

TABLE OF CONTENTS

INTRODUCTION	2
GOALS	2
PROGRAM DESCRIPTIONS.....	3
STAFF/CHILD RATIO	4
ENROLLMENT PROCEDURES	4
MEDICAL EXAMINATION.....	4
POLICIES AND PROCEDURES.....	5
FEES AND PAYMENT POLICY	6
PAYMENT SCHEDULE.....	9
LATE PAYMENT FEES.....	9
CALENDAR.....	10
NUMBER OF DAYS ENROLLED	10
DROPPING OUT OF THE PROGRAM	10
WINTER AND SPRING BREAK.....	11
TRANSPORTATION TO RAP	11
GETTING TO RAP ON TIME.....	11
SIGN IN/SIGN OUT PROCEDURES	12
RELEASE OF CHILDREN	12
PARENT INVOLVEMENT.....	13
HOMEWORK.....	13
LATE PARENT POLICY.....	14
DISCIPLINE.....	15
INJURY.....	16
ILLNESS.....	16
DISTRIBUTION OF MEDICATION	17
SNACK	17
OTHER INFORMATION	17

INTRODUCTION

Welcome to the Resurrection After School Program, otherwise known as “RAP.” Resurrection Lutheran Church has been providing after-school care (RAP) since 1979. RAP originated as a mission of Resurrection Church which intended to provide a safe, playful, stimulating, homelike environment for children.

RAP is a non-profit organization which provides care and supervision for children ages five through twelve. The program is administered by the RAP Director and the Resurrection Church Council. The Parent Handbook is a valid part of the enrollment agreement between RAP and the parents or guardians of children who are enrolled in the program.

RAP is located on the second floor of the church and has access to the church kitchen and the playground in the adjacent church yard. RAP facilities are licensed by the State of Illinois. Admission requirements, staff requirements (i.e. staff certified in First Aid and CPR), safety protocol (i.e. regular fire drills), and attendance procedures are designed to ensure each child's safety.

GOALS

The purpose of RAP is to provide a consistent and quality child care alternative to parents who have the difficult job of managing family, work and/or school responsibilities.

Our goal is to create a respectful community where children can express themselves and play comfortably, while developing valuable social skills. We aim to provide children with experiences which promote the development of meaningful values and friendship in a safe environment.

CRAFTS: The art area is one of the important parts of our classroom. Many types of projects can be messy. Children are required to wear smocks for messy projects, but clothes do get dirty. Parent should pack an extra change of clothes in their child's bag for emergencies.

BIRTHDAYS: Parents are encouraged to send in a birthday snack for their child to share with RAP friends. Please note that all snacks or treats must be pre-packaged, store bought items, as state law prohibits us from serving snacks made at home.

BAD WEATHER CLOSINGS: With the safety of your child in mind, RAP will be **closed** when the Chicago Public Schools decide to close due to **unsafe** transportation situations for children. If you are unsure regarding whether or not the program will be closed, a recorded message will be on RAP's voice mail at (773-525-0605 x19). This includes days when school is dismissed early due to inclement weather.

LOST AND FOUND: Children are responsible for their belongings. If breakage or sharing presents a problem, please leave the item at home or in a safe location. We have a designated area for children to keep their belongings, and this area is cleaned and emptied before breaks. A lost and found area will be maintained, so please mark their belongings.

PERSONAL BELONGINGS: Each child will have a cubby for coats, books, and lunch boxes. Children should ask to put any valuables they may have in the teacher's cabinet. However, the RAP staff wishes to discourage children from bringing special or valuable toys or other belongings, as they may be lost or broken.

PROGRAM DESCRIPTION

BEFORE SCHOOL PROGRAM:

RAP meets Monday through Friday from 7:15 am until 8:45am on days that the Chicago Public Schools are in session. Staff will accompany children to Hawthorne Scholastic Academy at 8:40 am. RAP may remain open on non-holidays for full days, given sufficient enrollment for each day (see Calendar section).

