

# After School Program



## Parent Handbook

2018-2019 Academic Year

The Salvation Army Torrance

4223 Emerald Street Torrance, CA 90503

Main Office: 310-370-4515

[megan.bearchell@usw.salvationarmy.org](mailto:megan.bearchell@usw.salvationarmy.org)



## **Purpose**

The Salvation Army in Torrance operates an After School Program which coincides with the Torrance Unified School District calendar. This program is located on the Torrance Corps property and under the supervision of our Program Coordinator, Megan Bearchell. The program operates in conjunction with the corps, supporting the ministry and mission of The Salvation Army.

## **Mission**

Our mission is to empower children to develop independence, resilience, and critical thinking skills. We will engage their creativity by providing a well-structured sequence of learning activities that encourage children to question, construct, and problem solve. Finally, we will explore God's word and God's world to better understand how this can apply to their lives.

## **Vision**

The Academy of the Son (AOTS) strives to empower children, engage creativity, and explore God's world.

*Empower Children:* Providing opportunities to learn, develop, and practice essential life skills through independent and group play, developmental activities and experiences.

*Engage Creativity:* Providing learning opportunities catered to all learning styles and encouraging deeper understanding through questioning, constructing and problem solving.

*Explore God's World:* Children have an innate curiosity that is best engaged when interacting with the world around them.

## **Contact Information**

Facility Address

4223 Emerald St. Torrance, CA 90503

Program Coordinator/ Administrative Assistant  
[megan.bearchell@usw.salvationarmy.org](mailto:megan.bearchell@usw.salvationarmy.org)

Business Administrator  
[jodianne.lutcher@usw.salvationarmy.org](mailto:jodianne.lutcher@usw.salvationarmy.org)

Megan Bearchell  
310-370-4515  
Jodianne Lutcher  
310-370-4515 ext.101

website: [www.torrancecorps.org/aots](http://www.torrancecorps.org/aots)

## **Eligibility Requirements**

Child is enrolled in kindergarten to 5<sup>th</sup> grade and age 5-12 years.  
Complete application (including Parent IDs & birth certificate copy)  
Child attends Victor Elementary (or is dropped off by a parent/guardian)

## **Program Dates 2018-2019 School Year**

The After School Program will operate Monday thru Friday from September 6, 2018– June 20, 2019, excluding holidays as listed below.

## **Observed Holidays 2018-2019 School Year**

The Academy of the Son will be closed on the days listed below:

November 12: Veterans Day  
November 22 & 23: Thanksgiving Holiday  
December 24 – December 28: Christmas Holiday  
December 31 - January 1: New Year's Eve & New Year's Day  
January 21: Martin Luther King Jr. Day  
February 18: President's Day  
May 27: Memorial Day

## **All Day Care Days**

During student free days and some holidays when the Torrance Unified School District is not in session, the Academy of the Son will extend 'All-Day Care', provided that a minimum of 10 children are registered to attend. Registration for these days will be completed with the Program Coordinator in advance. On these days, hours of operation would be from 8:00 am – 6:00 pm.

All Day Care will be offered on the following days (pending minimum numbers):

October 8: Staff Development/ Student Free Day  
October 9: Staff Development/ Student Free Day  
November 21: Non-teaching Day  
December 21: Non-teaching Day  
January 2 – 4: Winter Break  
February 12: Lincoln Day  
April 8 – 12: Spring Break

## **Hours of Operation**

Regular school days: 2:00 pm – 6:30 pm  
All-Day Care days: 8:00 am – 6:00 pm

## **Tuition & Fees**

5-day option: \$400/ month

Daily option: \$25/ day

June 2019 will be pro-rated as follows: 5-day option is \$300.

Tuition adjustments will not be made due to non-attendance days. See vacation policy below.

\*Scholarships are based on financial need. Inquire with the Business Administrator for a scholarship application.

## **Payments**

Payments must be made by the 3<sup>rd</sup> business day of each month of enrollment after which payments are subject to a \$15 late fee. Acceptable forms of payment are cash, checks, and credit/ debit cards (excluding American Express). Payment via credit/ debit card can be made over the phone or in person. Payments can also be made online ([www.torrancecorps.org/aots](http://www.torrancecorps.org/aots)).

Services will be terminated if payments are not received in full.

A statement of your child's account can be obtained at any time from the Business Administrator.

