

SALT & LIGHT
Before and After School Program
A Ministry of LifeSong Christian Church

ENROLLMENT PROCEDURES

All necessary forms must be completed along with the \$35.00 enrollment fee and returned to LifeSong Christian Church before we can assume responsibility for your child. There are no exceptions to this. You are required to keep us informed of any change in addresses, telephone numbers, and other pertinent information on these forms as they arise. The following list needs to be completed and returned to Salt and Light before your child's first day:

- **Enrollment Form and \$35.00 Enrollment Fee**
- **Online Enrollment form**
- **Download the Parent Sandbox app**

ADMISSION

We are a before and after school program that is a ministry of LifeSong Christian Church, not a state – ran program. We accept children from kindergarten thru eighth grade. All children need to be potty trained and self- sufficient. Please notify us if there is a special disability or any medical conditions to see if we can accommodate the needs of your child.

HOURS OF OPERATION

Monday: 6:30am – 9:15am, 3:15pm – 6:15pm
Tuesday: 6:30am – 9:15am, 3:15pm – 6:15pm
Wednesday: 6:30am – 9:15am, 1:45pm – 6:15pm
Thursday: 6:30am – 9:15am, 3:15pm – 6:15pm
Friday: 6:30am – 9:15am, 3:15pm – 6:15pm

Childcare is never offered on weekends, evenings, or holidays. If you pick-up after these scheduled hours, you will be charged an overtime fee.

FEES

Yearly registration fee is due upon enrollment. Monthly fees are due on the 1st of each month, they will be considered late on the 18th of each month. Payments can be made easily on the sandbox app. No post-dated checks will be accepted. If your check is returned to us for insufficient funds, you will be billed \$35.00 plus all bank fees we incur as a result. This fee is payable by money order or cash. Only Credits are offered for overpayment or in the event childcare was not needed as intended. **No cash refunds, NO EXCEPTIONS.**

LATE FEES

There is a \$15.00 late pick-up fee for up to an additional 15 minutes of care, and \$1.00 for each additional minute there after. For example: 6:30 p.m. - 6:45 p.m. = \$15.00, 6:46 p.m. = \$16.00, etc....

ABSENTEE POLICY

If your child is ill, or for any other reason the child will not be attending Salt and Light for the day, please call us in the morning to let us know. If you pick up your child at school, please let us know as soon as possible. We would appreciate this courtesy. There will be no refunds or adjustments made to your child care fee for your time missed due to illness, holidays, or days off.

AUTHORIZED PICK-UP

If you are having someone else pick up your child, please let us know in advance. We will need to know the name of the person, and please let them know that we will be asking for identification for first time pick-ups. We will not let a child leave without the parent's permission.

HOLIDAYS

We will be closed in observance of the following holidays:

- Memorial Day
- Thanksgiving Break
- Christmas/Winter Break including the New Year Holiday
- Martin Luther King Jr. Day
- President's Day
- Easter/ Spring Break
- MSTA Day
- Labor Day
- Salt and Light has the right to determine other days the program may be closed. In such a case, you will be notified two weeks in advance that you will need to find other childcare.

PROFESSIONAL DAYS

Salt & Light will be available to parents on professional days when school is not in session.

The procedure to use Salt & Light on such days is as follows:

1. Please sign up on the sheet provided (will be available until two weeks before the professional day).
2. Pay the \$30.00 (per family) fee.** This must be done on the day of signing up. If the fee is not paid, then your child will not be counted. *This fee is non-refundable.*
3. Salt & Light does not provide meals, please send children with a bagged lunch.
4. Salt & Light will open at 6:30am on professional days.

* At least 5 children must be signed up for Salt & Light to be open on Professional Days

** When there are not at least 5 children on the sign-up sheet before the cut-off date, Salt & Light will be closed and all fees will be returned so that parents can find alternate care.

INCLEMENT WEATHER

We follow Cecil County Schools decisions on closings. For one hour or two hour delays we will open one or two hours late. If there is a two hour delay, Salt & Light will open at 8:30 am instead of 6:30 am. If school is closed due to inclement weather, Salt & light will also be closed. If School lets out early due to inclement weather, Salt & Light will be open to receive your child off of the bus but will immediately notify the parents to pick up their child as soon as possible so that everyone can make it home safely.

FIRE SAFETY

A fire and tornado drills are practiced periodically.

HOMEWORK

Homework help is offered for 1st - 8th grade after school and is a privilege for all students. This is a quiet time; children are not allowed to talk to one another. If a child is disruptive, they will be told to pack their things and leave the homework room, the homework teacher will then discuss the issue with the parent. All studying for tests must be done at home. Please go over your child's work every day, Salt and Light is not responsible for homework answers.

