

Bloomington Living Hope Lutheran School

School Age Child Care Handbook for Parents and Employees



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Bloomington Lutheran School / Living Hope Lutheran School

<http://www.blhschool.org/>

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1. Mission and purpose: The Bloomington Living Hope Lutheran (BLH) school age child care (SACC) program exists to offer families safe, convenient, and affordable child care both before and after school to enhance access to Christian education in BLH's K-8 programs. **BLH SACC is not able to provide care to students preK age or younger.**
2. Enrollment
 - a. Students enrolled in BLH's K-8 program are eligible for before and/or after school child care. By MN regulation, SACC eligibility begins with kindergarten.
 - b. All parents who intend to use SACC will complete and submit the Enrollment Agreement and Contact Information forms included with this handbook.
 - c. Families may begin or cease using SACC at any point during the school year, though BLH requests advance notice of such change for planning purposes.
 - d. Children of employees are not required to report to SACC supervision if they are on campus with their employee parents. ***However, employees are not to supervise the children of other families while SACC is in operation.***
3. Hours of operation
 - a. Morning care is provided no earlier than 7:15 AM and ending at 8:45 AM
 - b. Afternoon care is provided beginning at 4:00 PM and ending NO LATER THAN 5:45 PM
 - c. With the approval of the principal, hours of operation may vary depending on the needs of families in SACC for either or both campuses.
 - d. Emergency closing is announced via the same media as regular school days. *SACC is not offered when school is cancelled. Parents are notified via email of unique arrangements when a delayed start is announced. For example, regular fee-based before school hours may be provided, but students then move to the care of their teachers after 8:45 without fees until the late-start day begins.*
4. Absences
 - a. Parents who regularly use SACC are encouraged to inform the director via email or telephone of absences, as well as daily or weekly schedule changes.
 - b. Directors (or assistants) who need to be absent must inform and gain approval of the principal and find qualified replacements prior to their absence. There are no paid personal or sick days included in compensation for SACC personnel.
5. Fees
 - a. SACC fees are calculated as follows:
 - i. \$6.00 per hour per each child. Hours are rounded up to the next highest 15 minute increment (\$1.50 per 15 minutes).
 - ii. Families with three or more children who attend SACC daily should consult the principal to discuss a fair and reasonable fee schedule.
 - b. Families are billed upon the final school attendance day of each month for that month's SACC. Billing will occur via email or through an invoice that is sent home.
 - c. Payment for the month must occur prior to the 15th of the following month or services will be revoked (e.g. payment for the month of September must be remitted prior to October 15.)

- d. Parents who arrive later than 5:45 p.m. are charged an additional \$1 per minute per child until child(ren) are picked up. (e.g. 1 child for 15 minutes = \$15).
 - i. Parents must phone the director to inform her/him that the parents are running late. A short grace period may be granted on the first incidence.
 - ii. Continued late pick up may result in discontinuation of SACC service at the determination of the director and principal.
 - e. Financial aid is NOT available for SACC services.
 - f. Payment is made to the Bloomington Living Hope Lutheran School offices.
 - g. SACC personnel DO NOT pay for their own children while in SACC.
6. Location
- a. Living Hope: SACC is headquartered in the commons area. When the commons area is booked, SACC will move to the prekindergarten room.
 - b. Bloomington Lutheran: SACC is headquartered in a room determined by the principal and the director, preferably in a room with a view of the parking lot. The director may allow older students to do homework quietly at a table in the hallway directly outside but in direct view of the SACC room.
 - c. Students at both locations may use the playground equipment under the immediate supervision of the director.
 - d. Students at both locations may use the gym under the immediate supervision of the director
 - i. If the gym is not in use by BLH sports teams.
 - ii. If the students wear gym shoes pre-approved by the athletic director or take off their shoes. *Note: students may need to bring their approved shoes with them at the end of the school day.*
7. Staffing
- a. All SACC employees must clear a criminal history check.
 - b. It is preferred that SACC employees are certified in adult and pediatric CPR, AED, and first aid. This will be provided at the expense of BLH.
 - c. One director is hired to oversee before and after care at each campus. Although one employee may be designated as director, two different employees may supervise the SACC programs with approval of the principal.
 - d. Both campus directors are responsible to the BLH principal.
 - e. Hourly wages begin when the director arrives and begins preparation for the arrival of the first child (typically 5 minutes before SACC starts) and hourly wages end when the last child leaves for the day and all cleanup is complete.
 - f. BLH does not offer benefits to part time, non-called employees.
 - g. Should the student - director ratio exceed fifteen to one (15:1), AND be projected to remain at such a ratio (or higher), an assistant will be hired.
8. Position descriptions
- a. Director of each campus
 - i. Tracks hours for her/himself and other SACC employees at that location.
 - ii. Tracks billable hours for each family at that location.

