



Wrap-Around Care Handbook

2213 White Road
Grove City, OH 43123
(614) 875-1147

Updated: August 2017

Wrap-Around Program

The Wrap-Around Program at Beautiful Savior Lutheran School is being provided to assist our school families with physical, educational, and social support in a Christian environment beyond school hours.

Goals and Objectives

Beautiful Savior Lutheran School takes seriously its obligation to teach and train children in accordance with the Savior's command: *"therefore, go and make disciples of all nations, ... teaching them to obey everything I have commanded you,"* Mathew 28: 19-20, and *"feed my lambs,"* John 21:15. The goal of the Wrap-Around Program is to provide convenience for families and care for students when parents have other obligations.

Curriculum Objectives

1. Educational learning games will be provided as appropriate.
2. Games and free play will be allowed as appropriate.
3. Physical activities will be provided.
4. Creative activities will be provided as appropriate.

The program will be available to families of Beautiful Savior Lutheran School and Preschool. Students of any race, color, national or ethnic origin can be admitted; provided we can meet the needs of that child.

Staff of the Program

Mr. David Knittel
Principal
d_knittel@yahoo.com
(614) 448-8959

Mrs. Kristi Westra
Preschool Director
kristiwestra@gmail.com
(614) 905-0076

Caregivers
Mrs. Lamb
Mrs. Heckathorn
Mr. Heckathorn

Hours & Fees

Please see the Annual Wrap-Around Care Tuition sheet for tuition pricing, various fees, and payment schedule.

The following important information explicitly applies to all enrolled in the Wrap-Around Care Program:

1. All monthly fees are based off yearly enrollment in wrap-around care. In order to receive these prices the child **MUST** be enrolled for the full school year.
2. There are no refunds or credits for sick days, vacations or holiday closures.

3. There will be a \$25.00 annual (non-refundable) registration fee per child, per school year.
4. The registration fee, along with the August/September payment is due on the first day of school. **This amount is to be calculated once program need and use has been identified.**
5. Subsequent monthly payments are due on the 1st of every month thereafter.
6. There will be no monthly bills sent out in the mail. It is the parent's responsibility to pay on time.
7. Payments may be remitted by mail to the school or in person to the Preschool Director. Please make check payable to Beautiful Savior Lutheran School and put "Wrap-Around Care" on the note line.
8. If the account is delinquent and not paid by the 5th of the month, your child will be taken off the roster and will not be able to return until the balance is paid.
9. Any bank charges resulting from returned checks, due to insufficient funds, will be passed back to the issuer of the check.

Program Schedule

The following activities may be included as part of the schedule and will vary depending on the age group:

- Story time
- Quiet time/study time/nap time
- Activity time (outside, in the Activity Center or in the classroom)

Drop-Off and Pick-up Policies & Fees

Preschool through 2nd grade students must be accompanied by an adult into the classroom when you arrive in the morning. Children may arrive anytime between 7:30 and 8:00 am. Children are not permitted to enter the school before 7:30 am.

Please come to the classroom to pick up your child(ren). Children may be picked up at any time during the after-school hours. We must have on file the names and telephone numbers of individuals permitted to drop-off and pick-up your child. If someone arrives to pick up your child, and his/her name is not in our file, we cannot allow your child to leave with that person. **If your child is not picked up at the designated time as registered, you will be charged \$3.00 for every five minutes after your scheduled time.** This amount is due at the time of child pick-up to the Caregiver on staff. Please call ahead if your arrival will be after your designated time so the Caregiver knows the expected arrival time.

Personal Items

Guns, knives, swords, and toys that could hurt other children will not be allowed at the school. We would ask that children not bring personal belongings to school or the wrap-around care program without prior permission.

Lunch & Snacks

Preschool and kindergarten students may purchase a hot lunch through our Hot Lunch Program at a cost of \$3.00 per meal and \$.50 per milk or water. Hot lunch is served Monday, Wednesday, and Fridays. Lunch schedules will be handed out quarterly to all students. Payments for the Hot Lunch Program should be paid for separately and should not be included in the monthly wrap-around care fee. Children should bring a lunch (preschoolers or Kindergarteners) if they did not sign up for a hot lunch or if hot lunch is not provided that day. Afternoon snack time is built in the daily schedule; therefore, children should bring a healthy snack and drink for the afternoon.

Please note: Hot lunch is a voluntary program and may be discontinued at any time.

Discipline & Health Policies

The same discipline and health policies for the school apply to the wrap-around care program. Please see the School's Parent Student Handbook for these policies.

Wrap-Around Care Closings

Wrap-around care closings will follow the same schedule as the school closings. If the school closes due to inclement weather, the wrap-around care program is also closed. No refunds will be given in the event of wrap-around care closings. Please see the School's Parent Student Handbook for details on school's closings.

Disputes

If any parent has an issue or problem with the Caregivers or a specific component of the program, they are encouraged to speak first with the Caregiver, then the Preschool Director, then the Principal, and finally to the School Board Chairperson. In any disputes, the ruling of the School Board will be final.