AFTER SCHOOL PROGRAM:

RAP meets Monday through Friday immediately following dismissal from school until 6:00 pm on days that the Chicago Public Schools are in session. The program remains open on some holidays or when CPS is closed.

RAP is licensed for 30 children. We accept five-year-olds if they are enrolled in Kindergarten. Once children reach the age of 13, they may finish out the month they turn 13.

The programs offer a variety of activities, as well as free time, in order for children pursue their own interests in a safe, friendly, and respectful environment. Activities include indoor and outdoor games, arts and crafts, sports, creative writing activities, science activities, and drama.

The program encourages children of all backgrounds to attend. RAP does not discriminate on the basis of sex, race, color, creed, physical handicap, national origin, or ethnic background.

Parents of children with special needs, please talk to the Director so that we can create the best possible environment for your child(ren).

Daily Schedule:

2:30-2:25 Pick up RAP kids from Hawthorne
 3:00-3:15 Snack/bathroom
 3:15-4:00 Outside
 4:00-5:00 Quiet time (games, activities, projects, homework)
 5:00-6:00 Clean up/Snack from home/free play

STAFF/CHILD RATIO

The staff consists of the Director, Head Teacher, and Group Teachers. The staff members have been hired for their understanding of children and for their overall competence. Children will have adult supervision at all times, as there will be at least one adult to every ten enrolled children.

ENROLLMENT PROCEDURES

Priority is given to children registering for full-time care.

New parents wishing to enroll their child(ren) should contact the **RAP Director, Karen Fiore, at 773-525-0605 x17, or rapkids@gmail.com** as soon as possible to arrange a tour and meeting.

In order for an enrollment packet to be accepted, the following must be received:

- \$25.00 Non-refundable enrollment fee per family/per year
- \$50.00 Tuition deposit (which will be applied to your last month's tuition payment)
- \$50.00 Material's fee
- Current medical examination

MEDICAL EXAMINATION

A physical examination with up-to-date immunizations and a TB test with results must be completed no more than 6 months prior to your child's starting date at RAP. For returning children with a current medical on file, a physical is due every two (2) years and only one initial TB test is required. The Certificate of Health Examination form must be completed, signed, and dated by your doctor. Doctors may not stamp their signatures on the medical report. **If your child is six or under, law stipulates that they must be tested for LEAD before entering into a child care facility.**

DISTRIBUTION OF MEDICATION

Whenever a child is given prescription medicine, the parent must provide the RAP staff with a completed, signed medication authorization form. This form is available from RAP staff. Prescription medications shall be labeled with the child's name, directions for administering the medication: date, physician's name, prescription number, and drug store or pharmacy.

Over-the-counter medication will **only** be administered by RAP staff upon the approval of the child's physician. Following this approval, the parent must complete and sign the medication authorization form and give directions for administering the medication.

SNACK

An afternoon snack is provided every day. Every effort is made to serve healthy, vegetarian foods. A snack list is posted on the bulletin board in the classroom for each week. Parents are strongly encouraged to send occasional nutritious snacks, as after 5:00pm, children may eat a snack from home. On occasion, RAP gives out treats/prizes such as candy or chocolate to all the children. All attempts will be made to limit children's intake of such sugary snacks.

OTHER INFORMATION

CLOTHING: Children should come to RAP dressed appropriately for the weather. Because they have been in school all day, it is important that they have the opportunity to play outside. Tennis/gym shoes are requested. Parents should send an extra pair of socks and shoes during wet weather.

INJURY

If your child is injured, the staff will take whatever steps may be necessary to obtain emergency medical care.

