



**i**mpact  
After School Program  
Parent Handbook

**St. Thomas**   
Assembly Of God

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St. Thomas, PA 17252  
717.369.2567

# **Impact After School Program**

## **St. Thomas Assembly of God**

### **Our Vision**

To impact our local elementary school by providing an educational and spiritual program for kids to grow in.

Thank you for your interest in our church's after-school program. We want you to know that we are here to provide a great after-school program for your child or children. We want to give you the peace of mind that when your child is dropped off at our church, they are being taken care of by passionate and qualified leaders. This handbook is a guide for you to understand how our program works and what you should expect from our staff. If you have any questions, please feel free to contact the church by phone, email, or stopping in!  
God Bless!

## Meet Ashley!

Hello! My name is Ashley Snyder. I am excited to continue playing, learning, and working with the kids in the Impact After School Program this year. I have always had a love for children and education. This started when I was in 5th grade and decided I wanted to be a teacher. My number 1 goal with teaching has always been for my students to have a positive and enjoyable experience with learning.

I have a Bachelor's degree in Mathematics with a Secondary Education Certification from Shippensburg University. My education with Shippensburg continued as I began working towards a Master's Degree in Curriculum and Instruction, although I have yet to finish that degree. The 2024/25 school year will be my third year working with the kids at Impact. Before working at Impact, I spent ten years teaching including three years of high school teaching in WV and MD and seven years of teaching 7th-grade math at JBMS. Additionally, I have about 10 years of experience working for Cedar Ridge Adventures in Williamsport, MD, an outdoor experiential education setting designed to help individuals and groups build skills like trust, communication, and teamwork through a combination of high and low ropes activities. In addition, I hold certifications in professional lifeguarding, first aid, CPR, and AED through the American Red Cross.

I decided to take a break from teaching after the 2020-21 school year to stay home with my own two children. My 7-year-old daughter will be a second grader at Saint Thomas Elementary School this year. My 5-year-old son will be in kindergarten. I love being able to spend so much time with them and am very thankful they are both able to participate in the after-school program with me.

I first started attending Saint Thomas Assembly of God with my family in the early 2000s. We love the church family and the programs they have available for kids. I am very excited about working with your kids in the Impact After School Program again this year. I hope to be a blessing to you and your kids!



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# Communication

It is important for the success of your child in our program that we have good communication. We want to keep you updated on everything that is going on in our program. We will use a few avenues to communicate such as Email, phone, and reminder texts. During Impact hours the main source of communication will be texting or calling with Ashley. Her number will be shared with families who are enrolled in our program.

## Important contact info:

After School Staff: Ashley Snyder and Hannah Hershberger

After School Number: 717.369.2567 and press 3

After School Email: [impactstaog@gmail.com](mailto:impactstaog@gmail.com)

# Admission Procedures/Policies

Our desire is to provide a safe and nurturing environment for your child. To do so, we require everyone enrolling in our program to complete an application. You may find an application online or obtain one from our church office. We cannot guarantee enrollment until we receive a completed application. Once we receive your completed application, we will review it and get back to you within 2 days. If our enrollment is full, you will be placed on a waiting list until there is an opening. Only full-time enrollments will be accepted in May/June. If there are open spots remaining in July/August they may be filled with students requesting part-time enrollment.

Re-enrollment will be required every year in July/August. Whether you are new or returning, this is a window in which we require your information to be updated.

# Tuition

Rates are as follows: \$20 a day per student.

A \$25 application fee is required to ensure your spot in the program.

Participants are billed weekly on Fridays. Payments are due at the end of each week.

**A past due amount exceeding \$300 will result in a review of your child's enrollment and possible termination from the program.**

# Schedule Of Operation

Hours of Operation are: 2:20pm-5:30pm - Monday – Friday.  
We are only open on days school is in session.

## Delays/Cancelations/Half Days

Our program aligns with the operation calendar of the Tuscarora School District. For any delays, dismissals, and closings, we will contact you through via text/phone call. Early dismissal days and scheduled half days will not cost more.

*We will provide a calendar at the beginning of every year detailing days we will be open and closed.*

## Before School Care

Due to being an after-school program, we do not offer before school care.

## Summer

Due to being an after-school program, we will not operate in the summer months when school is closed.

## Emergency Dismissals

If we must close our facility for any emergency (i.e snow, sickness), you will be contacted as soon as possible to come and pick your child up. We understand leaving work can be hard sometimes, so we will do our best to stay open, but we will close if we deem it unsafe for you and our staff to leave any later than need be.



# Bus Procedure

Your child will be required to get off the bus at our facility at the end of the day. We have a bus from the St. Thomas Elementary School that runs past our church. Once you have a confirmation of enrollment in our program, it is your responsibility to contact the school for your child to board the appropriate bus.

## Attendance Procedure/Policy

### Check-in

Ashley or another staff member will get the kids off the bus, and bring them into our facility. We use an attendance software (Kids Check) to keep track of our kids, and once your child arrives, they will be checked into our system.

### Pick Up

To access the building, you must have a key fob which will be provided upon enrollment confirmation. You can enter at the West Entrance of the building located by the "IMPACT After-School Entrance" sign.

