

Christian Love Around School Program (C.L.A.S.P.)

Mechanic Grove Church of the Brethren
1392 Robert Fulton Highway
Quarryville, PA 17566

Parent Information Packet

Children's Outreach Ministries' Mission Statement

Children's Outreach Ministries, with Mechanic Grove Church of the Brethren as its partner, seeks to be

- An environment where the love of Jesus is experienced as well as taught,
- An environment which is safe and nurturing, and
- A ministry which reaches into the community.

Goals

The Christian Love Around School Program will provide care, activities, and homework tutoring for children from kindergarten through fifth grade in a loving and nurturing environment. C.L.A.S.P. is an affordable community outreach program of the Children's Outreach Ministries at Mechanic Grove Church of the Brethren. Our objective is to offer individual and group activities to achieve the following goals:

- Reinforce teamwork
- Nurture students
- Build some basic Bible understanding
- Give a structured, safe environment for care of the children
- Build upon and reinforce positive behavior

Admissions / Enrollment Policy

- We accept children in kindergarten through fifth grade. Transportation can be provided through Solanco School District's Transportation Office (717-786-9743) with Quarryville and Clermont Elementary Schools (AM and PM).
- We will accept up to 40 children per day (full or part-time) on a first come, first served basis.

Nondiscrimination Clause

C.L.A.S.P. advertises in the public media in order to make openings known to all. Children are admitted without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Organizational Structure

- The Children's Outreach Ministries Board, with members appointed by Mechanic Grove Church of the Brethren, is responsible for the operation and policies of C.L.A.S.P.
- Tracy Frey is the Director for C.L.A.S.P. Please feel free to contact her or the administrator (Aliza Kraynak) with any questions or concerns (806-2161).

Emergency Plan / Security

- In accordance with state guidelines, we have an emergency plan. It is additionally on file with Lancaster County Emergency Management Agency, Quarryville Borough Police, East Drumore Township Emergency Coordinator, and the Pennsylvania State Police.
- We have plans in place for any hazards, including fire, severe storms, flooding, winter storms, hazardous and radioactive materials, earthquakes, utility failures, terrorism and violent situations, missing child, impaired persons, life threatening injuries, radiological / nuclear emergencies, and more.
- In the case of a chemical spill or accident on route 222, Chestnut Level Presbyterian Church on route 272 is our contracted evacuation site.
- In the case of a nuclear power plant accident, The Lancaster County Career and Technology Center in Willow Street is our contracted evacuation site.
- Our entire Emergency Plan is located next to the bulletin board in the stairwell.

- All outside doors to the facility will be locked at all times. Parents will access the building only by key code access.
- Fire drills and emergency drills will be conducted bi-monthly.

Child Protection Policy

Mechanic Grove Church of the Brethren has a child protection policy that all staff of C.L.A.S.P. must adhere to and sign. As part of the Child Protection Policy, staff members must pass the Criminal Records Check, Child Abuse Clearance, FBI Fingerprinting and National Sex Offender Registry. The Child Protection Policy also states, among other things, that two adults should be present and that staff is required to report suspected abuse. If you have any questions about the policy or would like to see a copy of the entire policy, please contact the director.

Daily Schedule

The schedule is flexible, but our day is generally structured as follows:

AM Program			PM Program	
7:30	Breakfast from Home*	4:00 – 4:30	Welcome	
6:30 – 7:30	Reading / Quiet Activity Time		Bathroom / Wash hands	
7:30 – 8:10	Story and Activity Time		Snack (provided by C.L.A.S.P.)	
8:10 - 8:30	Bible Time		Sharing about our day	
8:30	Bathroom / Wash hands	4:30 – 5:10	Group game and/or activity	
	Ready for bus pick up	5:10 – 6:00	Study time	
			Homework / Reading for at least 15 minutes (May play quiet game / puzzle after 15 minute study time) Free supervised play	

* Students arriving after 7:30 should have had breakfast at home.

