



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

SAINT JOHN
OUT OF SCHOOL PROGRAMS
AfterSchool Adventures / Summer Kids Club
The fun-filled place for after school and summer care



Dear Families,

Welcome to Saint John Kids Club Summer Camp and AfterSchool Adventures childcare program. The Saint John childcare programs are an outreach ministry of Saint John Community Church. The philosophy of Saint John childcare is to promote a program which meets the fundamental needs for growth and development common to all children, kindergarten-5th grade, 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:

- *Kids Club Summer Camp:* Monday, June 2, 2025
- *AfterSchool Adventures:* TBD

Hours:

- *Kids Club Summer Camp:* Monday through Friday 7:30am-6pm
- *AfterSchool Adventures:* Monday through Friday, on regular school days from 2:15pm to 6:00pm
- Monday through Friday on in-service days, non-national holidays, and summer camp days from 7:30am to 6:00pm. 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 9:00am to 6:00pm., 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 the well-being of children. Each staff member participates in 15hrs of ongoing education in School Age Childcare, yearly.

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.

****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:

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

Kids Club Summer Camp

Full-Time FIVE DAYS PER WEEK *5 days' vacation per child – must be used **consecutively**.

Tuition: \$142.00 week/1 child (\$28.40/day)
\$269.80 week/2 children (-10% = +\$127.80/week~\$25.56/day)
\$390.50 week/3 children (-15% = + \$120.70/week ~ \$24.14/day)

Part-Time THREE DAYS PER WEEK *3 days' vacation per child - must be used **consecutively**.

Tuition: \$114.00 week/1 child (\$38.00/day)
\$216.60 week/2 children (-10% = +\$102.60/week ~ \$34.20/day)
\$313.50 week/3 children (-15% = +96.90/week ~ \$32.30/day)

TWO DAYS PER WEEK *2 days' vacation per child – must be used **consecutively**.

Tuition: \$87.00 week/1 child (\$43.50/day)
\$165.30 week/2 children (-10% = +\$78.30/week ~ \$39.15/day)
\$239.25/3 children (-15% = +\$73.95/week ~ \$36.97/day)

\$56.00/day/per child LATE NOTICE/DROP IN (if space is available)

Registration Fees: \$60.00 First child
\$110.00 Family

AfterSchool Adventures 2025/2026: Reservation Contract

Please let us know if your child will be absent the days circled via a message on ProCare.

Full-Time FIVE DAYS PER WEEK * 2 weeks' (14 days) vacation/per family

Tuition: \$87.00 week/1 child (\$17.40/day)
\$165.30 week/2 children (-10% = \$78.30/week ~ \$15.66/day)
\$239.25 week/3 children (-15% = \$73.95/week ~ \$14.79/day)

You are responsible for paying for the days we are in session, regardless of whether your child attends (unless you use vacation days). Must give one week's written notice of plan to use vacation credit.

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

\$46.00/daily total for 1 child (\$28.60/day - billed separately)
\$87.40/daily total for 2 children (-10% = \$25.74/day for 2nd child – billed separately)
\$126.50/daily total for 3 children (-15% = \$24.31/day for 3rd child – billed separately)

Program Costs Continued:

\$56.00/day/per child LATE NOTICE/DROP IN (*if space is available*)

Registration Fees: \$60.00 First child

\$110.00 Family

- 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 Field Trip days there will be a charge, amount to be determined, per field trip per child.

TUITION GUIDELINES:

- Auto-pay drafts will post on the due date (Fridays), not on the invoice date (Tuesday). ***Setting up Autopay through Procure is strongly encouraged.***
- Families can access payment statements and receipts from the Procure website, procure.com

You can also choose to pay manually through the Procure app, but the fees will apply.

- If choosing to pay manually and not with autopay, you will be assessed a \$7.50 fee per transaction, to cover the transaction fees from ProCare.
- If using your vacation credit, we must have it in writing ***1 week prior to the week.*** Forms are in the staircase across from the AfterSchool Adventures office.
- 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, unless using a vacation credit with one week's prior notice.***
- If you need to withdraw your child(ren) from the Saint John Kids Club Sumer Camp and/or AfterSchool Adventures, you will need to give ***2 WEEKS WRITTEN NOTICE.*** Due to budgeting, you will still assess tuition fees for the 2 weeks.

