



2017-2018 LIFT PARENT HANDBOOK

Dear Parents:

Thank you for choosing Lift Afterschool Ministries. It is a privilege and an honor to serve you and your child(ren). The entire Lift staff is committed to providing a safe and loving environment where your child(ren) can grow, develop, and learn.

As a ministry of Lighthouse Assembly of God, Lift is a Christ-centered program. We are eager to share the love of Jesus Christ through daily devotions, weekly chapel, homework time, crafts, and much more.

As we partner with you to minister to your child(ren), please do not hesitate to contact us if there is anything we can do to help you.

In His Service,

Lift Staff

2017-2018 LIFT PARENT HANDBOOK

Our Vision: Helping to develop Christ-like character in the children we care for, their families, and each other. Growing stronger students, stronger families, and stronger relationships.

Communication

We believe that communication with parents is absolutely essential. Any questions and/or comments that you have are always welcome. Please regularly check the Parent Bulletin Board for important updates and information.

From time to time it is necessary to have changes or additions to this handbook. In these instances, you will be notified verbally or in writing.

Parents can schedule an appointment with the LIFT Director to discuss any issues or concerns.

Parents are always welcome to observe during LIFT hours. We encourage parents to participate in their child's experience at LIFT whenever possible. We ask that you check-in at the LIFT reception desk when you arrive.

You can also find information on our website at www.lighthouseassembly.tv

LIFT Staff

Our LIFT Director is responsible for hiring, training, program curriculum, and overall program direction.

If you have any concerns or questions, feel free to contact the Director by calling 903-276-0934 or e-mailing lift@lighthouseassembly.tv.

Hours of Operation

3:15 p.m. – 5:30 p.m.

Special Closings and Days of Operation

The LIFT calendar follows the Bowie District Calendar. When Bowie Schools are closed due to inclement weather, LIFT is also closed.

LIFT offers a special half-day program on Bowie early release days. There is a \$5 extra charge for these days. Students must be signed up and paid by the given deadline.

At LIFT, we understand there may be days where your child is sick, at a doctor's appointment, or other circumstances that requires him/her to be absent from Lift. We offer every student 5 days for the school year to be absent with no charge to the parent. These days may be taken at your discretion.

We ask you to communicate with the Lift Director when you will be using these days.

LIFT FEES

Tuition Per Child

\$45 per week per child.

\$40 per week if paid by authorized ACH debit from your account.

Multiple Child Discount

\$10 off per week for the 2nd child

\$20 off per week for the 3rd child

\$20 off per week for the 4th child.

Part-Time

We offer a part-time rate of \$10 per day per child. This is not a drop-in rate. Part-time status is only available if the student is on a recurring schedule. For more information or explanation, contact the Director.

Additional Fees/Information

Enrollment Fee: **\$20 per family due at time of enrollment.** (Non-refundable.)

Early Release Day Fee: \$5 per child. Parent's must sign-up their child(ren) and pay the \$5 fee by the deadline given.

NSF Fee: \$25 will be charged for each returned check. When a check or debit is returned for insufficient funds, further payments will be required to be paid by cash for the remainder of the school year.

Forms of Payment

Cash, check, or money order, credit/debit card, ach withdrawal.

Pre-authorized automatic withdrawal is recommended for the lower rate.

This is drafted on your account by Wednesday of the current week.

Payment Due Dates

Payments by cash or check are due on Monday by 5:30 p.m. for that week's tuition

Late Payment Fee

A \$15 Late Fee will be charged to unpaid accounts on Wednesday at 3 p.m. If this balance is not paid by that Friday at 5:30 p.m., your

at 3 p.m. If this balance is not paid by that Friday at 5:30 p.m., your child(ren) will not be allowed to return to the program until full payment is made. **NO EXCEPTIONS!**

Late Pick-up Fee \$1 per child for every minute after 5:30 p.m. will be charged to your account, This fee must be paid in full with the next tuition payment.

Absences/Program Withdrawals/Program Changes

From time to time your child will be absent from LIFT. As our program runs concurrently with Bowie Schools, enrollment in the program is considered for the entire school year. When your child misses a day or more, the tuition for that week is still due and must be paid unless the 5 free days as explained previously are redeemed.

Signing Out

All parents/guardians/authorized individuals are required to sign their out of LIFT. For security purposes, children must be picked up at the designated pick-up location. No unauthorized individuals will be allowed to pick up a child.

Meals and Snacks

Daily snacks are scheduled and will be served when child arrives at LIFT.

Discipline

The main purpose of LIFT is to provide children a place to grow and develop spiritually, emotionally, and socially. Effective discipline is an essential ingredient. Discipline is the responsibility of parents, children, and caregivers.

LIFT utilizes time outs, verbal warnings, and/or age-appropriate writing assignments.

Warnings will be issued for the following behaviors:

1. Verbal disrespect
2. Disobedience
3. Physical aggression

When a 3rd warning is given within 30 days, parent(s) will be verbally notified by the LIFT Director. Continued unacceptable behavior may result in a possible suspension.

Electronic Devices & Personal Property

Children are allowed to play with electronic devices (ie. Cell phones, iPods, Game Boys, MP3 players, etc.) during free time at LIFT when authorized by the teacher. These items must stay in their backpacks until the allowed time. LIFT will not be held responsible for any personal property that is lost, damaged or stolen.

Lost & Found Items

Any items left in LIFT (text books, backpacks, jackets, lunchboxes, etc.) can be picked up in the lost and found container

Damage to Property

Parent/Guardian will receive notice from the Director of any property damage that has been done by their child. This may result in the suspension of the child and/or repair fees.

Incident Reports

If, while in our care, your child should be involved in an incident or sustain an injury that requires first aid, an Incident Report detailing the specifics of the incident will be generated.

Illness and Exclusion

If a child is experiencing fever, vomiting, diarrhea, or signs of any other communicable disease (a probability of spreading from person to person) that child will be isolated from the other children and is **required** to be picked up by their parent or designated person.

Medical Emergencies

If a medical emergency should occur, the parents will be notified immediately of the situation regarding their child. If necessary, 911 will also be called.

Medication

If, while in our care, your child should need medication (prescription or over the counter), it must be brought in the original bottle to the LIFT Office where it will be secured until administered to your child.

Emergency Evacuation

If an emergency should occur and the children would need to be evacuated from the premises, they would be taken to the following location and you will be notified:



Please sign this page and return it with your enrollment form. You may keep the remaining part of the parent handbook.

My signature verifies I have read and received a copy of this Parent Handbook.

Child's name (print)

Signature

Date