



Hello St. Paul Families,

Have you heard of our wonderful After School Program – “Eagles Landing?” The vision of Eagles Landing is to provide a nurturing, warm, caring, quality, Christ-centered environment for learning and enrichment. We care for children **REGISTERED Pre-K2 – 8th grade**. We have a program that is full of love and fun. We have offered enrichment opportunities such as a sign language class, Choi Kwang Do (a form of martial arts), cooking & crafts. Additional enrichment opportunities could be dance, music, science, sports, community service activities, etc. Along with these great enrichment opportunities we have structured homework time, a healthy snack and **some much needed free time**.

There is a pre-registration fee of \$10.00 for **NEW** to Eagles Landing families. Please take a moment to familiarize yourself with the attached fee schedule, policies and procedures, homework contract along with B.Y.O.T (Bring Your Own Technology contract). These documents need to be completed **PRIOR** to your child attending Eagles Landing.

If you have any questions or suggestions for enrichment opportunities, volunteer opportunities etc., please do not hesitate to contact me. I am more than happy to assist you in any way that I can. I look forward to the privilege of caring for your child(ren).

In His Service,

Kim Langner
klangner@stpaulptc.org
[513-290-7805](tel:513-290-7805)

Eagles Landing St. Paul After-School Program
Student Information/Consent Form
School Year: _____

\$10 Pre-registration fee (for new to Eagles Landing families) paid:
Check# _____ Cash _____

Parents/Guardians: Please complete this form and return it to school as soon as possible.

*** If something does not apply to your child please write N/A ***

School Year: _____

Student's Name _____ **Date of Birth** _____

Age _____

Address _____

Home Phone _____

Grade _____

Teacher Name _____

Mother's Name _____

Address _____

Cell Phone _____ Work Phone _____

Email _____

Father's Name _____

Address _____

Cell Phone _____ Work Phone _____

E-mail _____

Guardian's Name _____

Address _____

Cell Phone _____ Work Phone _____

E-mail _____

Alternate Emergency/Pick up Contact Person(s). If a name needs to be changed or added please advise Kim Langner as soon as possible.

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

CHILD'S MEDICAL INFORMATION

Health Concerns: _____

Medications: _____

Allergies

Allergy: _____

Reaction: _____

Allergy: _____

Reaction: _____

Preferred hospital: _____

Special Concerns:

Any Activities Child Should NOT Engage in:

Eagles Landing Fee Schedule:

- Hours of Operation: 3:15p – 6:00p (Pre-K2 must be picked up by 4:30p)
- Until 4:30p - \$12
- Until 5p - \$17
- After 5p Daily Rate of \$22.00
- Siblings receive 10% discount

Fees and Payments:

- Checks or Cash
- There will be a \$25 service charge for all returned checks.
- After two returned checks, payments will be accepted cash only basis.
- Late fee applies for pick up after 6:00p. Within 15 minute window \$5 fee will be charged. Anything after 6:15p \$1 a minute will apply.

*** Payments are expected within 2 weeks of receiving invoice. If not paid at that time \$5 fee will apply weekly until balance is paid ***

*** If payment is not made within 30 Days, Care will no longer be provided for your child, until full payment is made including all late fees.

BILLING:

A weekly invoice will be provided to you on the Monday after that week of care.

*** Please note checks should be made out to **St. Paul Lutheran School**. Memo line: "Eagles Landing". **Please submit payment in an envelope clearly marked "Eagles Landing"**. Pre-Pay is preferred and encouraged.***

*** Eagles Landing is self-sustaining. There is no funding provided by St. Paul Lutheran School or Church ***

If there are extenuating circumstances it is **very important** that you discuss them with Kim Langner and a payment arrangement can be made. Thank You!

**EAGLES LANDING
ST. PAUL AFTER SCHOOL PROGRAM
POLICIES & PROCEDURES**

Program Operations: PK2 – until 4:30p - PK3 – 8th grade until 6p

Open from the end of the school day until 6:00 p.m. on full school days that St. Paul Lutheran School is in session. Please see the St. Paul School calendar on our website at www.stpaulptc.org for student holidays.

Location & pick up: Pre-K3 -8th grade students will be in the Cafeteria. When picking up go to lower level lot to sidewalk behind building by soccer field. Take sidewalk to second door ring bell and we will let you in to sign your child(ren)out. On days of incimate weather please go to lower level entrance (with awning). Text or call and we will bring your child(ren)to you. Pre-K2 students will be in Pre-K2 class room. Come to lower level lot main entrance for pick up.

