



**Saint John United Methodist Church**  
**12700 West Highway 42, Prospect, KY 40059**  
**(502)753-1767 Fax: (502)228-0514**

**SAINT JOHN**  
**AFTER SCHOOL**  
**ADVENTURES / Summer Camp**  
*The fun-filled place for after school care*

**2024 -2025**



Dear Families,

Welcome to Saint John After School Adventures childcare program. Saint John After School Adventures is an outreach ministry of Saint John United Methodist Church. The philosophy of Saint John After School Adventures is to promote a program which meets the fundamental needs for growth and development common to all children within a Christian faith environment. The program will offer children many fun and exciting opportunities to learn, play, and develop friendships.

Our goals are as follows:

- \* To provide a family setting where children will experience a safe, secure, and enjoyable environment.
- \* To provide activities that will allow the children to experience success and build self-esteem.

**STARTING DATE:**

The first day of the school calendar year, August 14, 2024.

**Hours:**

- Monday through Friday, on regular school days from 2:15 p.m. to 6:00 p.m.
- Monday through Friday on in-service days, non-national holidays, and summer camp days from 7:30 a.m. to 6:00 p.m. On all full days, apart from snow days, there will be a sign up for that day two weeks prior to the date. *If you sign your child up for that day and cancel after the deadline, you are responsible for payment of that full day.*
- On days that Oldham County schools are closed due to snow or inclement weather we will be open 9:00 a.m. to 6:00 p.m., unless notified otherwise via the ProCare app.
- Should we have a delay or close due to excessive snowfall or ice, you will receive a message via your ProCare app, so that you may plan accordingly.
- We will provide you with a schedule of the dates we will not be open or have planned full days as soon as the Oldham County Board of Education determines the 2024-2025 calendar.

**STAFF:**

The staff consists of adults who are interested in children and their well-being. Each staff member participates in yearly ongoing education in School Age Childcare.

All Directors and lead teachers are certified in child/adult CPR and Red Cross First Aid.

Staff ratio will be 1 adult per 10 to 15 students.

Program directors are always available for your questions and concerns.

Cheryl McClain, Director  
Tina Gray, Assistant Director

**\*\*Due to insurance liabilities, the staff of St. John After School Adventures, are unable to transport any children from the premises. NO EXCEPTIONS**

## **PROGRAM COSTS:**

### **AFTER SCHOOL (2:30 p.m. - 6:00 p.m.)**

Full-time

5 days per week

Tuition: \$83.00 week/1 child (\$16.60/day)

\$153.55 week/2 children (-15% = \$70.55/week ~ \$14.11/day)

\$219.95 week/3 children (-20% = \$66.40/week ~ \$13.28/day))

\* 2 weeks' vacation (must use 5 days/1 week consecutively) – ***must give one week's written notice of plan to use vacation credit***

**You are responsible for paying for the days we are in session, regardless of whether your child attends (unless you use vacation days).**

### **FULL DAY (7:30 a.m. - 6:00 p.m. - snow days, in-service days, and non-national holidays)**

\$42.00/daily total for 1 child (\$25.40/day invoice will be billed separately)

\$77.70/daily total for 2 children (-15% = \$21.59/day for 2<sup>nd</sup> child, invoice will be billed separately)

\$111.30/daily total for 3 children (-20% = \$20.32/day for 3<sup>rd</sup> child, invoice will be billed separately)

\$52.00/ daily /per child (LATE NOTICE/DROP IN)

- This will include two snacks.
- Your child will need to bring their lunch and a drink. There is no refrigeration.
- Two weeks prior to any full-day (except snow-days) a google survey/reservation will be sent via ProCare for the date(s). Due to staff scheduling, if you sign your child(ren) up for a full day, **you are responsible for paying for the day(s), regardless of whether your child attends. If you need to sign up your child(ren) for a full day after the cut-off day (usually a week prior to the date), you will be assessed the drop-in fee.**
- You must indicate what days your child will attend. **You are responsible for paying for the days we are in session, regardless of whether your child attends (unless you use vacation days).**
- On Full Days we may offer lunch. We will let you know in advance what the cost will be. These lunches are optional, and your child(ren) can bring their lunch. The cost of the lunch will be billed separately via ProCare.
- On Field Trip days there will be a charge, amount to be determined, per field trip per child.
- If your child is signed up for a Field Trip, you will be responsible for payment for the Field Trip whether your child(ren) attends or not.

