



Zion Lutheran School

Christ-Centered, Classical Education

2021-2022 After-School Program Handbook

ZION'S AFTER-SCHOOL PROGRAM IS INTENDED TO BE A HELP TO PARENTS IN PROVIDING HOMEWORK SUPPORT AND SUPERVISED RECREATION FOR K-8 STUDENTS.

Mrs. Darcy Willers, Program Supervisor

DARCY.WILLERS@ZIONKEARNEY.ORG

July 10, 2021

Dear Parents,

Thank you for your interest in our after school program. This program was designed with the intent to help students that could benefit from homework support and to provide supervision for parents whose schedules required extended childcare. This is the third year of the program for us so we continue to adapt and change as necessary to provide the best service we can within budget. As we go please continue to give constructive feedback to both Mrs. Willers and myself as work towards this end.

In Christ,

Anthony Splittgerber
Principal

ENROLLMENT POLICY

The Zion After-School Program is open to all Zion K-8 students. Admission into the program is subject to available space. To enroll students, parents will need to complete an after school program registration form.

Parents will have the option to enroll their child in one of three program options:

- 1) Homework Support Focus
- 2) Homework then Play
- 3) Recreation Only

FEES & HOURS

There will be a flat fee of \$10 per child for after school program attendance beginning at 3:45 until 5:45. After 5:45 a late charge of \$1 per minute will go into effect.

The after school program will only be offered after school on days that follow the normal schedule. There will be no after school program on holidays, early outs, or cancelled school days. Zion reserves the right to cancel the after school program at its discretion especially in case of inclement weather.

ATTENDANCE POLICY

Initially Zion will allow a drop-in, as needed attendance policy. In this format students should notify their teacher in the morning if they will be staying after school. Parents may also text Mrs. Willers or call the office to inform them that their child will be staying after school. Please let Mrs. Willers know as early as possible if your plans change.

DISMISSAL POLICY & PICK-UP

Students will be dismissed (released) from the after school program when parent or authorized pick up person signs the child out from the program.

After school students will primarily be located in Mrs. Willers' room, the gym, and the playground. Please park on the East side of the gym, and enter through the playground doors. Please knock on Mrs. Willers' window to be let in if the playground doors are locked.

SNACKS

Initially, Zion will not offer snacks for the after school program. Students are encouraged to bring their own snacks to eat during the after school program. Students are often hungry after a full day of school. A nutritious snack is a good way to give them a boost to focus on homework or play.

STAFF

The program will ideally be staffed by two employees: 1) the program supervisor and 2) a program assistant. Mrs. Darcy Willers will oversee the daily operation of the program, will monitor attendance and check-out, and will communicate with parents & teachers to determine the best way to provide homework support.

The program assistant will primarily supervise free play and group games and, occasionally, crafts.

ILLNESS POLICY

The Zion after school program will follow Zion Lutheran School's health policy. For the health and protection of all, students will be required to stay home if they are experiencing a temperature of 100 degrees or more, vomiting, diarrhea, flu-like symptoms, strept-throat, pink-eye, or scabies. Students will require a doctor's note to return after experiencing a hepatitis A, tuberculosis, measles, mumps, rubella, impetigo, or ringworm. Students with chicken pox will be excluded from attendance for at least 6 days or until without fever.

INJURY & EMERGENCY POLICIES

The staff will take care of superficial injuries. If an injury requires further attention, the parent/guardian will be contacted. In an emergency situation, Emergency Medical Services and persons on the child's emergency contact list will be contacted.

MEDICATION POLICY

The Zion after school program will follow Zion Lutheran School's medication policy. Staff can only give medication for children who have provided a signed medication permission form from the parent/guardian. Over-the-counter medication can only be given with a signed permission form from the parent/guardian. Breathing emergency medications will be available to be given in accordance with district and state policy, if necessary.

BEHAVIOR POLICY

Zion After-School Program staff will guide children to manage their own behavior. Zion After-School Program staff will follow behavior policies established for the normal school day.

Children will be expected to:

- Respect the rights and property of others.
- Follow directions from staff and cooperate with others.
- Practice habits of good health, safety and cleanliness.
- Refrain from damaging school and personal property.
- Refrain from physical fighting or excessive contact.
- Refrain from inappropriate behavior and language.

Corrections for misconduct will depend on the frequency and nature of the offense. For definitions of Minor Problem Behaviors and Major Problem Behaviors see next page: - **Minor Problem Behavior:** Staff will give a verbal reprimand and have a discussion with the child concerning the misconduct.

Major Problem Behavior: Staff will have a discussion with the child concerning the misconduct and develop a plan for correction. Staff and the child will fill out an incident report. This report must be signed by parent/guardian and returned the following day, which will be placed in the student's file. Site Coordinator will make a parent contact and inform the program director of the offense(s).

If a student exhibits 3 major problem behaviors, minor problem behaviors continue to repeat and can't be corrected through the above measures or a behavior is of a serious nature, it may result in suspension or termination from the

program as determined by the Zion after school staff in consultation with the principal.

MINOR PROBLEM BEHAVIOR DEFINITIONS

Cheating	Dishonesty of any kind with respect to examinations, course assignments, or alteration of records
Continued Disruption	Student engages in low-intensity, but inappropriate disruption
Inappropriate Language	Student engages in low intensity instance of inappropriate language (rude, crude)
Inappropriate Physical contact	Student engages in non-serious, but inappropriate physical contact—touching, pulling hair, little pushing and shoving
Inappropriate use of work time	Student does not use classroom time to complete work.
Lying	Student delivers message that is untrue.
Non-Compliance	Failure or refusal to comply.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories

MAJOR PROBLEM BEHAVIOR DEFINITIONS

Abusive language/ Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Bullying	Student targets others in an overbearing or intimidating manner. (To make one's way aggressively.)
Continual Minor Misbehavior	Student continues with minor misbehavior after several attempts to correct it.
Defiance	Refusal to follow directions, talking back and/or socially rude interactions. Continual non-compliance after implementing several strategies for students to comply.
False alarm	Student pulls the fire alarm or delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Fighting/ physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Misuse	Student engages in inappropriate (as defined by school) use of school property, desks, bathrooms, cell phone, pager, music/video players, camera, and/or computer.

Theft	<p>Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.</p>
Threat	<p>Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters Declaration of an intention or a determination to inflict harm on another</p> <ol style="list-style-type: none"> 1. An expression of an intention to inflict pain, injury, evil, or punishment. 2. Warning - a message informing of danger or harm
Vandalism	<p>Student participates in an activity that results in substantial destruction or disfigurement of property. Student deliberately impairs the usefulness of property.</p>

Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

It's Everything Zion Kearney, **in your pocket.**

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Christ-Centered, Classical Education

At Zion Lutheran School we strive to provide an excellent, classical education in a safe environment, while connecting students to Christ for life in the Church, world and eternity.

Our Purpose

