



## LION'S DEN & GUIDED STUDY PROGRAM

### PHILOSOPHY

Emmanuel Christian Academy offers a Lion's Den and Guided Study program designed to provide quality after school care for working parents and staff children who prefer to have their children participate in a Christ-centered, school-sponsored program. **Only current ECA students are permitted to attend.**

The program will provide a safe setting for students and focus on providing a structured and supervised environment conducive to positive peer interaction and enrichment activities.

### PROGRAM GOALS

Any student that is not picked up by the school bus or parent by 3:15 p.m., or does not have an athletic practice immediately following dismissal, must report to the age-appropriate after school care program. No student is permitted to be unsupervised in the building after 3:15 p.m. A registration form is required for students that will participate in the program.

**Lion's Den (TK-5<sup>th</sup> grade)** will provide supervision of current ECA students in an informal setting with opportunities to engage in supervised activities.

- Time and space to engage in reading, study and homework.
- Time and space to engage in large muscle activities and games.
- Encouragement to be creative.
- Time to discuss the day's activities with staff and peers.

The typical program schedule for the Lion's Den program will consist of the following:

- Attendance and restroom break. Additional restroom breaks as needed.
- Weather permitting, all students will go outside and have access to the playground. ECA playground rules will apply. Students should always have appropriate cold weather attire.
- Snack time, homework and/or additional play time and release to parents no later than 5:30 p.m.
- **It is the responsibility of the parent/guardian to inform Coordinator if your child has any dietary restrictions, food allergies or medical conditions and send an appropriate snack for their child each day.** This information is required on the registration and emergency medical form that must be completed and submitted to the school.

#### **Guided Study (6<sup>th</sup>-12<sup>th</sup> grade)**

- Quiet time and space to engage in reading, studying and homework.
- Snacks are not provided.

All Lion's Den and Guided Study students will follow all Emmanuel Christian Academy school policies and procedures as set forth in the ECA Student Handbook. Emergency procedures will also be followed as per those outlined in the handbook. A Lion's Den phone (937-925-2692) is provided by the school for parents to contact the Lion's Den Coordinator after regular school office hours (4:00 p.m.).

### POLICIES AND PROCEDURES

**Location & Time:** Emmanuel Christian Academy will provide after school care and supervision of children from 3:00 p.m. to 5:30 p.m. daily as per the school calendar. **Upon dismissal from class, Lion's Den students will meet in the cafeteria and Guided Study students will meet upstairs in Room 217. Charges will begin at 3:15 p.m.** After school care

is not available when ECA has an early dismissal. At the Administration's discretion, an exception for after school care during an early release can be made, if necessary.

**Lion's Den & Guided Study Sign-In & Sign-Out:** The Lion's Den and Guided Study Coordinator will take attendance and sign all children in. **Upon pick-up, Lion's Den parents or a pre-designated person(s) must enter the building and sign the child out with the Coordinator.** Please make sure the correct sign-out time is recorded. The Coordinator will confirm all sign-out times. Children will not be dismissed to anyone other than those listed on the registration form unless written notification is sent in. If your child needs to attend a club event, sports practice or meeting, please make sure that the Coordinator is notified in writing so that this can be arranged. Your child will not be released to an unauthorized person. It is the parent's responsibility to inform either Coordinator of any custody issues or protection agreements that may be in place. Proof of identification may be required upon request.

**Guided Study Sign-Out:** The Guided Study Coordinator will take attendance and sign all children in. Students are to sign out with the Guided Study Coordinator upon leaving for any reason and the time must be recorded. For example: an athletic practice, tutoring session, club activity, etc. Any student found wondering in the hall after 3:15 p.m. may be assigned a minor infraction.

**Volunteers:** Free after school childcare will not be provided while parents are volunteering in the building and/or attending meetings. In addition, if you plan to volunteer in the classroom/building, it is expected that you would find childcare for additional children not attending ECA, so as not to disturb the educational process.

**Illness or injury:** In the event of a minor illness or injury, your child will be treated by staff and parents will be notified upon arrival. If it is determined to be more serious, or your child has a fever of 99.8 degrees or above, diarrhea, vomiting, lice infestation, or receives an injury to the head, you will be notified by phone to come and pick up your child immediately. If the parent(s) cannot be reached, the alternate contact given by you on the registration form will be contacted to pick up your child. Your child will be made to feel as comfortable as possible until your arrival.

If your child has a serious injury, the Coordinator will take whatever steps may be necessary to obtain emergency medical care.

- An ambulance or paramedic will be called to transport your child
- Parent/Guardian will be contacted
- An administrator will be contacted
- Under extreme circumstances, it may be necessary to have the child taken to the emergency room in the company of a staff member.

Our Lion's Den Coordinator has been trained in first aid and CPR. If an emergency arises in the Guided Study program after school office hours, the above steps will be taken and the Lion's Den Coordinator will be contacted immediately to assist.

**Fire & Tornado Drills:** Monthly fire and tornado drills will be conducted at varying times. A fire emergency and weather alert plan and evacuation route are posted in the cafeteria and all other areas of the building.

**Disciplinary Action:** All disciplinary action will follow the current ECA Discipline policy as stated in the Student Handbook. Positive reinforcement will be given. If the behavior continues, students will be given an age appropriate time out in Lion's Den. The Coordinator will contact the parent after repeated offenses and the matter will be referred to the principal. If the behavior is not corrected, your child may be dismissed from the program and you will be required to arrange for pick-up no later than 3:15 every day.

