

LION'S DEN & GUIDED STUDY PROGRAM

PHILOSOPHY

Emmanuel Christian Academy offers a Lion's Den and Guided Study program designed to provide quality after school care for working parents and staff children who prefer to have their children participate in a Christ-centered, school-sponsored program. Only current ECA students are permitted to attend.

The program will provide a safe setting for students and focus on providing a structured and supervised environment conducive to positive peer interaction and enrichment activities.

PROGRAM GOALS

Any student that is not picked up by the school bus or parent by 15 minutes after dismissal., or does not have an athletic practice immediately following dismissal, must report to the age-appropriate after school care program. No student is permitted to be unsupervised in the building 15 minutes after dismissal. A registration form is required for students that will participate in the program.

Lion's Den (TK-5th grade) will provide supervision of current ECA students in an informal setting with opportunities to engage in supervised activities.

- Time and space to engage in reading, study and homework.
- Time and space to engage in large muscle activities and games. Encouragement to be creative.
- Time to discuss the day's activities with staff and peers.

The typical program schedule for the Lion's Den program will consist of the following:

- Attendance and restroom break. Additional restroom breaks as needed.
- Weather permitting, all students will go outside and have access to the playground. ECA playground rules will apply. Students should always have appropriate cold weather attire.
- Snack time, homework and/or additional play time and release to parents no later than 5:30 p.m.
- Parents will be responsible for sending a snack for their child(ren). A limited selection of snacks will be offered to those students that forget to bring one. However, **the snacks offered will not conform to a specific dietary or allergenic restriction. It is the responsibility of the parent/guardian to inform the Lions Den Coordinator if your child has any dietary restrictions, food allergies or medical conditions and send an appropriate snack for their child each day.** This information is required on the registration and emergency medical form that must be completed and submitted to the school.

Guided Study (6th-12th grade)

- Quiet time and space to engage in reading, studying and homework.
- Snacks are not provided.

All Lion's Den and Guided Study students will follow all Emmanuel Christian Academy school policies and procedures as set forth in the ECA Student Handbook. Emergency procedures will also be followed as per those outlined in the handbook. A Lion's Den phone (937-925-2692) is provided by the school for parents to contact the Lion's Den Coordinator after regular school office hours (4:00 p.m.).

POLICIES AND PROCEDURES

Location & Time: Emmanuel Christian Academy will provide after school care and supervision of children from 3:00 p.m. to 5:30 p.m. daily as per the school calendar. **Upon dismissal from class, Lion's Den students will meet in the cafeteria and Guided Study students will meet in the Library. Charges will begin 15 minutes after dismissal.** After school care is not available when ECA has an early dismissal. At the Administration's discretion, an exception for after school care during an early release can be made, if necessary.

Lion's Den & Guided Study Sign-In & Sign-Out: The Lion's Den and Guided Study Coordinator will take attendance and sign all children in. **Upon pick-up, Lion's Den parents or a pre-designated person(s) must enter the building and sign the child out with the Coordinator.** Please make sure the correct sign-out time is recorded. The Coordinator will confirm all sign-out times. Children will not be dismissed to anyone other than those listed on the registration form unless written notification is sent in. If your child needs to attend a club event, sports practice or meeting, please make sure that the Coordinator is notified in writing so that this can be arranged. Your child will not be released to an unauthorized person. It is the parent's responsibility to inform either Coordinator of any custody issues or protection agreements that may be in place. Proof of identification may be required upon request.

Guided Study Sign-Out: The Guided Study Coordinator will take attendance and sign all children in. Students are to sign out with the Guided Study Coordinator upon leaving for any reason and the time must be recorded. For example: an athletic practice, tutoring session, club activity, etc. Any student found wandering in the hall 15 minutes after dismissal may be assigned a minor infraction.

Volunteers: Free after school childcare will not be provided while parents are volunteering in the building and/or attending meetings. In addition, if you plan to volunteer in the classroom/building, it is expected that you would find childcare for additional children not attending ECA, so as not to disturb the educational process.

Illness or injury: In the event of a minor illness or injury, your child will be treated by staff and parents will be notified upon arrival. If it is determined to be more serious, or your child has a fever of 99.8 degrees or above, diarrhea, vomiting, lice infestation, or receives an injury to the head, you will be notified by phone to come and pick up your child immediately. If the parent(s) cannot be reached, the alternate contact given by you on the registration form will be contacted to pick up your child. Your child will be made to feel as comfortable as possible until your arrival.