## **Attendance**

*Vacation:* Written notice must be received two weeks in advance to excuse your child from the program with no charge.

*Absence:* If your child is ill or unable to attend, you must call the main office at 310-370-4515, or e-mail the Program Coordinator.

## **Snacks and Lunch**

An afternoon snack is provided to all children in the After School Program daily at approximately 3:45pm. Children may alternately bring their own snack from home, if they prefer. All allergies will be observed when snack is given – please ensure all allergies are listed in your children's registration forms. If your child has any additional dietary restrictions other than allergies, please inform the Program Coordinator.

Children will be required to bring lunch on All-Day Care days and half-days when they are released from school at noon.

## **Health & Safety**

The health and safety of every student at AOTS is the highest priority of all staff members. Our small staff to student ratios ensure that children are well supervised at all times whether engaged in structured indoor activities or enjoying free exploration in our outdoor play areas. Every effort is made to ensure that there are no injuries in our program, however staff are first-aid trained to address minor cuts and falls if needed. If such minor first aid is needed, parents will receive a copy of an 'Ouch Report' noting the incident and care provided to the child. In the event of a more serious injury or illness during program hours, a parent/guardian will be contacted. If your child contracts an illness, please ensure they have been cleared for contact with others prior to rejoining the program.

The Salvation Army and its staff implement and follow guidelines of The Salvation Army's child safety policy called Protect the Mission. This policy is designed to keep children in our programs safe from all forms of abuse. Every staff member is required to clear background checks as well as child abuse registry checks. Additionally, staff attend training to raise their awareness of child abuse and to define required responses from staff when faced with a situation of suspected abuse. The Salvation Army's policy as well as state law mandates that all staff report incidents and allegations of abuse to authorities immediately.

## **Arrival and Departure**

Children attending Victor Elementary will be picked up by staff at the time they are released from class. Kindergarten students will be transported in Salvation Army vehicles to our facility. Students 1<sup>st</sup> – 5<sup>th</sup> grade will walk to our facility with staff members. Children will be signed in to the program by AOTS staff. A parent or authorized adult must sign students out of the program daily. Parents may list additional authorized adults on student's registration forms. Please contact the Program Coordinator to make changes to this list. If a staff member does not recognize the adult picking up a child, they may ask the adult for ID to ensure that your child is leaving with an authorized adult. Thank you for your cooperation in this area.

## **Medication**

Prior written consent must be given by a parent/guardian if your child should need to take any medication during program hours. Please contact the Program Coordinator to ensure we are able to accommodate their needs and to complete the appropriate form.

## Daily Schedule

Time	M, T, Th, F	Wednesday
2:00 pm	Kinder Pick-Up	Kinder Pick-Up
2:15 pm	Kinder Homework & Reading	*2:27 - 1 <sup>st</sup> – 5 <sup>th</sup> Pick-Up
3:12 pm	1 <sup>st</sup> – 5 <sup>th</sup> Pick-Up	
3:45 pm	Snack	Snack
4:00 pm	1 <sup>st</sup> – 5 <sup>th</sup> Homework/ Kinder reading	Homework
4:45 pm	1 <sup>st</sup> – 5 <sup>th</sup> reading	Reading
5:15 pm	Organized Activities	Organized Activities
6:30 pm	Final Pick-Up	Final Pick-Up

## Code of Conduct

As a means of maintaining a high-quality learning environment, all children are required to sign the Code of Conduct when registering. This outlines briefly the expectations held of all children who are a part of the program. We ask that parents and guardians review this with your children to prepare them for their time at AOTS. Any failure to follow the Code of Conduct will result in an appropriate consequence, for example a warning, time-out, sitting out of an activity or writing an apology letter. More serious misdemeanors would warrant a call to parents, meeting with Program Coordinator or possible suspension from the program.

- Listen to instructions from my leaders and follow directions the first time.
- Speak politely to others and use my manners.
- Be responsible for my belongings.
- Use After School Program facilities and equipment in a safe way and tidy up supplies I use.
- Never use my body or words in a way that might be harmful or hurtful towards myself or others.
- Stay with my group and try my best in our activities
- Sit sensibly in vehicles and walk safely on excursions.
- Accept consequences (time out, call to parent, suspension from After School Program, etc.) if I choose not to follow After School Program rules.
- I will follow the Code of Conduct to help myself and others have a great time!