**, and after school care from **3:30 PM to 6:00 PM**.

To sign up for care, please use the Class Dojo app to contact us via messages. You may also call the school the day before to schedule your student.

Mrs. Mary Wickenheiser - Before School Care: Deadline is 6pm the night before.
Mrs. O'Nan - After School Care: Deadline is 2 pm for the same day.

Parents must register their children at the school by filling out the required forms before their child is permitted to attend. 24-hour advance notice is appreciated, but we understand that it may not always be the case.

All parents/guardians are required to sign their child(ren) in/out when dropping off and picking up from the Before/After School Program. Signing in/out will incorporate a paper and digital sign out as we integrate FACTS into our procedures.

Children will only be released to those whose names are on the contact information form under Release of Child, with proof of identification.

Fee Policy

$8.00 per hour/one child
$12.00 per hour/two children
$16.00 per hour/three children
$20.00 per hour / four children

- **1/2 Days (when staff is available) will follow the same fee structure.**
- **$5 per minute late fee will be assessed after 6:00 pm**
- **Last-minute/no contact drop-in care will be charged a double rate per hour per child. Cancellation, without notice by 2pm, will incur fees of $8 per occurrence.**
- Charges and payments are calculated on a monthly basis in 15 minute increments.
- Falling behind more than one month of payments will result in your child(ren) not being allowed to attend until payment is received. **NO EXCEPTIONS**

Program Philosophy

Holy Ghost Lutheran School's Before/After School Care Program takes pride in providing a safe and engaging environment in which students are cared for before and/or after school. Students will interact with other students in a positive and interactive atmosphere and receive support with their educational needs.

Daily Schedule

Morning

- Unfinished homework, games, and gym time (when available).

Afternoon

- 3:30 - 4:00 - Snack
- 4:00 - 4:30 - Homework/ Quiet Work Time
- 4:30 - 6:00 - Play Time
  Includes: reading, crafts, games, going to playground (weather permitted), playing in gym (when available)

Health Care Policy

All students are required to wash their hands, especially after using the bathroom. All bodily fluids will be handled with gloves and then placed in a proper bag to be disposed of properly.
All toys and desks will be sanitized with a bleach/water solution.

Disciplinary Rules

- **NO SWEARING** will be permitted in Before/After School Care Program.
  ⇒ This includes but is not limited to any words that start with the letters A, B, C, D, F, H, and S. It also includes JESUS, JESUS CHRIST, GOD, and GOD D___.

- Every child is expected to display self-control, positive behavior & to show respect towards each other, adults, and parents.

- No child will be allowed to verbally (e.g. name-calling) or physically attack (e.g., hitting) another child or adult (including a sibling).

- All students are required to stay in the room unless given permission to leave. All students must stay with an adult.

Unacceptable & disrespectful behaviors will result in:

1. A Notice of Concern, which the parent must sign.

2. Upon receipt of the third Notice of Concern, the child will be suspended from the Before/After School Care Program. To re-enter the program, the parent and the Program Supervisor must meet and devise an action plan for the child's behavior. If a behavior incident occurs again, the child will not be permitted to return to the program.

3. At the Director's discretion, any behavior problem that warrants severity will result in dismissal from the program.

Parent Guidelines:

MUST PICK UP CHILDREN BY CLOSING TIME AT 6:00 PM.

- **$5 per-minute late fee will be assessed after 6:00 pm**
- If you are going to be late, please call the school office before 4:30 pm.

DROP-IN CARE IS AVAILABLE, WITH NOTICE!

- Before care you must contact Mrs. Wolf or Ms. Mary via Class Dojo by 6pm the night before.
- After care you must contact the school office by 2 pm the day of.
- **Last-minute/no contact drop-in care will be charged a double rate per hour per child.**

CANCELLATION: Failure to notify the school or Mrs. Wolf by 2pm of care no longer needed will result in a cancellation fee of $8 per occurrence.

NO SWEARING.

