



# **Trinity After School for Kids (TASK)**

## **WELCOME**

*Trinity Lutheran Church welcomes you and your child/children to Trinity After School for Kids. This Parent Handbook has been prepared to explain the policies and procedures of TASK.*

*TASK is designed to provide a secure and stimulating environment for your child to come to after his/her school day. Each child receives a variety of learning experiences to foster intellectual, social, emotional, and spiritual growth. They are given opportunities to socialize with others while engaging in various activities such as homework help, guided play, quiet time, and an occasional Bible story.*

## **MISSION STATEMENT**

**Trinity After School for Kids is a Gospel-motivated after school ministry of Trinity Lutheran Church. The Mission of Trinity Lutheran Church is Connecting our Community with Christ. TASK serves the mission of our congregation by:**

*“Connecting families of our community with a place that supports our kids and gives them a brighter future by sharing God’s love through word and deed.”*

## **PHILOSOPHY**

*Psalm 127 teaches us that children are a gift from the LORD. We recognize that parents are the most influential people in a child’s life. But in today’s busy world parents need all the help and support they can get. With the help of God, the TASK staff will strive to assist parents in their God given responsibility of caring for their children. As partners in their child’s development, we will provide a safe, stimulating and stable environment where the whole child will be nurtured spiritually, physically, emotionally, socially, intellectually, and creatively.*

## PROGRAMS OFFERED

**Childcare** for children in Kindergarten - 6<sup>th</sup> grade. The hours of TASK are Monday-Friday from 3:30 pm - 5:30 pm. TASK follows the Algona community school calendar. TASK will be open extended hours on early out Wednesdays from 1:30 pm – 5:30 pm. Children DO NOT have to stay until 5:30 pm. Parents are welcomed to pick up their child, any time between 3:30pm and 5:30pm, whenever it is convenient for the parent's schedule.

## ENROLLMENT

TASK is required to have the following forms on file before your child's first day of attendance.

- Registration Form
- Medical Consent Form

TASK is open from 3:30 pm to 5:30 pm. Children may utilize the program during open hours. We are open during the school year, Monday through Friday. We will follow the Algona school community calendar. TASK will be open extended hours on early out Wednesdays from 1:30 pm – 5:30 pm. If school is releasing early due to weather, TASK will not be available. If school is canceled, TASK will not be open that day.

## LATE POLICY

You will be considered late if your child is not picked up by 5:30 pm. If three late pickups occur, your child/children will be suspended from TASK for ONE week. If late pickups continue to occur you will be asked to find alternative care for your child/children.

## PARENT RESPONSIBILITY

For your child's safety, parents **MUST** come into TASK and sign their child out of childcare.

**WE CAN ONLY ASSUME RESPONSIBILITY FOR YOUR CHILD DURING THE TIME THAT THEY ARE SIGNED IN TO TASK.**

No child is allowed to leave TASK with any unauthorized person. The parent or authorized person **MUST** be listed on the registration form, or we must be notified in writing prior to pick-up time if there is a change in routine. For your child's protection, we may ask for identification from the person who is picking up your child. Children may be allowed to walk home from TASK. However, a signed form must be on file for TASK staff to allow a child to walk home. Please mark anything your child brings to childcare with his/her first name and last initial. Each child will have a designated area he/she may keep personal belongings. Please do not allow your child to bring toys, movies, gum etc. from home.

## FEES AND RATE SCHEDULE

TASK is a FREE program that is offered by the members of Trinity Lutheran Church in Algona. We kindly ask that parents provide TASK with juice, milk, snacks and materials whenever possible.

## MEALS AND SNACKS

One snack will be served after school. A variety of foods will be served, including fresh fruits and vegetables. The children are encouraged to taste all foods, but are not forced to eat them.

