

BEFORE & AFTER SCHOOL PROGRAM

2009 - 2010



LOCATED AT

***BOWMANVILLE MENNONITE CHURCH
129 PLEASANT VALLEY ROAD
EAST EARL, PA 17519***

(just South of Bowmansville off Rt. 625)

(717) 445-7760

MISSION STATEMENT

We are a fellowship of Mennonite believers who are called to share the gospel, make disciples, and meet the needs of people as Jesus taught us to do until his return.

We believe in one eternal God, the Creator, shown as Father, Son, and Holy Spirit, in his Word, the Bible, which is our true standard for faith and conduct.

We desire to share each other's burdens in practical ways and will cheerfully share of our spiritual gifts and abilities to benefit others.

We recognize that all people are our neighbors and each human life from conception onward is precious in both peace and conflict; therefore, we will use the spirit and teachings of Christ as our guide in life.

We support parents in training their children to follow Jesus.

This mission statement was adopted by the Before and After School Program committee in July of 2004.

MEDICATION

If any medication needs to be taken while your child is at the Before & After School Program, a medical log needs to be filled out and signed. All medication needs to be in their original containers, with the original prescription labels, and with current written doctor instructions.

EMERGENCIES

In the event of an emergency, the parent/guardian will be contacted immediately. Please be sure to let one of the staff know if any work, home or emergency contact phone numbers change. If an emergency is such that we need to relocate, the place is the basement of Hometowne Collectibles (1167 Reading Road, Bowmansville).

INSURANCE

The Bowmansville Mennonite Church carries an accident policy which will cover a child attending the Before & After School Program.

We are required to report any suspected child abuse to Childline as mandated by the CPSL.



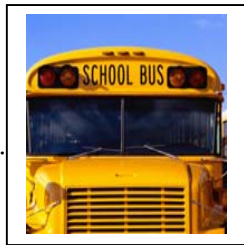
HOURS

Before School - Our program will open at 6:15 on school days and stay open until the school bus picks up the children at 8:30 – 8:45. We follow the Eastern Lancaster County School calendar and are not open on days school is closed.

After School – Our program will open at 3:30 for school bus drop off and stay open until 5:30. Our program ends promptly at 5:30 and children not picked up by then will be charged a late fee.

FACILITY CLOSING

The program will only be open on school days. If the school has a scheduled or unscheduled closing the program will be closed.



If there is a school delay in the morning, the program will remain open until the bus picks up the children. If there is a delay and later announced that school is closing for the day, staff will notify parents to arrange for their child to be picked up. If a parent cannot be reached, the staff will proceed to the child's emergency contact list to make arrangements for the child to be picked up.

If there is an early school closing the program will be closed. Contact your child's school to find out how you will be notified of delays or early closings.

During conference week in the fall and spring, the program will be open early to accommodate the early dismissal.

ABSENCES / ILLNESS

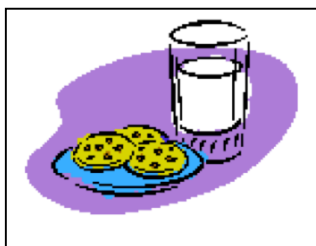
Since the children are taken directly to school from our program, children too sick for school are asked to stay home. If your child is sick in the morning, please call the church as soon after 6:00 as possible. If your child becomes sick at school and will not be coming on the bus, please call and let us know. If a parent has off work due to vacation days, sick days or layoff and chooses not to bring the child those days, please let us know the week ahead if possible. Credits will be given for scheduled time off only. If your child is on the schedule and does not show and no one calls the office to explain, you will be charged the hourly rate for that time.

FEES & PAYMENTS

A fee of \$3 per hour will be charged. Sibling discounts will be as follows: \$2.50 per hour for second child and \$2 per hour for a third child. Breakfast, afternoon snack, crafts and activities are included in this fee. Services will be billed every other week with payment due by Friday of the following week. Children arriving prior to 7:30 am, will be billed \$6, and those arriving after 7:30, will be billed \$3. Children picked up by 4:45 pm will be billed \$3 and those picked up after 4:45 will be charged \$6. There will be no half hour fees. **LATE PICK-UP FEES:** *We close promptly at 5:30.* Any child that is picked up after this time will be charged a late fee of \$10 for every 15 min. EXAMPLE: 5:31-5:45 is \$10, 5:46-6:00 is \$20 and 6:01-6:15 is \$30. Late charges must be paid with next payment. If a check is returned for insufficient funds, cash to cover the bad check must be made within one week. There will also be a service charge for each bad check. If a second bad check is received, all fees must be paid in cash or money order from that point forward.

BREAKFAST & SNACK

Breakfast will be served to children who arrive before 7:15 and will be served between 7:00-7:20. Children who arrive after 7:30 are expected to have already eaten breakfast. Afternoon snack will be served between 4:00-4:15.



NONDISCRIMINATION

We do not discriminate on the basis of race, color, religion, handicap, ancestry, nationality, or sex. This facility shall make reasonable efforts to accommodate applicants with physical or mental limitations. Any complaints should be directed to:

**U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111**

RULES / DISCIPLINE

There are a few simple rules, modeled by the staff, to prevent problems from arising.

1. Keep hands and feet to oneself.
2. Listen when someone else is talking.
3. Put away supplies and games when finished with them.
4. Respect the property of others.
5. Obey instructions of staff.
6. Keep your speech clean.

When rules are broken, the child will be given a chance to reconsider their behavior and correct it. If disruptive behavior continues, time-outs may be used. No discipline will be demeaning, frightening, or involve physical punishment.

ABOUT US

The Before & After School Program of the Bowmansville Mennonite Church is a service offered to the community as a help to working parents of elementary age school children. It is licensed by the Dept. of Public Welfare as a day care facility. It is staffed by a group of church members who meet the guidelines for our license.

ENROLLMENT / WITHDRAWAL

The Before & After School Program accepts children from kindergarten thru grade six attending Brecknock Elementary School. Private school students will be accepted only if a bus from their school will pick up students at Bowmansville Mennonite Church. Our staff will not transport any students at any time. When enrolled, we must have in our files for each child, an agreement stating the hours your child is scheduled to be in our program, a health assessment form, and an emergency procedure form. Enrollment shall be for the school year – from the end of August until the beginning of June. A child may be withdrawn from the program at any time with TWO WEEKS NOTICE.

SIGN IN / OUT

All children must be signed in by a parent/guardian in the morning. A staff person will sign out children as they board the bus & sign them in as they get off the bus. All children must be signed out by a parent/guardian before leaving.