- iii. Ensures that there are snacks available and replenishes snacks in advance by informing the principal.
 - iv. Communicates to parents and the principal if behavior management issues arise.
 - v. Seeks a substitute, who qualifies under the requirements outlined in Section 7, if she/he must be absent and informs the principal of any substitutions.
 - vi. Tracks student allergies and special needs and ensures that such needs are met.
- b. Assistant (if needed)
- i. Assists director in supervising students and keeping them safe.
 - ii. Informs director of injuries, behavior management, or other urgent situations.
 - iii. Assists with daily preparation and clean-up.
- c. Principal
- i. Prepares and revises SACC policy and procedure.
 - ii. Hires and dismisses (if necessary) SACC staff.
 - iii. With school office administrator keeps records of SACC employees, billing, participation, facility use, and supplies.
 - iv. Intervenes and communicates with parents when necessary.
 - v. Replenishes SACC supplies.
 - vi. Ensures that SACC employees receive wages in a timely manner.
9. Procedures for care
- a. Electronic devices
- i. Students may use personal electronic devices (phones, iPads) in a manner that is God-pleasing, with the volume muted, and if they are playing games or communicating **with parents**.
 - ii. Students are not to use their school-owned electronic devices unless it is for the purpose of their homework.
 - iii. *The student assumes ALL responsibility for security of these devices. BLH is NOT liable for replacing lost or stolen devices. If the parents are concerned about device security, they should choose to keep the devices at home.*
 - iv. Non-device video game systems are not allowed (e.g. X-box).
 - v. Students may use their own cell phones to contact **parents** via text or calls *after receiving permission from the director*. It is required that students not spend their time in SACC texting peers or on social media.
 - vi. With the principal's permission, SACC personnel may use classroom technology (e.g. SMART boards) for appropriate videos and music.
 - vii. Headphones / earbuds are NOT permitted since children can't hear staff.
 - viii. In short, the policies of the school day extend to SACC.

- b. Supervision
 - i. Students are NOT to leave campus unless / until they are picked up by parents or authorized caregivers. Note: caregiver pre-authorization forms are required to be completed by parents **in advance** per the Contact Information Form.
 - ii. Students must always be in the immediate supervision of the SACC director and/or assistant.
 - iii. Older students and office staff are not to be asked to supervise students in SACC.
 - iv. As a general rule, school doors are secured during school hours (9:20 a.m. to 3:50 p.m.). The school doors may be put on a different schedule at the principal's discretion.
 - v. SACC is NOT a tutoring service, neither are personnel expected to provide homework supervision. However, older students certainly *may* assist younger students if they choose.
 - vi. SACC assists parents who drop off and pick up so children can attend school. SACC is NOT intended as a convenient place for "play dates."
- c. Snacks
 - i. Though a light snack *may be* provided, parents are encouraged to send a snack for their own child(ren) if they prefer something individualized.
 - ii. Children are **not** to share snacks due to potential allergy concerns.
 - iii. BLH **can not** assure that snacks provided at SACC are allergy free.
- d. Athletics / band / choir / forensics / piano / drama, etc.
 - i. Students in **school-related** activities are excused from SACC and are not charged fees *while participating* in school-related activities. Siblings of those involved in activities **are** required to be in SACC if they are on campus. For example, siblings are not permitted to avoid SACC by sitting on the bleachers while their brothers or sisters participate in events.
 - ii. Students may move to SACC before or after sports, choir, band, piano, forensics, etc. *Parents will be charged only for direct supervision time.*
 - iii. Parents who have children in sports, choir, band, piano, etc. but who do not want to be in SACC must make other **off-campus** arrangements for the supervision of their children.
 - iv. In fairness to the SACC program, parents are not to tell their children to go unsupervised to home sporting events *in place of* attending after school care. *Children at home athletic events are expected to be in the care of their parents or another designated adult caregiver when attending. Children who are found to be in attendance without a designated caregiver will be sent to SACC and the parents will be billed. Athletes awaiting participation in events but not in SACC must be in the direct supervision of their coaches.*