These steps may include, but are not limited to, the following:

1. Attempt to contact a parent/guardian.
2. Attempt to contact the emergency contact person per application.
3. If the above cannot be reached, the following steps will be taken:
 - Administer emergency first aid
 - Call an ambulance
 - Have the child taken to an emergency hospital in the company of a staff member, if possible

ILLNESS

If a child appears to be ill, complains of illness or has an apparent fever, parents will be contacted by a staff person and will be requested to pick up the child. Any child with a fever or possible contagious condition will be isolated in a supervised area until a parent arrives. **Parents are expected to respond promptly or to work out an appropriate plan.**

POLICIES AND PROCEDURES

Enrollment in RAP constitutes and understanding that you will abide by the policies as follows:

PARENTS' EXPECTATIONS OF THE PROGRAM

Parents may expect that:

- ❶ Their children are cared for in a safe, supportive, healthy environment.
- ❷ They may speak with staff or visit with the Director about concerns related to their child(ren) or the program.
- ❸ Discipline will be equal, and we will respect all children.
- ❹ A variety of child-centered activities will be available.
- ❺ They will be informed promptly if their child does not arrive at RAP according to his/her enrollment information.

PROGRAM'S EXPECTATIONS OF THE PARENTS

The Program expects that parents will:

- ❶ Pay fees in a timely manner.
- ❷ Sign their child(ren) in and out daily
- ❸ Contact RAP before 2:00 pm (or before 12:00 on a half day) if their child(ren) will not be attending that day (773-525-0605 x19).
- ❹ Be open to communication from staff regarding their child's behavior and work with staff toward agreeable solutions.
- ❺ Keep all registration information up to date, especially home, work, and other emergency phone numbers, as well as any address changes.

CHILDREN'S EXPECTATIONS OF THE PROGRAM

Children may expect:

- ❶ To have a safe, supportive, and consistent environment.
- ❷ To use all the program equipment, materials, and facilities on an equal basis.
- ❸ To receive respectful treatment.
- ❹ To have discipline that is fair and non-punitive.
- ❺ To receive nurturing care from staff members who are actively involved with them.

PROGRAM'S EXPECTATIONS OF CHILDREN

The program expects that children will:

- ❶ Arrive at RAP promptly.
- ❷ Be responsible for their actions and belongings.
- ❸ Respect staff and other children (physically and emotionally).
- ❹ Respect RAP rules: Respect yourself, Respect each other, and Respect your environment.
- ❺ Remain with RAP staff at all times and notify staff if they need to go to another area.
- ❻ Take care of materials and equipment properly and return them to their place when finished.

FEES AND PAYMENT POLICY

RAP is a closely budgeted program. Costs are constant, and therefore **a child's tuition is not reduced by absences**. All supplies, snacks, and salaries are supported entirely by parent fees.

DISCIPLINE

Minor discipline problems are handled by the staff with kindness and understanding, but with firmness.

More serious problems will be discussed with the parent. A serious discipline problem is defined as one in which the child is hampering the flow of the program by requiring constant one-to-one attention, is inflicting physical or emotional harm on staff or other children, and/or is otherwise unable to follow rules and guidelines of the program. If behavior problems persist or are severe, a conference will be required including: parents, staff, Director, and the child. If the problem cannot be resolved, the child will be asked to withdraw from the program.

The following list of behaviors may constitute reason for suspension from the program:

- Physical assaults (hitting, kicking, biting, etc.) on staff members or other children
- Possession of weapons or other dangerous articles
- Leaving RAP grounds without permission from RAP staff
- Foul, disrespectful, or abusive language
- Theft
- Any behavior that is deemed physically or emotionally harmful to others

Conflicts that arise between more than one RAP student shall be handled fairly and respectfully by RAP staff members. Parents will be informed of serious incidents, and, if necessary, a conference may be scheduled consisting of the students involved, their parents, a RAP teacher, and the Director. Parents are asked to not discipline children other than their own.

LATE PARENT POLICY

CLOSING TIME AND LATE FEES: Children must be picked up no later than **6:00 pm**. However, after 6:01, the late parent policy detailed below goes into effect. Staff will fill out a "Late Fine Memo" and send it to the office where the fine will automatically be applied to your next month's fee. A "late fine" notice will be given or mailed to you.

Any time you are expected to be late you must call RAP (773/525-0605 x. 7) to inform the teachers of your estimated time of arrival.