TOYS FROM HOME

Salt & Light permits children to bring one or two personal items to play with. Toys must be non-violent (no weapons). All video games and apps (PSP, Nintendo, iPod Touch, Kindle, Nook or iPad) must be rated "E". NO EXCEPTIONS. If your child brings in a device that has a camera, they will not be allowed to take pictures of other children as to not violate anyone's privacy. Magazines or books with violence or immodest attire are prohibited. No music or ear buds are allowed.

Phillipians 4:8 Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

CELL PHONES & CAMERAS

Salt & Light prohibits the use of cell phones. If you need to get in touch with your child, please call Salt & Light at (410)392-8083. There are NO EXCEPTIONS. Cameras are not allowed at Salt & Light to protect the privacy of the children. Thank you for understanding and adhering to our rules.

OPEN DOOR POLICY

At LifeSong Christian Church's Salt and Light Before & After School Program, the door is always open for any parent who wants to come in and check on their child.

ILLNESS POLICY

The health and well - being of all the children are the utmost importance to us. It is for the protection of the children that we must insist on a strict adherence to the Illness Policy. Please read it carefully.

MEDICATIONS

If your child is on medication and it must be administered while in childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. We will also have a form for you to sign giving permission to administer the medication to your child. Medication will be given at the time or with the meal you specify, a written record is kept.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE.

Communicable Diseases: Not permitted by law in child care. Some of those illnesses are but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, and Strep Throat. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious (a doctor's note must be provided). All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

Fever: Not permitted. A child needs to be fever free for a minimum of 24 hours before returning to child care; that means the child is fever free without the aid of any fever reducing substance.

Diarrhea: Not permitted. Child must be without symptoms for 24 hours before returning to child care.

Vomiting: Not permitted. If your child vomits while in care, you will be expected to come within the hour to pick him/her up. The child must stay home until 24 hours have passed with no vomiting episodes.

Runny Nose: Your child may be brought to child care if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in child care.

Rashes: Not permitted, unless a note from the doctor stating it is not contagious is provided.

Lice: Not permitted back to child care until after the second hair treatment.

EMERGENCY

In case of EMERGENCY, necessary first aid will be administered. The North East Paramedic Unit will be called and your child will be transported to the Hospital. YOU WILL BE NOTIFIED IMMEDIATELY. If there is a medical need for your child to be transported in an ambulance, this cost will be covered by the parent or guardian.

MEALS

Meals will only be served when school is not in session; they are to be provided by the parent in a sack lunch form. We are only able to heat food in the microwave; we are not able to cook any foods. If a child has no meal there will be a \$ 5.00 charge to provide a nutritious substitute.

SNACKS

Snacks are included in the cost of admission and will be provided daily. We do not allow students to bring or eat from their lunch boxes due to food allergies. If a student has a special dietary need, please talk to the Program Coordinator and a plan will be set in place. Please be sure to notify our staff of any food allergies.

MORNING DEVOTIONS

Each morning before school we have a short devotion that pertains to school age children. We have discussion that goes along with the devotion. This allows the children to voice any opinions or questions they might have. We also allow the children to participate in optional Bible verse memorization. You are always welcome to see our lesson curriculum or devotional material.

WEDNESDAY BIBLE LESSONS

Please be advised that each Wednesday after school (around 2:10), the children participate in a Bible lesson. This is and has been a standard part of our program. The children also have the option to participate in a Bible memory verse challenge. Salt and Light is a *ministry* of LifeSong Christian Church. As a ministry, it is our goal to keep Christ as the center of everything we do.

BEHAVIOR

Aggressive behavior and potty mouth will NOT be permitted. We use the following techniques to control these behaviors:

- Encourage children to solve problems themselves
- Intervention and discussion
- Re-direction to another play area
- Loss of privileges
- Time out in 5-minute increments

Mark 12:31 "Thou shalt love thy neighbour as thyself. There is none other commandment greater than these ".

If a problem is consistent, the Coordinator will contact you to set up a meeting to rectify the situation.

REPEATED OFFENSES MAY RESULT IN TERMINATION IF THE PROBLEMS PERSIST.

As childcare providers, we have a responsibility by law to recognize and report any evidence of child abuse to the proper authorities.

Child Care Expectations

Please go over this section with your child so they may also know what is expected of them while in childcare.

- No hitting, biting, pushing, kicking, etc.
- No Throwing or intentionally breaking anything
- No running, jumping, wrestling in the building
- No leaving the play yard
- No name calling, teasing, etc. Everyone is to be treated with respect.

Please help us by reinforcing these rules when you drop off or pick up your child.

REVISIONS TO HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. A new contract will be signed by all families each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur.

*"Ye are the salt of the earth: but if the salt has lost his savor, wherewith shall it be salted?
It is thenceforth good for nothing, but to be cast out, and to be trodden under foot of men."
"Ye are the light of the world. A city that is set on a hill cannot be hid."*

~Matthew 5: 13-14~