Enrollment Policies:

Eagles Landing accommodates students from Pre-K2 - 8th grade.
Eagles Landing has an enrollment cap based on the number of students it can safely accommodate.
Eagles Landing will maintain a waiting list once the program has reached its capacity.

Fees & Payment:

Please see attached fee schedule.

Receipts:

Statements for tax purposes will be provided upon request.

Vision:

The vision of Eagles Landing (St. Paul Lutheran After School Program) is to provide a nurturing, warm, caring, quality, Christ-centered environment for learning and enrichment. The activities of after school can be as important to their growth and development as the time they spend in school. The goal of Eagles Landing is to support the growth and development of children, by providing a supportive, interesting and adult supervised environment. It is our belief that the achievement of this goal is dependent upon the following:

- Eagles Landing children are expected to exhibit respect for others, act responsibly, and treat property with care.
- Failure to adhere to the guidelines above will result in disciplinary action.
- Consistent behavior problems may result in the child's dismissal from the program.

Communication:

Injuries, accidents, behavior concerns of children are communicated through day-to-day conversations.

Conferences to discuss suggestions and concerns may be scheduled with the Eagles Landing staff by calling the school office (770-486-3545) or speaking with Kim Langner.

Medications and Illness:

- If a child develops symptoms of illness during Eagles Landing, EL staff will do their best to assess the situation and notify the parents if the child needs to be picked up early.
- Eagles Landing will adhere to St. Paul policies. Please see St. Paul Family Handbook on website for additional information.

Accidents/Emergencies:

- In the case of serious illness or injury, the staff follows the authorization on the Emergency Medical Authorization form that was completed by the parent/guardian at the beginning of the school year. **Please make certain that this form lists all known medical conditions concerning your child.**
- Eagles Landing does not accept liability for personal injury.
- Eagles Landing does not accept responsibility for personal effects lost, stolen or traded.

Snacks:

Healthy snacks are provided and served daily by Eagles Landing
Students may bring their own healthy snacks from home.

Signing Children In:

School dismissal changes must be communicated to the classroom teacher and school office.

Signing Children Out:

- Parent/Guardian or others authorized to pick up students must sign the pick up register before departing.
- A valid form of photo identification will be required until we are familiar with you and your family members.

DISCLAIMER

Eagles Landing reserves the right to change policies at any time. Policy changes, corrections, or clarifications coming through official email, or other correspondence from Eagles Landing are considered a replacement.

EAGLES LANDING HOMEWORK CONTRACT

(does not need to be filled out for students Pre-K2 – Kindergarten)

Student Name:

Grade: _____

My best subjects are:

My worst are:

I need the most help with:

When I need help I usually (check all that apply)

- ask for it
- get frustrated give up
- look for information on own try harder

Parents, Guardians

I want my child _____, to:

Do homework at home, after leaving Eagles Landing

Work on homework every day after school for:

- at least _____ minutes
- no more than _____ minutes
 - Be flexible day by day, depending on other program activities
 - Complete as much homework as possible

Agreements:

Parents/Guardian/Student:

By signing this contract, I agree to:

- Review homework with my child every day
- Talk to afterschool and class teachers about homework when necessary.

Signed: _____

Student:

By signing this contract, I agree to:

- Keep track of assignments and know what is expected.
- Bring assignments, books, and materials that I need to complete my homework.
- Work on my assignments during afterschool time as agreed.
- Ask for help when I need it.

Signed: _____

B.Y.O.T (Bring Your Own Technology)

Parent:

Yes, I do want my child to be able to access Technology after homework time; to play games, do additional homework or studying, access educational games and information.

Signed: _____

No, I do not want my child to be able to access any Technology after homework time.

Signed: _____

Student:

By signing this contract, I agree to:

Only use Technology after snack and Homework time. However, Chrome book use is acceptable during this time if needed for homework.

After Homework time, only play/access games, information, music that is appropriate and follows St. Paul Lutheran technology guidelines.

If there is a problem not following rules and regulations, I will turn my technology over to Eagles Landing staff when asked. Technology will be returned when deemed applicable by Eagles Landing staff or when parent or authorized person arrives for pick up.

I will adhere to only 30 minutes at a time, or the time frame Eagles Landing staff finds applicable.

Signed: _____