

**Lucas On Campus  
830 Southlawn Drive  
Iowa City, IA 52245**

**Purpose and Philosophy**

Lucas On Campus has been organized to provide before and after school care for children in kindergarten through sixth grade. The Lucas On Campus program is a non-profit organization formed and overseen by a parent advisory board. Day to day planning and operation are overseen by the Director and the Assistant Director.

The program offers a variety of activities to help stimulate self-expression, exploration and further development of the children in a safe, friendly environment.

## **Organization**

The Lucas On Campus program is a fully licensed child-care center following the standards of the Iowa Department of Human Services. The program is incorporated in the state of Iowa as non-profit corporation and is exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code.

The program is governed by a Board of Directors consisting of not less than six members including but not limited to the parents and guardians of the children enrolled in the program. The principal of Lucas Elementary acts as an ex officio member of the Board. The Board meets no less than quarterly to plan the budget, to determine policies and to deal with other related matters.

The program is supported in principle by the Lucas Parent-Teacher Organization (PTO), but the PTO does not offer any financial assistance.

## **Funding and Fees**

The program is financed by monthly fees. Lucas Elementary provides space for the program, but no financial assistance. All program staff salaries, supplies, and other expenses are taken from the fees. A one time non-refundable registration fee of \$25.00 is required for each child enrolled in the program. This fee is due at the time the child is placed on the waiting list or before acceptance in the program, if there is no waiting list.

Fees are due on the first of each month. A late charge of 10% of the monthly fee will be charged for payments received after the seventh of the month. Fees are paid in nine (9) equal monthly installments. The fee is the same each month regardless of the number of days a child actually attends. Hourly or daily rates are not available.

Payments received over two weeks late will result in disenrollment of the child. Checks returned for “insufficient funds” will be handled in the following manner: The parent will be contacted by a member of the Board or designee and arrangements shall be made within two (2) working days to provide payment in full by cash or money order. An “insufficient funds” fee of \$30.00 will be assessed in addition to the 10% late fee charge. If there are circumstances preventing immediate and full payment, the parent may contact the Board President and request an exception.

However, if an exception is requested, a payment plan shall be arranged and signed by the parent by the end of the first full week after notice. Failure to provide payments according to the repayment plan will result in discharge of the child from the program. Subsequent payments may be required to be in cash or money order after an “insufficient funds” occurrence. Failure to pay fees will result in referral to a collection agency.

For new students the first payment is due September 1<sup>st</sup> or the first of the month that enrollment begins. Parents of children planning to return the following year and who wish to have space held for the upcoming year are responsible for paying one month tuition in June. This may be refunded at any time during June and up to thirty (30) days prior to the start of school. A thirty (30) day withdrawal request must be made to the Director and prior to a refund payment. The June monthly tuition fee will be considered the September tuition payment for all returning students.

### **Monthly Fees Are:**

A.M. Only	\$105.00
P.M. Only	\$175.00
Full-time	\$225.00

## **Program Hours**

The program will follow the Iowa City Community School District calendar and will be held only on the days that classes are in session. Hours of operation are:

7:00 A.M. - 7:45 A.M.

2:55 P.M. - 5:30 P.M. (M, T, W, F)

1:55 P.M. - 5:30 P.M. (Thursday)

In the event of school cancellation, delays or early dismissal for inclement weather, there will be no Lucas On Campus unless otherwise notified. In the event of delays, cancellations and early dismissal please use the following radio and TV stations: Radio KXIC, KRNA, WSUI, KCCK, KCJJ, KUNI, WMT, KGAN, KCRG, KHAK, and Q103.

TV stations: KGAN, KCRG, KWWL

## **Admission Policy**

Any child enrolled in kindergarten through sixth grade at Lucas School is eligible for admission. The program encourages students of all backgrounds to attend. Lucas On Campus does not discriminate against anyone because of race, color, creed, national origin or ethnic background in any of its policies. Children with special needs will be considered by the Board on a case-by-case basis.

## **Admission Consideration**

Initial enrollment will be on a “first come, first serve” basis. If more children desire enrollment into the program than space and/or state guidelines permit, a waiting list will be established and the guidelines set forth. The waiting list will be kept in order of the date registration forms are received and the earliest date admission into the program is requested. First priority shall be given to children of the Director and Assistant Director. Siblings of children currently enrolled in the program will be given second priority and finally those children on the waiting list. **Thirty days written notification must be given by the parent(s)/guardian(s) before a child drops out of the program or makes changes in enrollment times; failure to provide the required thirty day notice shall obligate the parent(s)/guardian(s) to pay the full amount of fees for the following month. Failure to make payment will result in referral to a collection agency.** Each Spring parents will be contacted for reenrollment. Failure to return forms within the specified time lines may result in loss of enrollment.

