



After School Program Parent/Guardian Handbook

Thank you for partnering with New Castle Bible Church to provide a safe and loving environment for your child after school this year! We aim to serve you and your family well and look forward to getting to know you better this school year.



Please read over the parent handbook and policies for the 2026-2027 school year. Your registration and admission to the After School Program is not complete until the parent/guardian program handbook acknowledgement page within the handbook and all required forms have been signed and returned along with the \$20 pre-registration fee required for each family. Thank you!

New Castle Bible Church
Intersection Building
17931 Dee Mac Road
Mackinaw, IL 61755
Director: Natalie Williams

ADMISSION

This program is open to all children K - 8th grade from Deer Creek-Mackinaw CUSD #701 schools. All admissions are accepted on a first-come, first-served basis and slots will be considered filled when all forms have been turned in, along with the \$20 pre-registration fee, and we reach program capacity.

READMISSION

Students in the program will be prioritized for the next school year. A survey will go out among families in the program at the end of the school year to determine if they will be returning.

WAITING LIST

Once program slots are filled, applicants will be placed on the waiting list by date and time the application is received.

TUTORING

Any child in grades K – 12 (inside or outside of the After School Program) that desires to receive one-on-one tutoring, is encouraged to register for specific subject material (one or multiple subjects) through the program director. Students can sign up for tutoring if they consistently provide study materials to go over with their tutor, primarily based off the need for help in a specific subject. They are also able to do homework during their scheduled tutoring time, but if homework help is all that is needed, then there is no need for a tutor. All homework help that is not associated with tutoring is done by program staff.

Available slots will be filled based on tutor availability throughout the year. Students will receive tutoring on a designated day(s) each week based on a monthly schedule. Students will be assigned to a tutor volunteer separate from the program staff employees.

TUTORING SCHEDULE

Tutoring slots will be scheduled on certain days as volunteers are available. If you signed up for tutoring, please see your tutoring schedule for days and times. Schedules will be sent by email at the end of each month prior to scheduled tutoring.

SCHEDULE/BILLING

Program hours are 3:00 – 6:00 pm on regular school days, students arrive by 3:30. All children will need to be picked up **BY 6:00pm**, including early dismissal days. We encourage parents/guardians to allow their children to stay until at least 4:30pm for a snack and brief lesson time.

A \$10 late pick-up fee may be charged for perpetually late pick-ups. Late fees incurred will be added to the weekly/monthly tuition fee for the next period.

Days of operation will follow the Deer Creek-Mackinaw CUSD #701 school district calendar. (Calendar is attached.) The program will be closed for any holidays or staff development days listed as no school on the district calendar, or that arise during the school year (i.e. school

closure weather days, etc). Credit will be given if the program is cancelled due to snow days, etc.

The program will provide care on all early dismissal days at no extra cost. Please send a sack lunch with your child on 11:30am dismissal days when lunch is not served at school.

TUITION

Tuition is \$10 per child per day that a child is scheduled to attend the program. Each child will receive a credit for the first 5 absent days per year toward their paid tuition. After the 5 absent days of credit, if a child does not attend the program tuition will still be charged for that day. Tuition will be credited to families in the case of a full program closure due to weather, etc.

Families may choose to pay tuition in advance weekly or monthly by exact cash (no change on hand) or check. Tuition is due on the Friday before the next week or month of planned after school care. Tuition bills will be emailed to the parents/guardians based on their enrollment tuition preference. If you prefer a paper copy, please let the director know.

Any returned check will be charged a \$5 bank service fee.

If tuition invoices remain unpaid for 30 days past their due date, the Director may pause your child's attendance until steps are taken toward balancing the account. Maintaining communication with the Director about the delay and your plan to send in payment is helpful to avoid a pause in your child's attendance for this reason.

****Families must pay the remainder of the previous year's tuition balance before re-enrolling their child(ren) in the After School Program****

DISCIPLINE

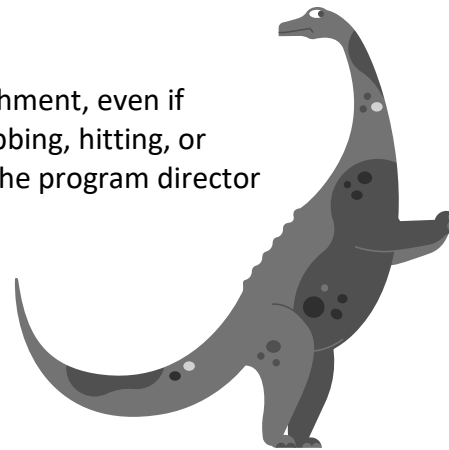
It is the policy of New Castle Bible Church to NOT administer corporal punishment, even if parents have suggested or given permission. There will be no spanking, grabbing, hitting, or other physical discipline of children. Staff and volunteers will consult with the program director if assistance is needed with disciplinary issues.

Discipline steps to be followed daily:

- Verbal warnings/reminders given to redirect behavior
- Short time out given to take a break from the situation
- Parent/Guardian contacted by director to discuss

Expulsion is a last resort decision to be made by the program director and the Associate Pastor of Student Ministries after multiple attempts have been made to improve the behavior.

