



# ANCHORPOINT

CHRISTIAN SCHOOL

## EXTENDED DAY PROGRAMS: BSC / EDS / ASC HANDBOOK

AnchorPoint Christian School inspires and educates our diverse community through affordable and innovative teaching, creating a passion for Christ and a love of learning.

*"We have this hope as an anchor for the soul, firm and secure." Hebrews 6:19*

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# WELCOME!

AnchorPoint Christian School cares about children. We believe every child is a special gift from God, created uniquely different, with his or her own special gifts and needs. Our program allows each child the opportunity to grow spiritually, physically, emotionally, socially, and intellectually in his/her unique way.

Our program is flexible, enabling us to meet children's changing needs. Students have freedom to work/play alone and the opportunity to work/play with others in both structured and unstructured settings. In addition to classrooms, we have an outdoor playground and an indoor gym.

We consider it a wonderful gift and a sacred trust when a child attends AnchorPoint Christian School. Our goal is passionately and lovingly learning more about God and his world, his Son Jesus Christ, and each other in community.

**Our Extended Day Programs** are designed to meet the needs of busy families with children enrolled in AnchorPoint's preschool through sixth grade.

**Before School Care (BSC)** — provides a safe, supervised environment and a consistent routine for preschool-grade 6 students needing care before school.

**Extended Day School (EDS)** — provides a safe, supervised educational environment for preschool-kindergarten students, including structured play activities and the reinforcement of concepts taught in the general education preschool and kindergarten classrooms.

**After School Care (ASC)** — provides a safe, supervised environment and a consistent routine for preschool-grade 6 students needing care after school.

Partnering in Christ,  
AnchorPoint Extended Day Programs Staff

*AnchorPoint Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, and scholarship or loan programs.*





## **DESCRIPTION OF EXTENDED DAY PROGRAMS**

### **BSC (Before School Care)**

GOAL: Provide a safe, supervised environment and a consistent routine for preschool-grade 6 students needing care before school.

The work day begins before the school day for many parents/guardians. BSC is designed to meet the needs of busy families. BSC is childcare for students in AnchorPoint preschool through sixth grade. It begins at 7:00 AM (earlier if special arrangement is made with the staff, with the charge per hour doubled). It continues until 8:15 AM for grades K-6 students, when they are excused for recess, and until 8:55 AM for preschool students, when they are excused to their classrooms.

### **EDS (Extended Day School)**

GOAL: Provide a safe, supervised educational environment for preschool-kindergarten students, including structured play activities and the reinforcement of concepts taught in the general education preschool and kindergarten classrooms.

EDS is offered for AnchorPoint preschool students starting at 11:30 AM and kindergarten students starting at 11:45 AM, ending at 3:30 PM. It is far more than childcare. EDS begins with some down time and lunch. Throughout the afternoon there are Bible lessons and literacy lessons that reinforce what happens in the morning classes. EDS is truly school, continued in the afternoon.

### **ASC (After School Care)**

GOAL: Provide a safe, supervised environment and a consistent routine for preschool-grade 6 students needing care after school.

ASC is childcare for AnchorPoint preschool through sixth grade students from 3:30-5:30 PM (later if special arrangement is made with the staff, with the charge per hour doubled). ASC begins with a free snack and beverage, and some down time in the room. Then the children go outside or in the gym for playtime. This is either organized or free play. Usually after 5:00 PM, the students spend time with education games on the computers, doing homework, or reading books.

## **Application / Fees / Payment**

Parents/guardians must complete an application form to have a child in any AnchorPoint extended day program. A non-refundable enrollment fee per family is due with the application.

There is a minimum fee for the first hour or part of that hour. If a child's time extends into a second hour or more, that time will be billed according to the portion of the hour that care is given.

Bills are tabulated from the child's daily sign-in/sign-out sheet.

Bills are tabulated monthly and due within two weeks of receipt.

There is a fee for a late payment. A consistently late payment may result in excluding the child from any extended day program.

## **Discipline Policy**

Discipline with Love and Logic is used throughout AnchorPoint Christian School.

This method encourages children to make right choices and guides them through

natural consequences for misbehavior. If a child does not respond positively to this method of guidance, AnchorPoint staff will discuss the problem with the parents/guardians and work cooperatively to meet the child's needs. After all efforts to solve the problem, if the child's behavior does not change, he/she will be excluded from the program.

## **Emergency Closing**

If it is necessary to close school because of emergencies or inclement weather, this information will be broadcast by radio and television stations. Radio stations that will carry this information include WOOD and WFUR; TV channels include 8 and 13. You can also log on to [www.woodradio.com](http://www.woodradio.com) or [www.anchorpointchristian.org](http://www.anchorpointchristian.org).

Do not call school to know if school will be closed during the day; this ties up the phone line when it is needed for emergencies. In general, if Wyoming Public Schools close because of weather, so does AnchorPoint Christian School, including Extended Day Programs.

## **Emergency Procedures**

Our Crisis Management Plan is available for review in the school office. You may request a personal copy from office staff. Topics are:

- Fire Safety
- Lockdown Procedure
- Serious Accident
- Tornado Safety

## **Hand Washing**

Everyone must wash their hands before eating and after using the restrooms. The children will learn to wash their hands with soap, rinse thoroughly, dry their hands with a paper towel, and turn off the faucet with the towel in hand.

## **Health Care**

Our program is inspected by the Kent County Department of Human Services to ensure a safe, clean, and healthful setting for children enrolled in AnchorPoint.