<b>Lion's Den Rates:</b>	3:15 p.m. – 4:00 p.m. – or any part of	\$4.50
	4:01 p.m. – 5:00 p.m. – or any part of	\$3.75 additional
	5:01 p.m. – 5:30 p.m. – or any part of	\$2.50 additional
	<b>5:30 p.m. or after</b>	<b>\$1.00 per minute additional</b>

**Guided Study Rates:** 3:15 p.m. – 3:30 p.m. – or any part of \$1.00  
Each additional half hour or any part of \$1.50 additional  
**5:30 or after \$1.00 per minute additional**  
No charge for students needing to stay after school for Jr. High and High School Athletic Practices

If your child has an after school athletic practice, the Guided Study Coordinator will dismiss them 15 minutes prior to the scheduled start time of that practice.

**After School Detention & Study Tables** will also be held in room 217 from 3:15 – 4:15 at the rate of \$2.00 per occurrence. **This fee is payable on the day the student serves the detention.**

**PLEASE COMPLETE THE LION'S DEN/GUIDED STUDY REGISTRATION FORM WHETHER YOUR CHILD WILL BE REGULARLY ATTENDING OR NOT. THIS WILL ASSIST THE COORDINATOR IN THE EVENT OF AN EMERGENCY WHEN YOU MAY BE LATE PICKING UP YOUR CHILD.**

# LION'S DEN TK-5<sup>th</sup> Grade



**EMMANUEL**  
CHRISTIAN ACADEMY

## REGISTRATION/PARENT CONTACT

Student Name(s) \_\_\_\_\_

Primary Contact Name & Number(s) \_\_\_\_\_  
(Available during Lion's Den hours 3:15-5:30)

Other Name & Phone Numbers \_\_\_\_\_  
(If no answer at primary number above)

Complete Address \_\_\_\_\_

My child(ren) may be released to:  
Name

Relationship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child(ren) MAY NOT be released to:  
Name

Relationship

\_\_\_\_\_

\_\_\_\_\_

STUDENT NAME

ALLERGIES AND/OR MEDICAL ISSUES (SPECIFIC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ I give my consent for my child(ren) to participate in snack time -- **no restrictions.**

\_\_\_ I understand that a variety of different snacks are provided and give my consent for my child to consume all but the following snacks due to allergies (please list) \_\_\_\_\_

\_\_\_ Due to allergies and/or my personal preference, I prefer my child does not consume Lion's Den snacks and I will provide him/her with either an after school snack from home each day, or money for the vending machines in the school cafeteria -- costs range from \$0.60 to \$1.25 per item. I understand that purchased snacks will be limited to one snack item and one drink.

I have read and understand the Lion's Den/Guided Study policy and procedures.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**ALL FAMILIES THAT WILL BE USING THE LION'S DEN/GUIDED STUDY PROGRAM WILL BE REQUIRED TO HAVE A CURRENT CHARGE CARD ON FILE.** If you would like for us to use this as payment each month, please check the appropriate box below. Many families find this option to be very convenient.

**If a family has an outstanding balance beyond 30 days, your charge card will be automatically charged for the outstanding balance. If the charge is denied and payment is still not received, your students will not be permitted to return to Lion's Den until the outstanding balance is paid in full and your students MUST be picked up immediately after school by 3:10 p.m.**

\_\_\_ Yes, I would like to use this method each month to pay my Lion's Den charges. **A 3% surcharge will be added.**

\_\_\_ No, do not use this method monthly. Only use this method if my balance goes beyond 30 days. **A 3% surcharge will be added.**

Name on Charge \_\_\_\_\_

### CREDIT/DEBIT CARD INFORMATION

Address \_\_\_\_\_ Zip \_\_\_\_\_ (required)

Account# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Exp. Date \_\_\_\_\_ 3-Digit Code on Back \_\_\_\_\_

Reason for Charge: Lion's Den & Guided Study

Billing Zip Code for this card \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE: DATE: \_\_\_\_\_ AMT. CHARGED \_\_\_\_\_

**GUIDED STUDY**  
**6<sup>th</sup>-12<sup>th</sup> Grade**



**REGISTRATION/PARENT CONTACT**

Student Name(s) \_\_\_\_\_

Primary Contact Name & Number(s) \_\_\_\_\_  
(Available during Guided Study hours 3:15-5:30)

Other Name & Phone Numbers \_\_\_\_\_  
(If no answer at primary number above)

Complete Address \_\_\_\_\_

My child(ren) may be released to:

Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child(ren) MAY NOT be released to:

Name \_\_\_\_\_  
\_\_\_\_\_

Relationship \_\_\_\_\_  
\_\_\_\_\_

STUDENT NAME \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALLERGIES AND/OR MEDICAL ISSUES (SPECIFIC) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Snacks are not provided during Guided Study.

I have read and understand the Lion's Den/Guided Study policy and procedures.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

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Name on Charge \_\_\_\_\_

**CREDIT/DEBIT CARD INFORMATION**

Address \_\_\_\_\_ Zip \_\_\_\_\_ (required)

Account# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Exp. Date \_\_\_\_\_ 3-Digit Code on Back \_\_\_\_\_

Reason for Charge: Lion's Den & Guided Study

Billing Zip Code for this card \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE: DATE: \_\_\_\_\_ AMT. CHARGED \_\_\_\_\_