## **TUITION GUIDELINES:**

- \* As stated in the signed Tuition Agreement, you will receive an invoice via your ProCare app every Tuesday. Payment is due Friday, every week.
- \* A late fee will be automatically assessed via the ProCare app if tuition has not been received by 12 p.m. the following Monday. The late charge is \$5.00.
- \* Receipts and statements can be printed directly from the ProCare website, [procare.com](http://procare.com).
- \* If using a week of your vacation credit, we must have it in writing 1 (one) week prior to the week intended to be used. There are forms available at the parents' pickup station.
- If you need to withdraw your child(ren) from the AfterSchool Adventures Program, you will need to give **2 WEEKS WRITTEN NOTICE.**

### **SIGN IN AND SIGN OUT PROCEDURES:**

- \* Parents must sign your child in upon arrival (for full days) and at pick up (daily). This is done by scanning a provided QR code and signing your child out via the ProCare app.
- \* *Please send a message via email or ProCare PRIOR to inform us when a person, other than parents/guardians listed above, will be picking up your child. If we do not have a message via email or ProCare, your child(ren) will not be released until received. **PLEASE DO NOT GIVE YOUR DOOR CODE TO ANYONE (ie. Babysitters, grandparents, neighbors, etc.). The authorized pick-up person(s)** must sign their name, date, and time next to your child's name on a pickup log.*
- \* If a situation occurs where a person does not have proper identification or we have not received notification of that person picking up, the child is kept on the church grounds until the legal parents or guardians are notified.
- \* **The program closes at 6:00 p.m. If you are late, the charge will be \$5.00 for the first five minutes. Beginning at 6:06 p.m., the charge is \$2.00 per minute. After 6:30 p.m. the charge is \$5.00 per minute. Payment for the late amount is due by Friday at 6:00 p.m.**
- \*\*\* In case of emergency call After School Adventures at 502-753-1767. If we do not answer, please call the church office at 502-228-2897 ext. 0 and someone will attend.
- \*\* **If your child is unable to attend, please notify AfterSchool Adventures at 753-1767 as soon as possible.**
- \* Your child(ren) must be present at school to attend the program.

### **TRANSPORTATION**

- \* Parents, it is your responsibility to notify your school/bus transportation in writing which days your child will attend St. John After School Adventures.
- \* FULL-TIME children will need only one notification at the beginning of the school year.

### **AGES**

- \* The program is open to children entering kindergarten through 5th grade.

### **REGISTRATION**

- \* Registration forms must be filled out before the child attends.
- \* \$60.00/child or \$110.00/family **non-refundable** registration fee must be paid before your child attends or a spot is held for them.
- \* Emergency forms and current Kentucky Immunization Certificates are due on the first day of the program, unless we have a current up to date form in our files.
- \* You will be responsible for payment for the contracted days.
- \* During the school year if your child attends the AfterSchool Adventures program, you will receive 10 vacation days/2 weeks. Five days/each week must be consecutive. One week's advance notification in writing must be given to the Directors to receive your vacation days. Forms are available in front of the AfterSchool Adventures office.
- \* Please inform us 2 weeks in advance of any changes to your contract. We will budget accordingly, so except for emergencies, you will be responsible for payment.
- \* Registration is handled on a first come, first served basis. All applications received after the program is full will be placed on a first come, first served waiting list.
- \* Returned check policy is as follows: 1<sup>st</sup> return fee will be \$25.00, and the 2<sup>nd</sup> returned fee will be \$35.00. After a 2<sup>nd</sup> returned check, we will be asking for payment as an automatic payment. This will be for the remainder of your child's stay at St. John.

## DAILY ACTIVITIES

The daily activities will include, but not be limited to the following daily plan of activities:

\*Free Time: Children will have plenty of opportunities to engage in free play and socialization. A variety of games, toys, puzzles, and craft supplies are available. The staff will encourage all children to participate in group activities on a regular basis.

\*Homework Time: All children will have 30 minutes of supervised quiet time to complete their homework. Anyone needing additional time to finish homework will have an opportunity to do so.

\*Snack Time: At least 20 minutes will be allocated to snack time. Milk or juice, and a nutritious snack will be available through the School Age Child Care Program and will be included in the fee.

\*Outdoor Activities: As the weather permits, outdoor activities will be scheduled. They will be supervised, organized and sequential in nature. They will include team games, locomotion skills, exercises, or playground time. Please have your child(ren) dress accordingly or bring appropriate clothing.

Incorporated on a weekly basis into the four general categories above, there will be a plan of activities that may contain the following:

- \* Arts and crafts instruction or timely individual or group projects.
- \* Music appreciation or sing-along sessions or music activities using movement or action songs.
- \* Exploring drama and creative movement activities.
- \* Science experiments and projects

### \*Extra Activities

- \* Chapel (every Friday)
- \* Newsletters will be available to families on a periodic basis on the ProCare app
- \* Monthly Birthday Recognition
- \* Special events and holiday celebrations
- \* Movement with Ms. Sanders: Ms. Sanders is A licensed physical trainer and pre-k teacher at St. John Preschool. She teaches the children correct body placement for exercises while making it fun and playing games. (There is a \$4 fee with this that will be billed separately.)

## DRESS

Children should be allowed to experience all types of activities, therefore,

- \* Children should wear play clothes and tennis shoes.
- \* Appropriate outdoor clothing should be worn.

And...

- \* Children should not bring sharp objects, candy, toys, or money.
- \* The daily schedule will adequately occupy your child's time. Personal items are not necessary and can be lost or damaged.
- \* Children should have a backpack or school bag to carry items. Please label.
- \* A lost and found will be maintained for misplaced items.

Parents...