## **Arrival and Departure**

Children may be delivered any time between 7:00 A.M. and 7:45 A.M., and picked up between 3:00 P.M. (2:00 P.M. on Thursday) and 5:30 P.M., at times most suitable for the family's needs. To ensure the safe arrival and departure of your child, the child should be checked in with the Director, Assistant Director or staff person and checked out with the Director, Assistant Director, and staff person or by using the **SIGN-OUT BOOK**.

**The opening and closing hours of the program must be respected. A late fee of \$5.00 per child for each five (5) minute increment past 5:30 P.M. will be charged.**

When a parent/guardian is unable to arrive by 5:30 P.M. the following procedure will apply:

### **First Occurrence:**

In addition to the charge, the parent/guardian will document the arrival time. This document will be provided to the treasurer and the parent will be billed for the late fee. Payment shall be made to the Director or Assistant Director within five (5) working days.

### **Second Occurrence:**

In addition to repeating the same steps as noted in the first occurrence, the parent will receive a warning notification from the Board President.

### **Third Occurrence:**

In addition to the late charge, a third occurrence shall require that the parent/guardian attend an L.O.C. Board meeting and discuss the on-going late pick-ups. This meeting will result in a decision as to whether the child/ren may continue in the program or whether a termination notice will be given.

Repeated late pick-ups may result in the termination of the child's enrollment. In the case of a scheduling conflict, the parent/guardian must make arrangements for another adult to pick up the child/ren. However, children will be released only to the parent(s)/Guardian(s) or to individuals designated in writing.

The Director, Assistant Director, and Board members are available to work with families to resolve late pick-ups and to find a reasonable solution. Late pick-ups place staff, families and the child/ren waiting in a difficult, frightening and stressful situation.

## **Discipline and Discharge Policy**

A safe, supportive and respectful environment is one of the goals of our program. Therefore everyone, including students, parents, staff and visitors will be expected to be respectful and courteous to all. Modeling, redirection, working through challenges, and positive reinforcements will be the primary methods of behavior management. Time outs will also be used if necessary. The Director, Assistant Director, staff or parents may complete a disciplinary form for inappropriate, disruptive, or dangerous behavior. When a disciplinary form is completed parents will be required to sign the form stating they have reviewed the contents and acknowledge its receipt.

A serious disciplinary problem is defined as one in which a child is hampering the day-to-day operation of the program by requiring constant one-on-one attention that prevents the staff from caring for the other children; social or emotional problems so severe as to be detrimental to themselves, other children or staff; or being disrespectful to the staff, other students, or parents and refusing to comply with direction.

If a child is not able to adjust to the program setting, the Director will notify the parent(s)/guardians of the situation and request that a meeting be arranged to discuss solutions. We will work with parent(s)/guardian(s) to discourage inappropriate, disruptive or dangerous behavior. If the Director recommends that a child be discharged from the program, a conference will be held between the Director, parent(s)/guardian(s) and a member of the Board of Directors to determine an acceptable solution to continuing behavior challenges.

Thirty day notice will be given to the parent(s)/guardian(s) before a child is dismissed from the program. The Board reserves the right to waive the thirty day notification period in the case of any child who is deemed by the Director and the Board to constitute an immediate threat to the health and/or safety of either him/herself or any other children in the program.



## **Families Rights**

Families have the right:

1. To know that their child/ren are in a safe and friendly environment.
2. To share concerns with staff about anything they do not feel is in the best interest of the children.
3. To be informed of their child's behavior, with staff being available for consultation if necessary.
4. To visit the program anytime during hours of operation, unless restricted by court order.

## **Families Responsibilities**

Family's responsibilities are:

1. To pay fees on time.(explained in the Fees section)
2. To keep the children's records current.
3. To pick up children on time.
4. To follow the health and safety policies.
5. To treat the children and staff with courtesy and respect.

## **Children's Rights**

Children have the right:

1. To be in a safe and friendly environment.
2. To use all equipment and space on an equal basis.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal and respectful of them.
5. To have staff members that care about them, enjoy being with them and help them to grow.

## **Children's Responsibilities**

Children's responsibilities are:

1. To respect the rules and standards set by the program staff.
2. To remain with staff at all times.
3. To maintain proper care of material and equipment belonging to the program and other children in the program.
4. To report to the program immediately before and after school.
5. To accept responsibility and consequences for their actions.

### **Emergency Early Dismissal**

If school should be dismissed early due to weather conditions or any other building emergency, there will be no Lucas On Campus unless notified otherwise. Parents will be notified by REMIND, Facebook and/or email.

## **Breakfast and Snacks**

**Breakfast** is available through Lucas Elementary. The cost of breakfast will follow the guidelines as set forth by the ICCSD policy. Students may bring their own breakfast from home to eat during morning program.