- This applies to any words that start with the letter A, B, D, F, H and S. It also includes JESUS, JESUS CHRIST, GOD & GOD D____ because His name is to be said with reverence.
- Every parent is expected to display self-control, positive behavior & to show respect towards other parents, students, and staff. Failure to do so will result in dismissal from the program.

WHEN PICKING UP YOUR CHILDREN, PLEASE END ALL CELL PHONE CALLS WHEN ENTERING THE BUILDING.

- Not only does this show respect towards the staff, but it also lets us know that we have your undivided attention.

Your children are important to us & we know that they are to you as well. These rules help us create an excellent atmosphere for your children to be in whether they are the first to be picked up or the last. Thank you for your cooperation in following these rules.

Thank you!

Emergency Procedures

Fire Evacuation: All students will line up in an orderly fashion and follow the appropriate evacuation procedures for the classroom/area they are in at the time.

Severe Weather: All students will line up in an orderly fashion and go directly to the designated area assigned to the classroom/area they are in at the time.

Active Shooter: All students will follow the directions of staff member in charge based on the room/area they are currently in.

If your child sees, hears, or becomes involved in a situation that may pose questions, we will notify the parents.

Illness/ Injury Procedures

Should a student become ill while in the Before/After School Care Program, their parent will be notified, and depending on the type of illness, may be placed

in another room so as not to spread to other students.

- ☐ **Such illnesses include fever, pink eye, diarrhea, vomiting, spots that look like chicken pox, measles, COVID-19, or a rash.**

- ☐ **A child will not be allowed to return to the Before/After School Care Program until cleared by a physician and the program has received a notice of clearance.**

- ☐ Should a student be injured, their parent will be immediately notified, and proper attention will be given to the student. Also, a written report will be filled out and given to the parent as well as a copy to be kept on file.

- ☐ Should a student be seriously injured, 911 will be called immediately and the child's parent(s) will be immediately notified thereafter.

Food Form Agreement

When your children attend the Before/After School program, it is very important to provide them with a **healthy** snack. The children are in school all day and are hungry by the end of the day.

Please pack a separate snack for this purpose and remind your children that they need to save it for after school care.

Outdoor Playground Area

This is to inform you that the playground area, which is adjacent to the school, was not inspected to obtain a license for Before/After School Care Program.

According to the Child Care Center Rules R 400.8125(10)(a) and (b) are exempt:

“If the school-age child care center operates in a school building approved by the department of education, and if the licensee informs parents in writing at the time of enrollment, that the center plans to use a public school’s outdoor play area and equipment that do not comply with subrule (10) of this rule.”

By agreeing to your receipt of this handbook, you are giving permission for your child to play on the playground, even though it is not licensed for Holy Ghost Lutheran School's Before/After School Care Program to use it. Since it is on the school grounds of Holy Ghost Lutheran School, where my child attends school, and according to the rule stated above, I feel it is safe for my child to play on the playground.

Instructions for Child Information Record

1) A contact information record form must be filled out for each child in the family.

2) If an area is to be left blank on the contact information form, please fill it in with UNKNOWN or NONE.

The state WILL NOT accept if left blank, line put through, or N/A is anywhere on the form. You will be required to recomplete the form before the child is permitted to be in care.

3) Make sure you initial, sign, and date it at the bottom.

Outdoor Playground Area
Permission Slip

This is to inform you that the playground area, which is adjacent to the school, was not inspected to obtain a license for the Before/After School Care Program.

According to the Child Care Center Rules R 400.8125(10)(a) and (b) are exempt:

“If the school-age child care center operates in a school building approved by the department of education, and if the licensee informs parents in writing at the time of enrollment, that the center plans to use a public school’s outdoor play area and equipment that do not comply with subrule (10) of this rule.”

My child, _____, is hereby granted permission to use the playground at Holy Ghost Lutheran School for the Before and After Care Program, despite the playground not being licensed for Holy Ghost Lutheran School’s Before/After School Care Program.

Since it is on the school grounds of Holy Ghost Lutheran School, where my child attends school, and according to the rule stated above, I agree it is safe for my child to play on the playground.

_____

Parent Signature

_____

Date