- e. Parameters of the school day
 - i. Students who are on campus due to parents arriving before 8:45 or running late after 4:00 will be sent to SACC regardless of the reason for early or late arrival. In short, students who are on campus between 7:15 and 8:45 a.m. or between 4:00 and 5:45 p.m. must be in either a school sponsored activity in which they are participating or in SACC.
 - ii. A grace period of about five minutes will be granted without fee for those running late (after 4:00 p.m.) **IF the parents have called to inform the school that their child(ren)'s ride is running late.** However, if the ride does not arrive promptly, the child(ren) will be sent to SACC.
 - iii. Parents are not to inform students to “wait in the hallway or classroom until your ride comes . . . wait in front of the building until the school doors open . . . wait between the doors until your bus comes” in order to avoid SACC fees. In such situations children are sent to SACC and the corresponding fees will be charged.
 - iv. In fairness to those paying for SACC, parents are not to “watch” the children of other families while on campus to avoid SACC fees.
 - f. Shuttle bus
 - i. Students may ride the shuttle bus from one campus to the other in order to use the services of SACC at the other campus.
 - ii. Parents will not be charged for time students are on the shuttle bus.
 - iii. Students who ride the afternoon shuttle from BLS to LH will wait quietly in the commons area until SACC begins at 4:00.
10. Drop off / Pick up
- a. Dual campus supervision: Parents *can* choose to use before care at one location and after care at the other, but the directors of both must be informed through the completion of two Enrollment Agreement Forms, one for each facility. Each director will track SACC supervision hours at the facility that she/he oversees, but the family will receive one combined invoice.
 - b. Morning drop off
 - i. A parent / caregiver enters the school to bring her/his child(ren) to the SACC classroom / commons area.
 - ii. Parents / caregivers will sign in on the drop-off attendance sheet as verification of arrival time. Parents will briefly touch base with SACC personnel to acknowledge the drop off.
 - iii. The director will record the time students leave before school care by either recording movement to classrooms at 8:45 or the time at which students leave for sports, band, choir, piano, forensics, drama, etc.
 - c. Evening pick up
 - i. The director will record the time that students enter after school care by either recording after school arrival at 4:00 or the time at which students arrive after sports, band, choir, piano, forensics, drama, etc.

- ii. A parent / caregiver enters the school building to pick up her/his child(ren) at the SACC classroom or commons area.
- iii. Parents / caregivers will sign out on the pick-up attendance sheet as verification of departure time. Parents will briefly touch base with SACC personnel to acknowledge the pick up.
- d. Authorized for pick-up
 - i. Parents / primary caregivers are authorized to pick up children by completing the Enrollment Agreement and Contact Information forms attached to this handbook.
 - ii. SACC personnel are not authorized to release children to others unless they have been identified on the Contact Information form.
- e. Students are NOT to visit their classrooms before reporting to before school care but should proceed directly to SACC when arriving on campus. Employees are not to unlock BLH classrooms to accommodate requests to retrieve work or supplies during SACC. Such requests should be communicated to the director.

11. Schedule

- a. The director will determine the day's schedule, which may include the following, depending on how many students are involved in before / after care.
 - i. Light snack (e.g. granola bar, juice box)
 - ii. Gym time
 - iii. Playground time
 - iv. Study time
 - v. Watch appropriate movies / listen to music
 - vi. Free play time
 - vii. Independent reading time / reading to others
 - viii. Clean-up time
- b. The SACC program is not to use the libraries at either campus without expressed consent from the principal.
- c. The director will determine whether or not students can safely go outside due to weather conditions using the guidelines the K-8 school follows.
- d. For both before and after school care, the director will spend a few minutes each day returning all items to their storage locations and cleaning up before leaving.
- e. The principal and SACC director will collaborate with custodial staff to accommodate the cleaning schedule at both facilities.

