

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

**Program Operations:**

Open from the end of the school day until 6:30 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](http://www.stpaulptc.org) for student holidays.

**Enrollment Policies:**

Eagles Landing accommodates students from Pre-K3 - 8<sup>th</sup> 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 site 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 served daily.  
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 in writing.

**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 Fee Schedule:

- Hours of Operation: 3:15p – 6:30p
- First hour - \$10.00 (until 4:30p)
- Until 5p - \$15.00
- After 5p Daily Rate of \$20.00
- SIBLINGS receive 10% discount!

### Fees and Payments:

- Checks, cash or money orders are accepted for payment.
- There will be a \$25 service charge for all returned checks.
- After two returned checks, payments will be accepted in a money order or cash only basis.
- Late fee applies for pick up after 6:30p. Within 15 minute window \$5 fee will be charged. Anything after 6:45p \$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.\*\*\*

\*\*\* Please note: Enrichment checks should be made out to St. Paul Lutheran School as well. However, memo line should read: "EL Enrichment". \*\*\*

\*\*\* 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!