Keeping students and staff safe and healthy is important to us. We have detailed procedures and policies for the following:

- Procedural Plan
- Hand Washing
- Handling Bodily Fluids
- Disinfecting
- Cleaning and Sanitizing
- Health Resources

Our complete Health Care Plan is available for review in the school office. You may request a personal copy from office staff.

## **Illness**

Most children with mild illnesses can safely attend childcare. However, some children with more severe illnesses may be sent home or even asked not to attend if:

- The child does not feel well enough to participate comfortably in the program's activities.
- The staff cannot adequately care for the ill child without compromising the care of the other children.
- The child has any of the following symptoms (unless a health provider determines that the child is well enough to attend and that the illness is not contagious):
  - Fever accompanied by behavior change and other signs or symptoms of illness
  - Signs or symptoms of possible severe illness such as persistent crying, extreme irritability, wheezing, lethargy
  - Diarrhea: changes from the child's usual stool pattern
  - Vomiting more than once in the previous 24 hours
  - Mouth sores with drooling
  - Rash with a fever or behavior change
- The child has any of the following diagnoses from a health provider:
  - Infectious conjunctivitis/pink eye—until 24 hours after treatment started
  - Scabies, head lice, or other infestation—until 24 hours after treatment and free of nits
  - Strep throat, scarlet fever, or other strep infection—until 24 hours after treatment started and the child is free of fever
  - Pertussis—until five days after treatment started
  - Tuberculosis (TB)—until health care provider determines that the disease is not contagious
  - Chicken pox—until six days after start of rash or all sores have crusted over
  - Mumps—until nine days after start of symptoms (swelling of cheeks)
  - Hepatitis A—until seven days after start of symptoms (jaundice)
  - Measles—until six days after start of rash
  - Rubella (German Measles)—until six days after start of rash
  - Oral herpes (if the child is drooling or lesions cannot be covered)—until lesions heal
  - Shingles (if lesions cannot be covered)—until lesions are dry

The child should be fever free without medication for 24 hours before returning to school.

## **Medications**

AnchorPoint discourages the use of medications by students at school. When it is necessary, school personnel will follow these guidelines:

- The medication must be prescribed by a physician.
- The medication must be in the original container from the pharmacy, with directions for administration.
- Parents/guardians must provide the school with written permission to administer the medication.
- For daily administration of a medication, the school needs permission on file. For short-term administration of a medication, send a note.
- The medication will be administered by the classroom teacher and/or office staff.

## Reporting Suspected Abuse

AnchorPoint employees who have reasonable cause to suspect abuse (physical or sexual) or neglect of a child are required to make an immediate oral report of the suspected abuse to Children's Protective Services and to the building principal. This is to be followed within 72 hours by a written report (DSS-3200). Employees must follow the established protocol for reporting abuse as recommended by Children's Protective Services for educational systems (a copy of the protocol is available for review in the school office). Failure to make a report may result in the employee being charged with a criminal misdemeanor.

## Restroom Use

Children must be toilet trained. A child is toilet trained when he/she can make known a need to use the bathroom and can perform basic hygiene needs independently. If your child has a difficult time with zippers, snaps, and/or belts, consider dressing him/her in pull-on pants. Accidents do happen, so we have clean clothes in the classroom for young children to change into. We ask that you wash and return the clothing. Or, keep a change of clothes in your child's backpack for him/her to change into. For liability reasons, if a child has an accident, the teacher will supervise and give verbal instructions needed for the child to clean himself/herself.

## Sign In/Sign Out

BSC

Each day, parents/guardians must personally sign in their child(ren), not drop them off in the parking lot or at the door. Parents/guardians must also record the time when they sign in the child.

EDS, ASC

Each day, parents/guardians must personally pick up their child(ren), sign out, and record the time of sign out. A child will not be released to anyone other than the parent/guardian, unless prior arrangements have been made with written and dated parent/guardian authorization.

## Student Responsibilities

- Respect the AnchorPoint staff and peers.
- Show good manners and courtesy.
- Use no profanity or improper language.
- Walk, except when running is allowed in the gym or on the playground.
- Stay with the group.
- Stay at school unless AnchorPoint staff has written permission from the parent/guardian to leave.
- Pick up after games, snacks, crafts, and other activities.
- Gym rules:
  - Stay out of the physical education office; the teacher issues the equipment to be used.
  - Stay out of the hall behind the stage.
  - Do not use the hockey equipment.
  - Do not play on the chin bar.
  - Do not kick volleyballs or use bats or softballs.
- Computer lab rules:
  - Get permission from the teacher to be in the computer lab.
  - Get permission from the teacher to be on the internet while the teacher is in the lab.

## **Volunteer Screening Policy**

The school will secure a self-certifying statement of no substantiated abuse and neglect of children or adults before a volunteer has contact with the children.

The school will secure a self-certifying statement of no offense convictions before a volunteer has contact with the children.

Children are under direct supervision of staff at all times. Volunteers are not to be alone with a child at any time.

## **Withdrawal Policy**

Parents/guardians will be requested to withdraw their child from an extended day program for the following:

- failure to make payments when due.

- if a discipline problem becomes so severe that the extended day program is disrupted and the teacher and the child's parent(s)/guardian(s), after communicating, cannot agree on an acceptable solution.

Parents/guardians may withdraw their child from an extended day program at any time.