Breakfast/Snack

- Students who arrive prior to 7:30am have the option of bringing their breakfast (appropriate foods only) to eat at C.L.A.S.P. All students must have breakfast.
- C.L.A.S.P. provides a small snack for PM students.
- Milk and water are provided for AM and PM C.L.A.S.P. students.

Discipline

- Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his / her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his / her unpleasant behavior enables that child to work at self-control.
- For a child not cooperating in a group listening situation, the child is removed from the group for a period of "time-out". This "time-out" is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him- or herself when he / she is ready to rejoin the group with acceptable behavior.
- If behavior problems persist, the parent is asked to a conference with the director to discuss what may be helpful in motivating the child to behave in an acceptable way.
- If inappropriate behavior continues, the child may be suspended from the program until behavior is improved.

School Calendar & School Delay / Early Dismissal Information

C.L.A.S.P. follows the same calendar as the Solanco School District. C.L.A.S.P. is closed when Solanco schools are closed. Parents are responsible to find alternate care for their children when C.L.A.S.P. is closed. If Solanco has a one or two-hour delay, AM C.L.A.S.P. is also delayed one and a half hours and will open at 8:00 am. If there is an early dismissal, PM C.L.A.S.P. is closed. If schools do not dismiss early but all evening activities are cancelled for Solanco, C.L.A.S.P. will be open only until parents can come pick-up their children. We request that you pick-up your children promptly, so our staff is able to get home safely, as well.

Communication with Parents

- Parents are kept informed through monthly newsletters from the director.
- Please call to schedule a time when children are not present to speak with the director, if you have any questions or concerns.

Paperwork

The following is required by the State Department of Human Welfare:

- Signed Agreement (Must be reviewed and re-signed in January.)
- Signed Emergency Contact Form
- Completed Child Health Assessment at required ages
- Signed Nondiscrimination Form
- Authorization for Student Pickup

➤ Emergency File Information

If there are any changes to your information, please notify us immediately so we can make the changes to your paperwork.

Health Information

- Because we are licensed by the State Department of Human Welfare, we require physicals for all students. In addition, all immunizations must be up-to-date.
- Our teaching staff practices the Universal Procedures for handling illness and injuries in the classroom. Should a child become ill during the day, the parent is notified immediately.
- We do not dispense medicine at C.L.A.S.P.
- If a child needs an inhaler on site, an Asthma Care Plan must be filled out and signed by a parent and physician.
- Notify C.L.A.S.P. (806-2159) if your child is ill or will not be attending C.L.A.S.P. for any reason, on a day they are scheduled to attend. If we have not received a message, and your child does not arrive on the bus, we will call you!
- If a child has an accident at C.L.A.S.P., specifically involving bleeding, swelling, or unusual discomfort, an incident report will be filled out by the staff. A parent must sign the incident report and will receive a copy of the report.
- In the event a child contracts a communicable disease and exposes other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The child will not be allowed to return until the period of contagion is passed.
- In case of a medical emergency during C.L.A.S.P., the staff will administer first aid. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, the staff will call the local ambulance service, which will transport the child to the local hospital. Every effort will be made to contact the child's own physician.
- Our paid staff is CPR and First Aid certified for infants, children, and adults (with the exception of recently hired staff who will be certified this school year.) Additionally, criminal checks and child abuse state clearances are required for all staff.
- Please note: C.L.A.S.P. does **not** have accidental medical coverage for students. Please check with your personal health insurance policy for coverage.

Immunization Exemption Policy

We believe parents who do not immunize their children are risking not only their child's health but the health of other children in our care. The Center for Disease Control (CDC) has released recommended guidelines for vaccinating children. The American Academy of Pediatrics strongly supports that, and again, we urge you to follow the recommended guidelines. Since the law requires us, against our better judgement, to allow for exemption on the grounds of "religious objection," we must comply. As a faith-based childcare center, we cannot imagine a religion that does not allow its children to be protected by every means available including those measures that have come through God's guidance to the scientific community, but as compliance is mandatory, comply we must. WE REQUIRE A DETAILED LETTER DESCRIBING THE REASONS FOR EXEMPTION FROM VACCINATION ON RELIGIOUS GROUNDS SIGNED BY BOTH PARENTS AND ANOTHER LETTER SIGNED BY A RELIGIOUS PROFESSIONAL (which includes his/her credentials) in order to comply with this legal mandate. With acceptable letters in hand and our satisfied review of them (and all other necessary forms and deposits including but not limited to a completed Child Health Assessment), we may make an exception to the above policy even though we would find such an exception to be objectionable at best.