****** We do offer scholarships for our families in need. Please contact Cheryl or Tina for applications.***

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.* The authorized pick-up person(s) must sign their name, date, and time next to your child's name on a pickup log.
- ***PLEASE DO NOT GIVE YOUR DOOR CODE TO ANYONE (i.e., Babysitters, grandparents, neighbors, etc.).***
- 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.
- Parents listed on the registration forms have authorization to pick up their child(ren) from care. Unless there is a specific Custody Order from a Kentucky Court on file with Saint John Kids Club Summer Camp/AfterSchool Adventures, a child may be released to the non-custodial parent. It is our policy to remain neutral in all custody matters.
- **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 6:00pm via cash or check.**
- In case of emergency call AfterSchool 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 Saint John Kids Club Summer Camp/AfterSchool Adventures at 753-1767 or on the ProCare app as soon as possible.**
- Your child(ren) must be present at school to attend the after-school program.

TRANSPORTATION TO SAINT JOHN COMMUNITY CHURCH FROM YOUR CHILD(REN)'S SCHOOL

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

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.

DRESS

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

- * Children should wear play clothes and tennis shoes, due to multiple injuries in past summers from Crocs falling off feet, we have decided to not allow them when the child(ren) are running.
- * 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.

REGISTRATION

- Registration forms must be filled out before the child attends either program. One registration form is required for each child. The registration form is good for one year, June - May.
- \$60.00/child or \$110.00/family **non-refundable** registration fee must be paid for each program 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, unless using vacation days.
- During the school year if your child attends the AfterSchool Adventures program, you will receive 10 vacation days/2 weeks per family. 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.
- Kids Club Summer Camp families receive 1 week/5 days of vacation credit per child for full time. Part time children receive the number of days they are contracted for a week (3 days or 2 days). 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 for the 2 weeks.
- 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.

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.

ALLERGIES

All allergies must be documented on the medical release form. If there are any changes in allergy status, Saint John Out of School programs must have written documentation of the change. Saint John Out of School programs **must be notified** if your child has been prescribed an Epi-pen, Auvi-Q, or an inhaler. These will be kept in a locked box in the Saint John Out of School programs office.

MEDICAL EMERGENCIES

In case of a medical emergency a parent will be called **immediately**. If necessary, EMS will be called, and the child will be taken to the hospital listed on the medical release form. A staff member will always stay with the child until a parent arrives.

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 (during AfterSchool Adventures): 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 Childcare Program and is included in the fee.

*Lunch (Kids Club Summer Camp and Full Days for AfterSchool Adventures): Your child will need to bring their lunch and a drink during Kids Club Summer Camp and Full Days. **There is not enough refrigeration space, please include a cold pack in lunches if needed.** On Fridays, during Kids Club Summer Camp, we will be offering 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.

*Outdoor Activities: As the weather permits, outdoor activities will be scheduled. They will be supervised and organized in nature. They will include team games, locomotion skills, exercises, or playground time. Please have your child(ren) dress accordingly or bring appropriate clothing. For the safety of the children, we ask that they wear closed toe shoes. We do not allow Crocs or sandals, except during our pool field trip, when running as it has caused numerous accidents and injuries.

Incorporated on a weekly basis into the five 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 with Ms. Sarah (every Friday)
 - Library with Ms. Carol (every other Tuesday)
 - Child Mindset Development Class with Ms. Brittany (every other Thursday)
 - Healthy Kids with Ms. Kristine (every other Thursday)
 - Movement (DRAMA during the Summer) with Ms. Sanders: Ms. Sanders is a licensed physical trainer and pre-k/k teacher at St. John Preschool. She teaches the children correct body placement for exercises while making it fun and playing games. During the Kids Club Summer Camp, she will be working with the children doing drama skits.
 - Special events and holiday celebrations

SNACKS

- * We are a nut-free environment.
- * During a full day, we provide a morning and afternoon snack.
- * Your child will need to bring their lunch and a drink. State regulations require that each lunch has protein, whole grain, and either 2 vegetables or 1 fruit/1 vegetable. Peanut butter, nut products of any kind (Nutella), and foods processed in a facility that also processes nuts are not allowed.
- * Occasionally 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.