**Nutritious snacks** will be served daily in the after school program. Birthday treats are welcome, but arrangements must be made in advance with the Director.

## Health Policy

### Medications

Whenever a child is to be given any medication, written parental authorization and instructions must be provided to the Director. The medication must be provided in the original labeled container. The necessary forms may be obtained from the Director and must be completed prior to administration. A medical authorization for on-going medication shall be honored for a period of time not to exceed thirty (30) days as required by state licensing. New medication forms may be submitted whenever necessary. When a medication form has been completed and medication is not administered, staff shall note the date and document the reason for not administering medication, and notify parents.

### Illness or Injury

If your child has any one of the following conditions, you will be notified to pick up your child as soon as possible:

- Contagious Disease
- Fever – temperature of 100° F. or more
- Vomiting
- Diarrhea
- Accident requiring medical attention

In case of accident or illness, parent(s)/guardian(s) of the child will be called immediately. **In a medical emergency, the child will be taken to the local hospital that parent(s)/guardian(s) have designated on the Emergency Medical Consent Form for treatment. Parent(s)/guardian(s) will be notified as quickly as possible.**

### Health and Safety

Parent(s)/Guardian(s) of children attending the program must provide names, relationships and phone numbers of the persons authorized to pick up a child from the center.

Program personnel will be oriented in all safety and emergency procedures upon hire. Staff will be trained annually in safety and emergency procedures thereafter. It is the program's policy to train all staff in the following:

- Mandatory Reporting of Child Abuse
- Infectious Disease/Universal Precautions (within six months of hire)
- First Aid (within first year)
- CPR (within first year)

Parent(s)/Guardian(s) must make the Director aware of any pertinent information regarding the child's health in writing. If changes occur during the program year, those changes should also be reported to the program.

## **Insurance Policy**

The program carries liability insurance. Families are encouraged to provide their own health insurance coverage. Many families are covered by their employer and/or their own private policies. Public school children are eligible for accident insurance in the fall of each year. Families who wish to enroll should check with the school office.

## **Field Trip Policy**

Lucas On Campus does plan field trips. Field trips are planned by the Director and Assistant Director. Examples of field trips include bowling, swimming, or park visits. Parental/Guardian notification and authorization for each trip will be provided prior to the field trip. Copies of the Emergency Medical Consent Form (for each child) and First Aid Kits are standard on all field trips. Transportation for all field trips will be set forth in the Transportation Policy.

## **Transportation**

Transportation for field trips will be by walking, utilizing public transit, or chartered bus systems. Lucas On Campus does not transport children by personal vehicle. **In the event of a medical emergency Lucas On Campus will transport by utilizing a local ambulance service.**

## **Records and Forms**

Parent(s)/Guardian(s) will be asked to complete the following:

- Iowa School-Age Care - Health Status - Parent Statement
- State of Iowa Immunization Declaration
- Emergency Consent
- Pick-Up Authorization
- Medical Release as Needed\*

All children's forms require review and updating of information annually.

\*These forms will be completed as needed.



## **After School Extracurricular Activities**

If activities such as soccer, gymnastics, scouts, music lessons etc. are to be attended by your child, a written schedule of the activities and method of transportation must be submitted to the Director by the parent/guardian. Written permission must also be given if the child is leaving the Lucas On Campus program for outings, birthday parties etc. Once the child has left the program for a special activity, the child may return to the program with written parental/guardian notification or parental/guardian return check-in with Director, Assistant Director or staff. Should the child fail to check-in at the designated time the Director or Assistant Director will contact the parent/ guardian immediately. **Telephone authorization will not be accepted. Parents may email or fax authorization. FAX @ 688-1141**  
**Lucas On Campus is not responsible or liable for a child while not in attendance.**

**Federal Tax Identification # 42-1297690**

**Lucas On Campus      319-530-3969**  
**Lucas Elementary     319-688-1140**

**Email                      [lucasoncampus@gmail.com](mailto:lucasoncampus@gmail.com)**

**Lucas On Campus Behavior Referral Form**

**Student Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Referring Person** \_\_\_\_\_

**The above student has been referred for the following reason:**

- Noncompliance**
- Disrespect to adults/peers**
- Intentional/accidental injury to others**
- Threats or bullying**
- Racial/derogatory slurs**
- Inappropriate language or gestures**
- Intentional damage to property**
- Stealing**
- Violation of ICCSD Board Policy 502.1c (weapons)**
- Violation of ICCSD Board Policy 502.6 (alcohol and drugs)**
- Other**

**Comments/  
Explanation:** \_\_\_\_\_

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**Parent/guardian signature**

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**Date**

**Signature of parent/guardian denotes receipt of document**

Copy 1 to parent

Copy 2 to LOC Board of Directors

Copy 3 to LOC's child's file

**Revised 2018**