



Crown of Life Lutheran Church

403 E North Street

Cadillac, MI 49601

(231)-775-8842

Pastor James Hoogervorst

www.crownoflifecadillac.com



After School Program Parent Handbook Registration/Permission Forms



*Be faithful, even to the point of death, and I will give you the crown of life.
Revelation 2:10*

Crown of Life Lutheran Church
After School Program Information
Information Last Updated: August 2010

Purpose:

The purpose of our after school program is to provide lessons from God's Word, age appropriate recreational and educational activities, home-work help, a light nutritional snack and supervision to students who are looking for extra opportunities for activity and education after school. The program is open to children ages 3-13, and is ideal for those students who may not have parental supervision on returning home from school or who would like to supplement their current education with lessons from God's Word.

What Crown of Life Will Provide:

Crown of Life will provide two trained instructors from the congregation each day the program is offered to run and supervise all lessons and activities. Generally Crown of Life's pastor, Jim Hoogervorst and another female from the congregation will run each day's lessons and activities.

Crown of Life will provide a light nutritional snack each day the program is offered. Parents can indicate if their children have any food allergies or dietary restrictions.

Crown of Life will provide a trained teacher to teach a half hour lesson from God's Word. Generally, this lesson will be taught by Pastor Hoogervorst or another trained instructor from the congregation.

Crown of Life will provide children with a variety of planned and supervised age appropriate activities for recreation and education.

Crown of Life will provide children time to work on their homework. Instructors will offer appropriate homework help but will not finish or complete assignments students are to do on their own. They will help a student come to understand or come up with a solution to a question or problem, but will not provide the answer or solution.

Crown of Life will provide rules and guidelines to both parents and children to help assure the safety and well being of the children who participate in the program.

Crown of Life will provide the program to any children ages 3-13 free of charge. If numbers grow beyond what our volunteers and facilities can reasonably handle, Crown of Life will reserve the right to limit the number of students who may attend. If this becomes the case the program will be offered to members of Crown of Life first and those students who registered earliest. Crown of Life will maintain a waiting list if the need arises.

Daily Schedule:

3:45 - 4:15 pm Check in and Snack

4:15 - 4:45 pm Lesson From God's Word

4:45 - 5:30 pm Supervised Activities, Home Work Help, Supervised Free Time
(Parents may pick up their children any time after 5:00 pm)

Weekly Schedule:

The after school program will be offered every Monday and Wednesday from 3:45 to 5:30 pm during the school year unless otherwise announced. The program will not be offered on holidays and on those days the Cadillac Area Public Schools are not in session including half-days and snow days.

Rules:

1. Children ages 3-13 are invited to attend the program. (Children should be toilet trained and be able to listen and follow instructions.)
2. Parents must register their child(ren) in person at the church prior to the day they would like to have their children begin attending the program. Please register your child by filling out the attached registration forms.
3. If a child would like to bring along a guest(s) the currently registered child(ren)'s parent must fill out a guest form and have it signed by the guest child(ren)'s parent. Please contact the church as soon as possible to let them know extras will be attending.
4. The child(ren) and their guest(s) must be dropped off by the registered child(ren)'s parent or guardian before 4:00 pm. The parent or guardian must come into the church to check their child(ren)in. Parents or guardians are permitted to stay with their children if they would like.
5. If the child(ren) is walking or biking from school to the church or if the parent or guardian is not able to check the child(ren) in, in person, the parent or guardian must notify the church to indicate how the child (ren) will be arriving, when the child(ren) will be arriving, and who will be dropping the child(ren) off. If the child(ren) does not arrive at the time or in the way the parent or guardian specifies the parent or guardian will be contacted immediately. Children are not required to attend every day, but parents are asked to excuse their children if they do not plan on attending on a certain day.
6. Parents and guardians are asked to plan to have their child(ren) stay until at least 5:00 pm. This way the child(ren) can participate in the lessons and activities and the lessons and activities won't be interrupted by an early dismissal.
7. Parents and guardians must pick up their child(ren) by 5:30 pm. If a parent or guardian does not pick up their child(ren) by 5:45 pm the child(ren)'s parents or guardian will be contacted immediately.
8. The program leaders will only allow children to go home with those people who are listed to do so on the registration form. Parents or guardians may add people to this list at any time.
9. Children whose parents made arrangements with the church to have their child(ren) walk or bike to the program, must remain at the church until 5:00 pm or the time the parents or guardians arrange with the church for them to leave. If the child(ren) leave before 5:00 pm or the specified time, the parent or guardian will be contacted immediately and the child(ren) will be asked not to attend for one month.
10. Once the child(ren) leave they are not permitted to return again that day.
11. Once the child(ren) leave the church premises, the church is not responsible for their safe return home.
12. Regrettably, at this time the church does not have the trained volunteers to accommodate children with special needs. The afterschool program leaders are willing to work with parents to find ways of serving children with special needs, if the parents or an aid is able to stay with the child during the program.
13. Children who participate in the program will be expected to follow the leaders' instructions and participate in all activities. Please note: Children participating in the program will hear a lesson from God's Word everyday, be invited to join in prayer but not expected to pray if they don't feel comfortable to do so, and will be encouraged to consider how these lessons from God's Word apply to their lives. In these lessons children will hear about right and wrong. They will be made aware of lifestyles and actions the Bible calls sin. They will be made aware of sin in their own lives, but they also will be made aware of the forgiveness God gives to all people because of his Son Jesus Christ who died on the cross to earn that forgiveness of sins. Children will learn how to live their lives in such a way to give thanks and honor to Jesus Christ for everything he did to save people from the consequences of sin. Crown of Life is a member of the Wisconsin Evangelical Lutheran Synod. For a detailed description of Crown of Life's beliefs please call the pastor (231) 775-8842 or visit www.wels.net or www.crownoflifecadillac.com.
- 14 The church reserves the right not to permit a child to attend the program who refuses to follow instructions and participate in activities.

Crown of Life Lutheran Church After School Program Registration Form

Please note: This registration form must be filled out and submitted to the church office prior to your child(ren)'s first day of attendance.

Parent Guardian Information

Parent or Guardian's Name: _____

Parent or Guardian's Address: _____
(Street #) (City)

Parent or Guardian's Home Phone #: (_____) _____ - _____

Parent or Guardian's Cell Phone #: (_____) _____ - _____

Parent or Guardian's Work Phone #: (_____) _____ - _____

Name of Emergency Contact other than Parent or Guardian: _____

Emergency Contact Address: _____
(Street #) (City)

Emergency Contact Phone #: (_____) _____ - _____

Child(ren) Information

Child's Name	Child's Grade Level	Please Indicate Any Food Allergies
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Please list the people who have permission to pick up your child(ren). Please include yourself.

Name	Driver's License Number
1. _____	_____
2. _____	_____
3. _____	_____

Other Information

This form will remain on file and you can add additional pick up people to your list at any time.

Name	Driver's License Number
1. _____	_____
2. _____	_____
3. _____	_____

In general if you will not be dropping off your child(ren) please indicate how they will be arriving, when they will be arriving, and who will be dropping them off using the space below:

By registering your child(ren) for the after school program it will be assumed they will be attending every Monday and Wednesday from 3:45 to at least 5 pm and will be picked up no later than 5:45 pm. In general if there is a day during the week or month your child(ren) will not be attending or need to leave before 5:00 pm please indicate your wishes using the space below:

Signature

I have read, understand and agree to the rules and procedures set up by Crown of Life Lutheran Church for their after school program and have explained these rules to the children under my care who will be participating in the program. I agree to have my children participate in Crown of Life's after school program according to the rules set forth.

_____ Signature	_____ Date
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