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. Due to multiple injuries this summer from Crocs falling off the child(ren)'s feet, we have decided to not allow them when the child(ren) are at Saint John Out of School programs.
- * 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 (WITHOUT USE OF FEVER REDUCING MEDICATION) 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.**

Golden Rules

(To be obeyed by **all** at St. John AfterSchool Adventures and Kids Club Summer Camp)

Love God and Others

Be Kind

Be Respectful

Be a First Time Listener

Keep feet and hands to yourself.

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. Our goal is to foster independence, self-regulation, and to help the children see choices and natural consequences.

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.

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

We will not use spanking or corporal punishment of any kind. If daily rules are broken, disciplinary action will be as follows:

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

2nd offense - Remove child from the activity.

3rd offense - Conference with parents.

4th 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 continually exhibits disruptive or inappropriate behavior (i.e.: exposing bodily parts, foul language or is a threat to the safety of themselves or another child), the parents will be called to pick up the child and the child will be not allowed to attend the program the next day.

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

If a child's conduct continues to be unacceptable his/her participation in the program ***may be terminated.***

****It is an honor and privilege to serve families by providing care for children. To uphold the health and safety regulations of Kentucky's Division of Regulated Childcare, language and/or behavior that is threatening or abusive will not be tolerated from parents or children. Similarly, the posting of disparaging content directed at the center or staff on social media will not be tolerated. Issues will be addressed and if the behavior continues, the center has the right to terminate care.***

FIRE AND EMERGENCY DRILLS

Fire drills are conducted monthly. To familiarize all students, we rotate the days of the drills. Anytime the fire alarm is activated, the building will be evacuated. Under no circumstances will we ignore an alarm.

Tornado/storm drills will be conducted quarterly. The children will go to the lower level under the sanctuary, our “designated area to shelter in place”. When in our “designated area to shelter in place”, we will have an emergency battery-operated radio with us and will remain there until “all clear” is given by the emergency weather service.

Earthquake and lockdown drills will also be conducted quarterly.

EMERGENCY/DISASTER EVACUATION PLAN

Saint John Out of School programs are required by state licensing to create and submit an emergency/disaster preparedness and evacuation plan yearly. In the event the facility must be evacuated because of an emergency/disaster in the immediate area, parents will be notified via the ProCare message. If the emergency/disaster is contained within St. John UMC, children and staff will walk to Prospect Southeast Christian Church.

If the first location site is also unsafe, children and staff will be transported by personal vehicle and church van to either Shiloh United Methodist Church or Christ Church United Methodist Church. Parents will be notified via ProCare message.

Each child in the program must have a signed medical release form on file giving the staff permission to remove the child from the premises and transport by personal vehicle or church van. Your child cannot attend AfterSchool Adventures without this signed form.

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

Name of Provider/Program	Saint John Afterschool Adventures/ Kids Club Summer Camp
Program address	12700 West U.S. Highway 42 Prospect, KY 40059
Emergency/ Disaster contact at the childcare program	Cheryl McClain
Phone number of emergency/disaster contact	502-753-1767
Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)	502-381-1134
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	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;
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:	Southeast River Valley Campus
The address, phone number, and contact person at the relocation site is.	12650 West US Hwy. 42; Prospect, KY 40026 502-753-1767 Contact Person: Cheryl McClain 502-381-1134
If the first relocation is not accessible, the children and staff will be transported by church vans and staff vehicles to:	Christ Church United Methodist 4614 Brownsboro Road Louisville, KY 40207 502-897-6421 Contact: Colleen Pittman, Preschool Director
If necessary, children will be transported to this health care facility.	Norton Children's Hospital
Address, phone number, and position title of contact at health care facility.	4910 Chamberlain Lane Louisville, Ky. 40241 (502) 446-5000

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

MAILING ADDRESS AND PHONE NUMBERS

All correspondence and payments can be mailed to:

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

Phone: (502) 753-1767

FAX: (502) 228-0514

Saint John Out of School programs is a state licensed childcare facility and regulated by The Kentucky Cabinet for Health and Family Services. AfterSchool Adventures/Kids Club Summer Camp is operated by and affiliated with Saint John Community Church.

Parents...

Please check the calendar in front of the AfterSchool Adventures office for any updates and daily changes.