### Late Pick Up

We understand emergencies arise and picking your child up by closing time may be stretched. We ask that you communicate with our staff about anything that may come up so we can make arrangements accordingly.

**After 2 times of picking your child up late, a late fee of \$2.00 per minute, per child, will be added to your bill for every minute after 5:30 pm. This will be tracked by the time you scanned into the building. This will be strictly enforced. Habitual lateness will be a cause for removing your participation in the program.**

### Days Off

To adequately plan our day, please keep our staff updated on days that your child will not be attending our program. You will be provided a calendar at the beginning of every school year that shows the days that the after-school program will be open, please help us by planning ahead and giving us your vacation/days off.

\* If your child will not be attending Impact due to illness, please let our staff know via email as soon as possible. This helps us to know who should be getting off the bus.

# Building Key Cards

Every family will be given one key fob to gain entrance into the building. Please make sure you have this with you when you pick your child up. If not, you must text or call Ashley to be let into the building. Additional or lost key fobs can be purchased from the church office. The price is as follows:

Key Fob: \$10

# Electronic Device Policy

Electronic devices such as cell phones may be used by students while at our after-school program. We will be monitoring their uses when they have them. Wifi is not allowed on their devices. We may use electronics in our program because we understand the generation and their ways of learning. We want to be relevant and smart. Telephone use by children is prohibited while in our program unless deemed necessary by our staff. If your child brings a cell phone or tablet from home/school only they will be allowed on that device. Students cannot share electronics with other students.

# Discipline Policy

Every child is expected to obey the rules of the after-school program, respect staff members, other students, and all property. No child is to leave the supervision of the staff without expressed permission. To provide a safe and caring environment where children can play and learn, limits are set on behavior. Limits are set for three primary reasons: (1) to prevent children from injuring themselves or others; (2) to prevent the destruction of property, materials, or equipment; (3) to help children learn respect for themselves, other children, and adults.

## The Process of discipline is:

First Occurrence – Warning

Second Occurrence – Refocus form and timeout

Third Occurrence – Discipline form completed – parents contacted

Fourth Occurrence – Parent conference

Fifth Occurrence – Student is suspended from the program for 2 weeks, or longer.



# Programming

We strive to make our program the best for your child! To do so, we will have a general schedule that we follow every day. Here are some of the program types that we will follow every day.

## Bible/Social Emotional Learning

Students in our program will participate in Bible and Social Emotional Learning lessons. Social Emotional Learning is the process of developing the self-awareness, self-control, and interpersonal skills that are vital for school, work, and life success. These lessons could include dealing with disagreements with friends, bullying, and emotions. All of these lessons will be Biblically based.

## Homework Policy

We will be requiring an allotted amount of time each day for homework. We will be supervising and aiding your children to get it done while they are in our program. If your child chooses not to do their homework or completes it before the scheduled time is up, they will be required to read a book. We will try our best to assist them to finish it here.

## Snacks

We provide snacks for your children every day. Once they get off the bus and gather their homework, we will sit down and have a snack. (It is important to inform our staff of any allergies that your child might have).

## Outdoor Play

When the weather is nice, we will be outside. On nice days, we may stay out the whole time doing homework, snack, and other activities of the day. Please make sure your child is dressed warm and is wearing adequate shoes to play outside in. Feel free to send extra shoes.

## Parties/Birthdays

We love to have parties and celebrate with our kids any major holidays or special occasions. If your child has a birthday coming up, you may send in food with the approval of staff. We will have scheduled parties already on the calendar, which you can provide a special snack if you would like, but it is not a requirement.

## Dress Code

Our dress code follows St. Thomas Elementary School policies.

It can be found on their website: [http://www.edline.net/pages/Saint\\_Thomas\\_Elementary\\_School](http://www.edline.net/pages/Saint_Thomas_Elementary_School)

# Health Policies

## Accidents/Illnesses

If the child sustains a minor injury such as a small cut or scrape, the staff will administer first aid at the school. In cases that appear more serious, the staff will attempt to follow the instructions appearing on the emergency form for the child. If the instructions are not adequate or cannot realistically be followed at the time of the emergency or emergency contacts can NOT be reached, the staff will do what is in the best interest of the child.

Children will be released only to the parents or guardians, or to the person whose names appear as emergency contacts on the emergency form.

## Medication Policy

If your child is in need of regular medication during their time in our program, we will administer medication only prescribed by a doctor, or given to use with a doctor's note.

## Abuse and Negligence Policy

The staff of the after-school program are mandated reporters and as such, are required by Pennsylvania law to report all suspected instances of abuse or neglect to the Department of Social Services.

## Head Lice

The after-school program has a no lice, no-nit policy. If the program is notified by the school nurse that a child who attends the after-school program has been sent home with head lice, the staff of the after-school program will check all of the children in the program. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment. A notice will be texted to the parents whenever head lice are found in the after-school program.

# Parent Handbook Commitment Form

By signing this form, you are affirming that you read the Parent Handbook and agree with all of its contents. Please re-visit this handbook for any questions or contact Pastor Hannah at the church.

Students Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE RETURNED BEFORE YOUR CHILD CAN START**