First late pick up: Warning

Additional late pick up: When a parent is late to pick up their child for the second time, the parent is expected to call 773-525-0605 x19 to inform a RAP teacher of the estimated time of arrival. **Parents will be charged \$5 for each minute that they are late.**

PLEASE NOTE: When an emergency arises and the parent cannot pick up the child by 6:00 pm, the parents **must** notify the staff to make alternate arrangements. If a child is still present at 6:15 pm and the parents have not been in contact with the staff, the staff will try to contact the person designated as the emergency contact person. If the child is still present at 6:30 pm and a plan has not been made, the teacher will make alternate plans for the child and leave a note to notify the late parent.

Parents must make every effort to arrive on time.
The children and staff have had a long day and staff has other obligations.

SCHOOL YEAR TUITION RATES

Tuition is broken into ten equal monthly payments, due on the first day of each month from September through June.

BEFORE SCHOOL

	HOLIDAY PLAN	REGULAR PLAN
5 days per week	\$2500 (\$250 per month)	\$1900 (\$210 per month)
4 days per week	\$2350 (\$235 per month)	\$1950 (\$195 per month)
3 days per week	\$2200 (\$220 per month)	\$1800 (\$180 per month)
2 days per week	\$2000 (\$200 per month)	\$1600 (\$160 per month)
1 day per week	\$1800 (\$180 per month)	\$1400 (\$140 per month)

AFTER SCHOOL

	HOLIDAY PLAN	REGULAR PLAN
5 days per week	\$3750 (\$375 per month)	\$3350 (\$335 per month)
4 days per week	\$3500 (\$350 per month)	\$3100 (\$310 per month)
3 days per week	\$3150 (\$315 per month)	\$2750 (\$275 per month)
2 days per week	\$2750 (\$275 per month)	\$2350 (\$235 per month)
1 day per week	\$2400 (\$240 per month)	\$2000 (\$200 per month)

SPECIAL FULL TIME BEFORE SCHOOL AND AFTER SCHOOL DISCOUNT:

The discounted tuition rate for full time enrollment in both Before and After School Holiday Plan is \$500/month.

HOLIDAY PLAN

Enrollment in the Holiday Plan insures that your child will have full day care during the regularly scheduled holidays from Chicago Public Schools. RAP will open on the following days for a full-day program (7:30 am - 6:00 pm):

Columbus Day
 Veteran's Day
 Lincoln's Birthday and/or President's Day
 Casimir Pulaski Day
 Teacher In-Service Days (check public school calendar)
 Parent-Teacher Conference Days (check calendar)
 Professional Development (check calendar)

A.M. and P.M. snacks, will be served on full days. **Please send a lunch.** Sign-up sheets will be posted about a week prior to full days. It is important to sign up so we have an idea of attendance numbers for field trips.

REGULAR PLAN

In addition to **regular** monthly tuition (which does not include full-day charges), the fee for a full-day at RAP is **\$50.00**. Parents must assume the responsibility of notifying the RAP Director at least a week in advance of each day that they will require child care. Parents must pay the fee in order to register their child.

BEFORE SCHOOL USE FOR RAP KIDS

Children who attend the After School Program may elect to use the Before School Program on an as needed basis. Parents need to notify teachers that their child will be attending the Before School Program 24 hours in advance. The charge for one day of before school care is \$25 per day. This service is only available to children enrolled in the After School Program.

PARENT INVOLVEMENT

Resurrection After-School Program thrives on contact with parents in an effort to provide the best care possible for all the children. Parents are encouraged to talk with the staff while visiting the program, through written notes, or by telephone. Parents are welcomed as volunteers and are encouraged to serve as special teachers for enrichment activities such as music, reading, sewing, etc. If you are interested in volunteering or becoming part of the RAP Parent Committee, please contact the Director.

HOMEWORK

RAP is not designed to be an extension of the school day; therefore, we do not impose a strict educational curriculum. However, we have incorporated a 60 minute "quiet time" segment into the program. All children are expected to participate in a quiet activity, which may or may not include homework. No balls or loud games are allowed during this time. RAP teachers will give homework assistance to the children who need it. However, it is the parent's responsibility to check their child's homework.

