

New Life After School Program Parent Handbook



New Life Lutheran Church
4380 Wakonda Drive
Norwalk, IA 50211
Phone: 515-285-5965
www.newlifenorwalk.org



GENERAL INFORMATION

Purpose Statement:

New Life After School Program is a program offered at New Life Lutheran Church. Our purpose is to provide a safe and supportive, adult-supervised place for 3rd-5th grade children after school, while offering opportunities to participate in a variety of activities.

This program will be hosted by members and friends of New Life Lutheran Church and is intended to solely provide a welcoming place for students. It is open to all and will not teach religious education. If you have questions regarding this matter, you may contact Pastor Nate Liedtke at 515-480-1733.

Hours of Operation: Tuesdays and Thursdays, 3:15-5 pm.

Dates of Operation:

October 9, 2018 – March 14, 2019. New Life After School Program is closed on days that Norwalk Community Schools are closed. This includes weather related closings, holidays, conferences, etc.

Cost: Free

Transportation:

The Norwalk Community Schools will provide busing from Lakewood Elementary to New Life Lutheran Church based on the “Free versus Paid Busing Guidelines” and bus availability. Students living more than 2 miles from Lakewood Elementary are entitled to free transportation and will need to complete the “Free Bus Transportation Form” available through Norwalk Community Schools. Students living less than 2 miles from Lakewood Elementary will need to pay for bus services and complete the “Pay for Ride Form” available through Norwalk Community Schools. Families will be responsible for pick-up by 5:00 pm.

Enrollment Capacity:

Enrollment is limited to 12 and will be filled on a first-come first-serve basis.

Age Range: Grades 3-5

School Served: Lakewood Elementary

Facilities:

We have full use of the facilities at New Life Lutheran Church, including an outdoor playfield, classrooms, kitchen, and social area set up for snack, board games, etc.

The Daily Routine:

Upon arrival, kids will have a free time/snack time where they can chat with friends or make new friends. Homework will follow with assistance by volunteers. If your child has no homework, he/she will be able to do a quiet activity such as reading, drawing, etc. while others finish their homework. Following homework, large or small group games/crafts/activities will be offered.

Program Benefits:

In addition to providing a safe supervised place for your child to be after school, we also offer opportunities in the following areas:

- Academic skill-building & homework help
- Recreation & leisure
- Unstructured play with same-age peers (games, crafts, etc.)
- Community service
- Opportunity for ongoing relationships with caring adults and older youth
- A place that strengthens social skills and character

How to Enroll:

1.Go to newlifenorwalk.org to download an enrollment form and handbook or pick up at the church.

1.Complete and return all forms (including health form).

a.Enrollment Form

i.Pick-up Authorization Form

ii.Activity/Transportation Release

iii.Parent Handbook Acknowledgment

iv.Health Form/Emergency Medical Information

i.Mail or hand-deliver your registration forms to:

New Life Lutheran Church

4380 Wakonda Drive

Norwalk, IA 50211

Note: We must have these forms completed and on file by the first day your child attends the program.

Policies and Procedures

Supervision Plan and Ratios:

At least two adults will be present. In addition there will be older youth to provide homework help, mentor and play games with the kids.

Check-in/Check-out Times and Procedures:

If your child will not be attending on any given day on which he or she is expected, we would appreciate you calling to inform us at 515-285- 5965. This information may be left on voice mail.

Check out time is no later than 5pm. Only people listed on the child's pick-up authorization form will be allowed to pick up. All persons besides the child's parent(s)/guardian picking students up should be prepared to show ID upon request, and will only be allowed to do so if pre-arranged by the parent or guardian of record.

Late Pick-Up:

Pick up is considered late after 5 pm. If a parent is ***consistently late***, your child may be dropped from the program. We greatly appreciate punctuality on your part in the respect of our volunteers' time.

Snack:

New Life After School Program provides an afternoon snack. Members of New Life Lutheran Church donate the snacks. If you would like to provide a special treat (birthday, etc.) please let the coordinator know.

Outdoor Activities:

Weather permitting; we will spend some time each day outside. If your child needs to be excused from these activities, whether permanently or temporarily, please let us know.

Cell Phones/Electronics:

Students will not be allowed to have cell phones and electronics out of their backpacks during the program. We want to encourage the kids to do activities with their peers instead of texting/playing with electronics.

Community Service:

Community service opportunities (stocking the food pantry shelves, putting together care packages, etc.) will occasionally be part of our program.

Proper Channels for Communication:

Parents are encouraged to get to know the adult volunteers who are caring for their child. If the need should arise for you to address a concern that involves one of our volunteers (high school student or adult), please contact Lisa Smith or Pastor Nate Liedtke. Do not directly confront a volunteer in the unlikely event that a grievance arises.

Volunteer Minimum Qualifications:

All adults and high school students in our program are volunteers. The adults have all completed a written application, which is kept on file in the church office.

Child Welfare:

We define child abuse as any word or action that is deemed detrimental to a child. This includes, but is not limited to, physical blows, excessively rough handling, physical restraint that is not used to avert emergencies or accidents, berating or demeaning language, and exposure to undue risk.

We take these policies very seriously, because we believe in the right of children to have learning and play as their primary life concerns. To ensure this environment, we create accountability among our volunteers by taking reasonable measures to avoid one-on-one child/volunteer scenarios. Further, all adult volunteers are carefully screened via the calling of references.

Conduct/Discipline:

Our approach to child conduct and discipline is the same as the school. According to the student handbook at Lakewood Elementary “We expect students to show responsibility, respect for others, and common sense in their behavior at school. We further expect our students to faithfully follow the rules and guidelines of the school and the teachers”. We have the same expectations at our New Life After School Program. Parents will be kept informed if there are conduct concerns.

Explanation of Unacceptable Behavior:

All children, parents, and volunteers at New Life After School Program are expected to refrain from foul language, physical violence, or force or any threat thereof, smoking, consumption of alcohol, use of illegal drugs, inappropriate displays of affection, or carrying firearms or other weapons.

Administration of Medication:

During after school hours, if there are medications that need to be administered, we must have written consent from the parent to do so. All medications must be turned in to an adult volunteer when arriving at the program. Children are not allowed to carry medications - any exceptions must be cleared, in advance, with the adult coordinator of the program.

Exclusion of Sick Children:

Please follow school policy and do not send your child to the program when/if sick.

Accidents/Incidents Involving Children:

Our first priority is to avoid incidents and accidents through vigilant supervision and organized activity. In the event that a child is involved in a serious incident or accident outside the realm of what could happen in normal activity, the incident will be documented. Parents will be notified immediately if this is warranted by the seriousness of the situation, otherwise a copy of the report will be given to you when you arrive to pick up your child.

If a child is injured or becomes ill, we will treat him/her with appropriate first aid and notify the parent. If necessary, 911 will be called. We will notify parents immediately if this occurs.

Keeping Records Current:

We ask for your assistance in keeping your child’s records up to date by informing us of any major changes such as: address, phone numbers, people authorized for pick-up, or medical records.

Important Dates for 2018-2019

10/9/2018	1st Day of After School Program
11/1/2018	After School Program closed for Conference Break
11/22/2018	After School Program closed for Thanksgiving
12/20/2018	Last Day of After School Program before winter break
1/8/2019	After School Program reopens for 2nd semester
2/21/2019	After School Program closed for Conference Break
3/14/2019	Last Day of After School Program

***New Life After School Program is closed on days that Norwalk Community Schools are closed. For weather-relating closings (such as snow days or early dismissals), we will follow the closing of the Norwalk Schools.**