

**Zion Lutheran School
1301 North State Street
Litchfield, IL 62056
2026-2027**

Dear Parents,

Welcome to the Before and After School programs at Zion Lutheran School.

The programs strive to promote a relaxing, safe, and enjoyable place for Zion Lutheran School students to stay either before or after hours on regular school days.

If you have questions regarding the program, please contact the office at 217-324-3166.

In Christ,

Jami Pryor
Principal

Before and After School Guidelines

Eligibility

Students enrolled in Zion Lutheran School grades kindergarten through eighth are eligible to register for either or both programs.

Registration

To reserve a space for your child, please complete the attached registration form. The registration form must be completed by a parent or legal guardian before the student will be able to attend the programs.

Please include pertinent information regarding the child's allergies and medical history on the back of the form.

The form may be returned to Mr. Bryant in the office.

Nondiscrimination Policy

Zion Lutheran School admits students of any race, color, national, and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, athletic, and other school administration programs.

Hours, Holidays, and Weather Closings

Care is available between 7:00 a.m. - 8:00 a.m. and 3:00 p.m. - 6:00 p.m., Monday through Friday, on regular Zion Lutheran School days.

The programs follow Zion School's holiday schedule which is announced on Educate, the weekly class newsletter, and in the News Note, which is sent home each Thursday with the students. Closings due to weather are announced on radio stations WSMI (AM 1540 and FM 106), and TV channels 2 (KTVI), 4 (KMOV), and 5 (KSDK) as well as Educate announcements.

Check with Mr. Bryant in the school office to enroll for Educate announcements.

Early Dismissal

When school is dismissed at 11:15 a.m. there will be no after school.

On 1:15 p.m. dismissal days there will be after school until 6:00 p.m. Early dismissal days are announced on Educate and in the weekly News Note.

Daily Activities

In both sessions, students may choose from a variety of learning centers, games, and project materials. After school students will have recess, snacks, and time to work on homework as well as creative group projects.

Meals and Snacks

Snacks are not provided before school; however, students may bring breakfast from home. Afternoon snacks may include fruit, cereal bars, yogurt, cheese sticks, low fat milk or fruit juice.

Drop Off

Students arriving between 7:00 a.m. - 8:00 a.m. can be dropped off at the North door on Fisher.

The parent/guardian dropping off the student is required to sign in the child on the appropriate sheet in the book.

Pickup

Students will be released only to those individuals listed on the registration form.

If an individual not listed on the form is to pick up the student, the parent/guardian must notify the after school staff or school office as soon as possible. That person will be asked for a government issued photo ID. The student will not be released without prior authorization from the parent/guardian.

Students must be signed out on the appropriate sheet in the book.

Late Pickup

The after school program closes at 6:00 p.m. If a child is picked up after 6:00 p.m., a late fee will be charged at the rate of \$5.00 for the first 15 minutes and an additional \$5.00 for every minute after the initial 15 minutes.

Emergency Information

Please be sure that before and after school staff and school office staff are kept up to date on your home address, telephone number, business number, and other emergency contact information.

Fees

BEFORE SCHOOL 7:00-8:00 am (per day)

Arrival Time	1st child in family	Each additional child in family
6:30am*-8:00am	\$20.00	\$10.00
7:00am-8:00am	\$10.00	\$5.00
7:30am-8:00am	\$6.00	\$3.00

If you need to drop your child(ren) off before 7:00 a.m. the school office needs to be notified 24 hours beforehand.

AFTER SCHOOL 3:00-6:00 pm (per day)

Departure Time	1st child in family	Each additional child in family
3:15pm-4:00pm	\$10.00	\$3.00
3:15pm-5:00pm	\$15.00	\$5.00
3:15pm-6:00pm	\$25.00	\$20.00
After 6:00 pm until 6:15 pm	Additional \$5.00/per 15 minutes	Additional \$10.00 per 15 minutes
After 6:15pm	Additional \$8.00 per minute	Additional \$5.00 per minute
Early Dismissal Days 1:15pm-4:00pm 1:15pm-5:00pm 1:15pm-6:00pm	\$15.00 \$20.00 \$25.00	\$12.00 \$15.00 \$20.00

Billing

Billing statements are sent home with the student every other Monday with payment due on the Monday of the following week. Please enclose payment in the envelope provided with the statement. Payment may be made by check or cash and should be given to the office.

Accounts not paid within 10 days of the date shown at the bottom of the billing envelope will be considered overdue and the following actions will be taken:

- A reminder email will be sent to the parent/guardian.
- If no payment is received in response to the email, a letter will be sent from the principal.
- If no payment is received in response to the letter, the matter will be turned over to the Board of Education for action. Possible actions may include, but are not limited to, refusing admission to the before & after school programs until all fees are paid.
- A \$25.00 fee will be charged for each month in which the account is delinquent.

Tax Statements

Final statements for the previous calendar year will be available upon request at the end of January. To request a final statement, contact Mr. Bryant.

Illness

A child who shows evidence of potential illness, including, but not limited to runny nose, red eyes, rash, sore or raw throat, vomiting, diarrhea, skin eruptions, head lice, feverish skin should be kept at home. Children must be fever free without medication for 24 HOURS before returning to school.

If a child becomes ill during the day, the parents/guardians will be notified and arrangements made to have the child picked up from school. If a student is sent home, they may not return until symptom free.

The before and after school staff have the right to refuse admission if it is felt the child is not healthy. If the child is taking a prescribed medication and has a doctor's permission to attend school, he/she will be accepted into class.

Medication may be administered by school staff if the medication is properly labeled with the following information:

- Child's name
- In original pharmaceutical bottle
- Directions for administration
- **A signed form from your child's physician**

Christian Discipline

A unique characteristic of Zion Lutheran School and the before and after school program is discipline, goals, and procedures rooted in scriptural understandings of Christians and sin. Zion families can be assured that God's promises are dependable and certain.

At our school, the goal of good behavior is viewed with the understanding of a student's growth as a child of God. Every effort is made to redirect a child's inappropriate behavior. Time-out will be used only if redirection does not work. Zion's before and after school program reserves the right to request the removal of a child whose adjustment within the group is or becomes difficult within a reasonable length of time.

Before and after school staff/parent teacher conferences serve as a buffer against difficulties. Conferences with the director, principal, staff, and possibly pastor can be scheduled if needed.