**All food must be made on site with the exception of commercially prepared food.**

**\*Please be sure to indicate if your child has any FOOD ALLERGIES on the medical form!**

## DISCIPLINE AND DISCHARGE POLICY

The goal of discipline is to help children develop socially. Discipline practices should be consistent, a logical consequence to the action of the child, and appropriate to the age and circumstances of the child. We use a variety of techniques in helping the children develop self-discipline. Those techniques include positive guidance, redirection, and the setting of limits that assist the child in developing socially acceptable, behavior and emotional control. This might include a brief age appropriate “time out” if needed. All children enrolled must be able to function in the group ratio. If a child has routine difficulties that staff cannot address without creating a hardship on the operation of the program, we will make you aware of the problems and work cooperatively to solve them. We reserve the right to dismiss a child whose needs may be better met in a different setting.

## HEALTH GUIDELINES

At TASK we strive to prevent the spread of illness, and your cooperation with our policies will be of great benefit to the children and staff. If your child has one of the following conditions, you will be notified to pick up your child as soon as possible:

- Contagious Disease
- Fever over 100 degrees
- Active Diarrhea or Vomiting within the past 24 hours

In case of accident or illness, parents/guardians of the child will be called immediately.

In serious cases, the child will be taken to the local hospital for treatment with parents/guardians being notified as quickly as possible.

Your child must be **symptom free, the fever gone for at least 24 hours (without the use of fever-reducing medicine)** to return to TASK. Please inform a care provider if your child has been exposed to any contagious disease, since this may affect other children in the center.

## MEDICATION INFORMATION

In order to give medication in the classroom, teachers need written parental permission in the child’s file. Medication must be in the original container, labeled with the child’s name, doctor’s name, medication, time to be given, date, dosage, and directions.

Long term medication must have updated signatures throughout duration of the prescription.

There must be a separate bottle of medication that will stay with the child at school and one that is kept at home. Both bottles must have the original label. A written medication administration record is kept for each child receiving medication. Sunscreen will be provided by the parents and applied with your permission.

## UNLIMITED ACCESS POLICY

Parents are welcome to visit TASK at anytime during the day. Quality is important to the staff of TASK . If you have concerns or suggestions, please share them with the volunteers and coordinator. We will try to accommodate your needs, if within our financial and space restraints.

**For your child’s safety, please fill out a form or call if someone other than mom, dad or the regular designated person is going to pick up your child.** The childcare provider will ask for identification if needed.

## TOYS

Please do not send toys from home, as they may be lost or broken and can many times be difficult for the child to share. Our classrooms will be supplied with age appropriate toys and interactive equipment and supplies. We understand that students may have electronics with them from home. However, during their time at TASK we ask that these things stay in their backpack. TASK is not responsible for items that go lost, missing, damaged or broken.

## OUTDOOR PLAY

Fresh air and outdoor activity are highly recommended to keep children healthy. The children will go out as often as weather permits all year round. It's important that they wear shoes designed for active play. Proper winter dress includes; coat, snow pants, boots, hats and mittens. Please have your child dressed for play all days as the temperatures can change during the day.

## SAFETY

Trinity Lutheran Church will make all reasonable efforts to assure the safety of your child in maintaining a safe facility and age-appropriate activities. Enrollment in the free program assumes that the parent will not hold the congregation liable in case of accidents or injury.

## SCHEDULE

Children will be bussed from their school and dropped off at the Trinity parking lot near the TASK door. **It is the responsibility of the parent to make arrangements with school for each child to be dropped off at Trinity.** Snacks will be provided at the beginning of TASK time. Following snack will be outdoor/activity time. After outdoor/activity time the volunteers will assist children in completing their homework. Once homework is completed the children will engage in age appropriate activities guided by the volunteers. As part of our program there will be a devotion/Bible story, lead by the pastor(s) or leaders of Trinity, at least once a week.

## VOLUNTEERS

TASK is run by volunteers and a paid director, who oversees the program and is at the church each day. The volunteers are members of Trinity Lutheran Church and friends of our congregation who support the values of this congregation. It is the goal of TASK to provide a safe, active and educational driven program. Volunteers are here to provide the families of our community support. Volunteers of TASK have a passion for working with children.

## CONFIDENTIALITY

Information about your child and family is confidential and will not be released unless required by law.

## Thank You!

Thank you for choosing TASK for your child/children. We hope you find this parent handbook informative. If you have any questions, please contact the TASK Director, Shannon Struecker (515-341-3117) or the church office (515-295-3518).