If your child has a serious injury, the Coordinator will take whatever steps may be necessary to obtain emergency medical care.

- An ambulance or paramedic will be called to transport your child
- Parent/Guardian will be contacted
- An administrator will be contacted.
- Under extreme circumstances, it may be necessary to have the child taken to the emergency room in the company of a staff member.

Our Lion's Den Coordinator has been trained in first aid and CPR. If an emergency arises in the Guided Study program after school office hours, the above steps will be taken and the Lion's Den Coordinator will be contacted immediately to assist.

Fire & Tornado Drills: Monthly fire and tornado drills will be conducted at varying times. A fire emergency and weather alert plan and evacuation route are posted in the cafeteria and all other areas of the building.

Disciplinary Action: All disciplinary action will follow the current ECA Discipline policy as stated in the Student Handbook. Positive reinforcement will be given. If the behavior continues, students will be given an age appropriate time out in Lion's Den. The Coordinator will contact the parent after repeated offenses and the matter will be referred to the principal. If the behavior is not corrected, your child may be dismissed from the program and you will be required to arrange for pick-up every day at dismissal time.

Rates for LION'S DEN and GUIDED STUDY:

3:00 p.m. - 4:00 p.m. (or any part of)	\$4.00
4:01 p.m. - 5:00 p.m. (or any part of)	\$4.00 additional
5:01 p.m. - 5:30 p.m. (or any part of)	\$2.00 additional
5:30 p.m. or after	\$1.00 per minute additional

If your child has an after school athletic practice, the Guided Study Coordinator will dismiss them 15 minutes prior to the scheduled start time of that practice.

A statement showing your monthly charges will be emailed to you during the first week of each month.

PLEASE COMPLETE THE LION'S DEN/GUIDED STUDY REGISTRATION FORM WHETHER YOUR CHILD WILL BE REGULARLY ATTENDING OR NOT. THIS WILL ASSIST THE COORDINATOR IN THE EVENT OF AN EMERGENCY WHEN YOU MAY BE LATE PICKING UP YOUR CHILD.

Parent Registration/Contract

Student Name(s): _____

Address: _____

Primary Contact Name: _____ Phone Number: _____

Alternate Contact Name: _____ Alternate Contact Number: _____

My Child (ren) may NOT be released to: _____ Relationship: _____

MEDICAL INFORMATION

Student Name: _____ Allergies and/or Medical Issues (Specific): _____

___ I give my consent for my child (ren) to participate in snack time (please read our snack policy) (Lion's Den only)

___ Due to allergies and/or my personal preference, I prefer my child does not consume Lion's Den snacks and I will provide my child (ren) with an afterschool snack from home. (Lion's Den only)

I have read and understand the Lion's Den/Guided Study policy and procedures

Signature _____ Date _____

***** Payment Information *****

ALL FAMILIES USING THE LION'S DEN/GUIDED STUDY PROGRAM WILL BE REQUIRED TO HAVE A VALID CREDIT CARD ON FILE.

If you would like us to use this as payment each month, please check the appropriate box below. Many families find this option to be very convenient. If a family has an outstanding balance beyond 30 days, your credit card will be automatically charged for the outstanding balance. If the charge is denied, and payment is still not received, your student (s) will not be permitted to return to Lion's Den/Guided Study until the outstanding balance is paid in full. This means you will need to make arrangements for your child (ren) to be picked up immediately after school.

*** A statement will be e-mailed to you the first week of the month.**

___ Yes, I would like to use this method each month to pay my Lion's Den/Guided Study charges. A 4% surcharge will be added to all credit card transactions. [**Your credit card will be charged at least 2 days after you receive your monthly e-statement.**]

___ No, I would not like to use this method monthly. Only use this method if my balance goes beyond 30 days. A 4% surcharge will be added to all credit card transactions.

Name on Card: _____ Phone number: _____

Signature of Cardholder: _____ Date: _____

Card Number: _____

Expiration Date: _____

3-Digit Code on Back: _____

Zip Code: _____

OFFICE USE:
Amount: _____
Date: _____
Reference No.: _____