12. Equipment

- a. SACC will use only the DVDs, CDs, toys, playground equipment, electronic devices, and books designated for the SACC program.
- b. SACC will be given a specific location for storing its equipment.
- c. The director will submit requests for equipment through the principal.
- d. The SACC program may submit requests for donations and wish lists with the approval of the principal.

**Bloomington Living Hope Lutheran - School Aged Child Care (SACC)
Enrollment Agreement**

School year: 20____ - 20____

- 1. Family who will participate in SACC: _____
- 2. Facility for before / after care: **Living Hope** **Bloomington Lutheran**
If you will be using a combination of campuses, please indicate in "Notes" below.
- 3. Will the BLH shuttle bus bring your child(ren) to after school care? **YES** **NO**
- 4. Describe your intended use of SACC in detail. (e.g. children, grades, days, times, before / after care, notes such as co-curricular participation)

a. Child _____ Grade _____ Allergies? _____

Days of care (circle): M T W R F

Drop off times: _____

Pick up times: _____

b. Child _____ Grade _____ Allergies? _____

Days of care (circle): M T W R F

Drop off times: _____

Pick up times: _____

c. Child _____ Grade _____ Allergies? _____

Days of care (circle): M T W R F

Drop off times: _____

Pick up times: _____

Notes: _____

I have read and agree to abide by the policies and procedures outlined in the SACC handbook. I have brought any questions or concerns to the SACC director or principal.

(signature)

(date)

**Bloomington Living Hope Lutheran - School Aged Child Care (SACC)
Contact Information**

School year: 20____ - 20____

Please list the names of parents / caregivers as well as those authorized to pick up children.

A. Name: _____ Relationship_____

Phone: _____
(cell) (home) (work & extension)

Address & Zip _____

Preferred email: _____

B. Name: _____ Relationship_____

Phone: _____
(cell) (home) (work & extension)

Address & Zip _____

Preferred email: _____

Below are others authorized to pick up children with consent of parents / caregivers.

C. Name: _____ Relationship_____

Phone: _____
(cell) (home) (work & extension)

Address & Zip _____

Preferred email: _____

Notes: _____

D. Name: _____ Relationship_____

Phone: _____
(cell) (home) (work & extension)

Address & Zip _____

Preferred email: _____

Notes: _____

**Bloomington Living Hope Lutheran - School Aged Child Care (SACC)
Sign-in / Sign-out Form**

Date: _____

Facility: Living Hope Bloomington Lutheran

	Child's Name	Time In (a.m.)	Time Out (p.m.)	Notes
0.	Example Smith	NA	5:45	<i>Piano from 4:00-4:30</i>
1.	_____	_____	_____	
2.	_____	_____	_____	
3.	_____	_____	_____	
4.	_____	_____	_____	
5.	_____	_____	_____	
6.	_____	_____	_____	
7.	_____	_____	_____	
8.	_____	_____	_____	
9.	_____	_____	_____	
10.	_____	_____	_____	
11.	_____	_____	_____	
12.	_____	_____	_____	
13.	_____	_____	_____	
14.	_____	_____	_____	
15.	_____	_____	_____	
16.	_____	_____	_____	
17.	_____	_____	_____	

**Bloomington Living Hope Lutheran - School Aged Child Care (SACC)
Employee Compensation Form**

Month / Year: _____

Facility: Living Hope Bloomington Lutheran

Employee: _____

Signature: _____

Sign and submit this form to the principal on the last day of the month. Place an X on weekends.

Dates	Hours	Notes
A. Thurs.	2.0	
B. Fri.	NA	No school - Spring break
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____
26.	_____	_____
27.	_____	_____
28.	_____	_____
29.	_____	_____
30.	_____	_____
31.	_____	_____