SIGN-IN/SIGN-OUT PROCEDURES

BEFORE SCHOOL: Parents/guardians are encouraged to come upstairs to sign-in their children daily. The sign-in board will be on the teacher's desk.

AFTER SCHOOL: All children **must** be signed-out daily by parent or guardian. Sign-out board will be located at the desk. Parents must come upstairs to pick up their children.

RELEASE OF CHILDREN

RAP will not release a child to anyone other than the designated adults listed on the enrollment form.

Please note:

Change of designated adults must be done in writing.

For a one-time emergency, a call can be made to the RAP staff or the Resurrection Lutheran office steward.

RAP staff will request proof of identification from anyone new who is picking up your child.

PAYMENT SCHEDULE

Tuition payments are due during the first week of each month and are paid to reserve an entire month of child care regardless of the actual days the child attends. Late fees are assessed if tuition is later than the first week of the month. Any exceptions must be arranged with the Director. Tuition is paid in ten equal monthly payments. Checks should be made out to **RESURRECTION AFTER SCHOOL** or **RAP**. Checks should be brought to the classroom or mailed to:

RAP
3309 NORTH SEMINARY
CHICAGO, IL 60657

Please note:

Families who have more than one child enrolled in RAP will automatically receive a 20% reduction in tuition for the second child. This does not apply if the family is already receiving a scholarship.

Monthly fees remain constant throughout the school year, regardless of the number of holidays during the month.

Families may elect to have their monthly tuition automatically deducted from their checking account. Please contact the director for an application form.

Tuition is not reduced by absences.

LATE PAYMENT FEES

Parents are required to make prompt payment to RAP. Monthly tuition payments are due during the first week of the month. **A late fee of \$20.00 per month will be assessed if payment is not received on time.** Tardiness in payment for more than two months may result in the family being dropped from the program. Exceptions to this policy must be arranged with the Director.

CALENDAR

The first day of RAP will be Tuesday, September 8, 2009. (This date is subject to change according to the start date of the Chicago Public School System.) The **BEFORE SCHOOL PROGRAM** begins at 7:15 am. The **AFTER SCHOOL PROGRAM** begins immediately following release from school that day and will run until 6:00 pm.

HOLIDAY CLOSINGS

RAP will be **closed** on the following holidays:

Labor Day
 Thanksgiving Day
 Thanksgiving Friday
 Christmas Day
 New Years Day
 Martin Luther King Day
 Memorial Day

NUMBER OF DAYS ENROLLED

Parents may request to add or decrease their child's number of days enrolled at RAP. Approval will be made by the Director.

DROPPING OUT OF THE PROGRAM

Enrollment cancellation prior to the end of the school year will result in forfeiture of the \$50 tuition deposit. Exceptions to this policy include withdrawal prior to the first day of school and family relocation.

WINTER AND SPRING BREAK

When the Chicago Public Schools are closed for December Holidays and Spring Break, RAP will be closed. We take advantage of this time to work on the RAP room and take a break!

TRANSPORTATION TO RAP

Most public schools will drop children off at RAP. Parents must arrange this through their school's office. If transportation is impossible through your child's school, parents must work out a safe plan for the child to get from the school bus drop-off point to RAP. Staff will wait for the children at their expected arrival time.

RAP provides escort service to students who attend Hawthorne Scholastic Academy. RAP teachers will meet children at the designated area upon dismissal from school. They will walk the children from school to RAP.

GETTING TO RAP ON TIME

BEFORE SCHOOL (Hawthorne Students Only): It is imperative that your child(ren) be at RAP by 8:40 am since staff begins to walk the children over to Hawthorne at this time. If your child is not at the program by this time, he/she will be considered absent and staff will not wait.

AFTER SCHOOL: Children walk with RAP teachers to RAP directly following dismissal. **If your child(ren) will not be attending RAP please notify RAP in advance.** Without prior notification, absentees may be mistaken for missing children and unnecessary concern and time may be spent searching for the child. **Parents must telephone RAP at 773-525-0605 x19 before 2:00 pm** to leave a message for RAP regarding your child's absence.