Positive reinforcement will be used through a ticket system. Children can earn tickets based on respectful behavior and having good focus during homework help time. At the end of the week, they may spend their tickets on fun items and snacks from the treasure box.



COMMUNICATION/CONFLICT RESOLUTION

Should you have a concern, please address it to the program director so that the appropriate staff can be involved in the resolution. 309-642-9305 or by email nwilliams@mynCBC.org. It is the program's desire to work together with parents/guardians to resolve issues that arise. If needed, NCBC pastors will be brought in to help mediate and resolve conflict.

STATE LICENSE EXEMPT PROVIDER

Parents/Guardians are hereby notified that New Castle Bible Church After School Program is not licensed or regulated by the State Department of Children and Family Services (DCFS). The program complies with the Standards of the Illinois Department of Public Health, the Illinois State Fire Marshal, and the Illinois Department of Human Services for staff qualifications and training standards.

Firearms are **not** permitted on the premises at **any** time by anyone including family members.

RECORDS CONFIDENTIALITY

All personal information records will remain confidential. This information is limited to the director and staff on a need-to-know basis and will not be released to anyone without permission of the parent/guardian.

CHECK-IN/CHECK-OUT POLICY

Transportation to the program will be provided by the shuttle bus system through Deer Creek-Mackinaw CUSD #701. The program director will have a daily roster coordinated with the district schools to verify school attendance. Children will be met at the bus for check-in and walked to the Intersection building.

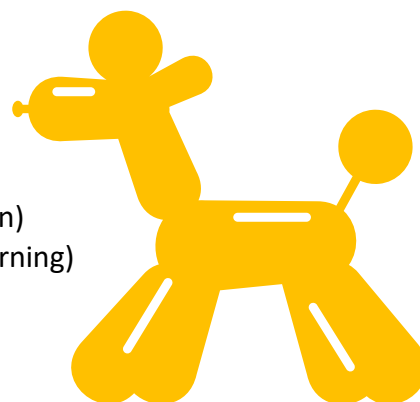
During enrollment, families may authorize two other adults (18+) for pick-up besides the parents/guardians. Please notify by phone or email if someone other than a parent/guardian will be picking up. Photo ID will be required at pick-up.

Parents/Guardians (or other approved adults) will sign their children out on the daily check out sheet.

CHILD WELLNESS

It is the policy of NCBC After School Program to discourage a child from being in attendance if he or she displays symptoms of an illness that could infect other children or program staff/volunteers. If children stayed home from school due to illness, they should not attend the program. Children must be symptom free from the following illnesses without medication for 24 hours before returning to school and the after school program.

- Temperature of 100 degrees or higher
- Vomiting
- Diarrhea
- Severe cough
- Colored nasal drainage (green or yellow)
- Conjunctivitis (pink eye or another eye infection)
- Head lice (must be nit and lice free before returning)



- Undiagnosed rash
- Open sores
- Any infectious disease

If any of the above symptoms begin to develop or are discovered while in our care, the child's parent or legal guardian will be contacted immediately for pick-up.

EMERGENCIES/MEDICATION

If your child has an emergency, the parent/guardian or emergency contact will be notified. If your child needs medical treatment due to illness or injury, we will first try to contact the parent/guardian.

The program has emergency plans for fire, weather, and an intruder/crisis plan in place. There will be regular drills throughout the year.

NCBC After School Program staff members/volunteers will not administer prescription or non-prescription medication to children. Exceptions to this policy may be granted to children with life-threatening conditions such as asthma or severe allergic reactions. Parents should address any situation on the enrollment form.

CHILD ABUSE

If child abuse is suspected in any way, we are required by law to contact the proper authorities and/or the Illinois Department of Children and Family Services.

All staff members and volunteers have gone through multiple, rigorous background checks and clearances to be qualified to work with children.

PROGRAM SCHEDULE

3:30	Drop off from school
3:30-4:10	Activity or Game time in Gym/Playground
4:10-4:30	Daily Devotional/Snack
4:30-4:45	Homework & Reading Time/ Tutoring (Tues-Thurs only)
4:45-6:00	Free play in Gym or Playroom until pick up



PARENT/GUARDIAN PROGRAM HANDBOOK ACKNOWLEDGEMENT STATEMENT

I/We acknowledge that the New Castle Bible Church After School Program Handbook has been received and read. My signature below shows my understanding and acceptance of the policies and procedures listed within. I/We agree to cooperate with the program director, staff, and volunteers within the program to promote a positive relationship among adults and my/our child(ren).

Child(ren)'s Name(s): _____

Parent(s)/Guardian(s):

Signature

Signature

Relationship to Child(ren)

Relationship to Child(ren)

Date

Date

My signature below states that I have been advised in this handbook and understand that the New Castle Bible Church facility and the After School Program is not licensed or regulated by the State Department of Children and Family Services (DCFS).

Signature

Signature