While determining whether you want to bring your child to us knowing where we stand on your belief about vaccinations, you may also want to note that we teach and care for children based on Church of the Brethren principles and practices. Since you may find these beliefs as contrary to yours as you do to our vaccination policy, please note that we will not make changes to our care and teaching practices and are not required by law to do so.

Arrival and Dismissal of Students

- Solanco School District transports students from C.L.A.S.P. to school and from school to C.L.A.S.P. However, it is the responsibility of the parent to arrange transportation through Solanco's transportation office (786-9743).
- Please call the C.L.A.S.P. classroom in advance (806-2159) if your child is going to be late or not at C.L.A.S.P. on a day they are contracted for. Please leave a message if no one is there to take your call.
- When dropping off and/or picking up your child, park in the back of the church building and go in at the door next to the ramp. A code must be entered to access the building. Immediately inside the door, turn left and go downstairs to the C.L.A.S.P. area where you will sign your children out.
- Please sign your child in/out in a prompt manner. If there are concerns you want to discuss with the staff, please contact the director to schedule a time to meet when children are not present.
- It is important you pick up your child on time. For the first 15 minutes you are late, there will be a \$20.00 charge. For each additional 15 minutes (or part thereof), an additional \$10.00 will be charged. The C.L.A.S.P. director will bill you for these charges.

Leave of Absence and Withdrawal

- A leave of absence from C.L.A.S.P. (more than 2 weeks) will require a non-refundable per week holding fee of 20% of the contracted weekly tuition. If the child's LOA time extends beyond the original date given by the parent, C.L.A.S.P. reserves the right to give that slot to another child
- If the child returns to C.L.A.S.P. following the LOA, the 20% holding fee will be applied to the child's tuition, beginning the week they return to the program.
- If a child needs to be withdrawn from C.L.A.S.P., two weeks notice is required so that another child can fill the vacancy. Should more notice be possible, it would be appreciated. Tuition paid will **NOT** be refunded.

Tuition – Schedule of Payment

- Tuition is due on Friday for the upcoming week, or the first day of the week your child attends.
- All checks are to be made payable to Children's Outreach Ministries.
- For the school year, tuition is as follows:

Registration: \$50.00 enrolls your child in before-school, after-school, or both programs

Tuition:

Before OR After: \$12.00/day if your child is registered for Before OR After School (\$60.00/week)

Attends Before AND After: \$22.00/day if your child is registered for 5 days/week (\$110.00/week)

\$23.00/day if your child is registered for 1-4 days/week

- If your payment is not received by the end of the week, a \$25.00 late fee will be added to your payment on the following Monday. The tuition and late fee must be paid, or a payment plan worked out with the director, **within 7 days** in order for your child to continue to attend. Services can be terminated if tuition is not paid. A child may be reinstated, if the space has not been filled, by paying another registration fee and any outstanding charges.
- Parents will be charged tuition for all days contracted for, whether or not the child is in attendance.
- When a check is returned for non-sufficient funds, we will require a new check with an additional \$15.00 to cover our fee from the bank. The second time this occurs within a calendar year, checks will no longer be accepted. Cash payments will be required.
- Your prompt payment enables us to continue to provide an excellent staff, adequate materials and enjoyable educational opportunities for your child. If you have any questions about tuition, please contact the director.

Phone Numbers

C.L.A.S.P. Office – Tracy Frey

717-806-2159

Administrator's Office – Aliza Kraynak

717-806-2161