Please check the bulletin board/dry erase board in front of the AfterSchool Adventures office for any updates and daily changes.

## MEDICATIONS

Only doctor-prescribed medication will be administered by the staff under the following conditions:

1. Medicine must be brought in the original container to the program by a parent/guardian.
2. A parent must sign an Authorization for Medication Form (with directors).
3. The child's name must be on the container.
4. No other medication will be administered unless written instructions are provided by the doctor.

## HEALTH RULES

- \* If your child has been exposed to ANY CONTAGIOUS DISEASE or has contracted more serious childhood illnesses such as Covid, measles, mumps, rubella, scarlet fever, strep infections, hepatitis, chicken pox, head lice, scabies, impetigo, flu, etc. PLEASE contact us **immediately**. We reserve the right to restrict attendance. We will notify parents if their child has been exposed to any serious childhood disease/illness.
- \* Make sure that when your child is in attendance, he/she is well enough to participate in all indoor and outdoor activities. Tennis shoes are preferred so children can participate in the activities.
- \* Should a child become sick or injured while in attendance, parents will be notified immediately. If a child becomes ill during the day, the parent or a designated person shall be contacted immediately, and arrangements shall be made for the child to be picked up from the program within an hour of receiving the call. **A child should be fever free for at least 24 hours before returning to the program.** You will receive a copy of any accident/illness form via the ProCare app.
- \* **Please note that we are required by law to report any physical or sexual abuse that we become aware of.**

## DISCIPLINE POLICY

We approach discipline in a positive and consistent way. We will exercise understanding of individual needs and child developmental levels when using discipline. Rules, expectations, and limitations are simple and understandable and will be communicated to all children.

Disciplinary action will be taken if a child is disruptive to the activities of the center or is a threat to the safety of another child or himself.

The following behaviors are unacceptable: spitting, biting, stealing, foul language, and threatening intimidation.

Discipline will be constructive in nature, employing such methods as redirection, separation, positive reinforcement.

We will **NEVER** use spanking or corporal punishment of any kind. If daily rules are broken, disciplinary action will be as follows:

1<sup>st</sup> offense - Redirect action to a positive form and discuss inappropriate behavior with the child.

2<sup>nd</sup> offense - Remove child from the activity.

3<sup>rd</sup> offense - Conference with parents.

4<sup>th</sup> offense – Child will be asked to be picked up and remain home the following day. You will still be responsible for payment for missed days.

If a child's conduct continues to be unacceptable his/her participation in the program MAY BE TERMINATED.

If a student hits, kicks, or bites a teacher this could lead to possible termination from the program.

### Golden Rules Laws

*(to be obeyed by all at St. John AfterSchool Adventures)*

Respect Each Other

Respect Teachers

Respect Equipment

**SAINT JOHN CHILD CARE EMERGENCY/DISASTER PREPAREDNESS  
PARENT INFORMATION FORM FOR REUNIFICATION**

<b>Name of Provider/Program</b>	<b>Saint John Afterschool/ Kids Club Camp</b>
<b>Program address</b>	<b>12700 West U.S. Highway 42 Prospect, KY 40059</b>
<b>Emergency/ Disaster contact at the childcare program</b>	Cheryl McClain
<b>Phone number of emergency/disaster contact</b>	<b>502-753-1767</b>
<b>Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)</b>	<b>502-381-1134</b>
<b>In the event the facility\home must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at</b>	<b>Across the front parking lot at the tree line. In the case of inclement weather, we will walk across the parking lot and be in the multi-purpose room of;</b>
<b>In the event the facility\home must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by foot to:</b>	<b>Southeast River Valley Campus</b>
<b>The address, phone number, and contact person at the relocation site is</b>	<b>12650 West US Hwy. 42; Prospect, KY 40026 502-753-1767 Contact Person: Cheryl McClain 502-381-1134</b>
<b>If the first relocation is not accessible, the children and staff will be transported by church vans and staff vehicles to:</b>	<b>Christ Church United Methodist 4614 Brownsboro Road Louisville, KY 40207 502-897-6421 Contact: Colleen Pittman, Preschool Director</b>
<b>If necessary, children will be transported to this health care facility</b>	<b>Norton Children's Hospital</b>
<b>Address, phone number, and position title of contact at health care facility</b>	<b>4910 Chamberlain Lane Louisville, Ky. 40241 (502) 446-5000</b>

\* Please see your childcare provider if you would like to review the complete emergency/disaster preparedness plan.



ATTENDANCE

**If your child is not going to be in attendance, please notify the program as soon as possible on that day. There is an answering machine to take your message anytime day or night at (502) 753-1767.**

MAILING ADDRESS AND PHONE NUMBERS

All correspondence and payments can be mailed to:

After School Adventures  
Saint John United Methodist Church  
12700 W. U.S. Highway 42  
Prospect, KY 40059

Phone: (502) 753-1767  
FAX: (502) 228-0514

**Saint John AfterSchool Adventures is a state licensed childcare facility and regulated by The Kentucky Cabinet for Health and Family Services. After School Adventures is operated by and affiliated with Saint John United Methodist Church.**