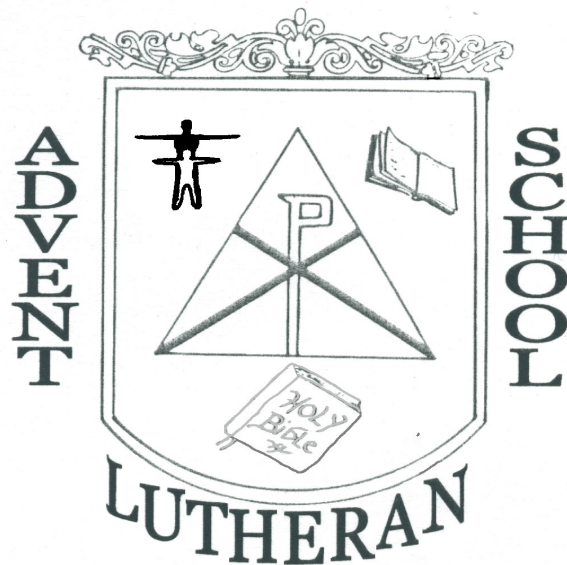


ADVENT LUTHERAN SCHOOL
ADVENTure Club
After-school / Holiday / Camps Program
Kindergarten through 8th Grade

INFORMATION PACKET
2009-2010 School Year
August 19, 2009 to May 28, 2010



ADVENT LUTHERAN SCHOOL
300 East Yamato Road Boca Raton, Florida 33431

Early Childhood School Division
Infant through Pre-Kindergarten
(561) 395-3631

Elementary / Middle School Division
Kindergarten through 8th Grade
(561) 395-3635

After-School / Camps / Enrichment
Kindergarten through 8th Grade
(561) 395-5322

“Where Everybody is Somebody, Jesus is Lord and faith is an adventure”

AFTER-SCHOOL / HOLIDAY / CAMPS

A QUALITY PROGRAM. It is important for students to have a break from academics and take time for relaxation and recreation. The After School Enrichment program is an educational program designed to include relaxation and recreational activities in a Christian environment. The After School staff is committed to providing students with a high quality program. Students are expected to be polite, courteous, and respectful to both peers and adults. Profanity and vulgar language is prohibited. Should student challenges arise, parents will be contacted so that solutions may be sought. If unacceptable conduct cannot be corrected, attendance in the program may be discontinued.

AFTER SCHOOL PROGRAM FEE SCHEDULE

\$140.00—Registration/Activity Fee—Non-refundable
\$6.30—Per Hour or any portion of an hour
\$170.00—Monthly Charge
\$4.00 Per Day—Bus Service

HOURS OF OPERATION

Monday—Friday - 7:30 a.m.—5:30 p.m.

- Daily after school till 5:30 p.m.
- Half days when Advent School is open for partial days till 5:30 p.m. (included in the full-time program—hourly rates for part time attendees)
- Full days when Advent School is closed—7:30 a.m. till 5:30 p.m. (a daily rate applies)
- Half days when Palm Beach County Schools are closed till 5:30 p.m. (included in the full-time program—hourly rates for part time attendees)
- Full days when Palm Beach County Schools are closed—7:30 a.m. till 5:30 p.m. (a daily rate applies)

ENROLLMENT PROCEDURE

Complete the registration form & the policy agreements in this packet. Submit forms with the registration fee, activity fee, health records for non-Advent students, and a voided check.

ACTIVE MEMBERS OF ADVENT LUTHERAN CHURCH. Additional information is required. Please see the office personnel for details.

PAYMENTS

Advent Lutheran Accounting department auto debits monthly payment for full-time students. Payments are debited on the 1st or the 10th of the month. Per Hour payments are due on the Friday of the current week, past due on the Thursday of the following week. No statements will be issued, check with the aftercare office for your balance. Payment must be received before 5:30 p.m. on Wednesday. Returned check fee is \$30.00. (Returned checks are not re-deposited.) \$25.00 Payment status change fee: Payments may be changed once from monthly to per hour or vice versa without charge. Additional changes will incur a payment status change fee.

HOMEWORK

A period of supervised study hall will be provided on most school days Monday through Thursday. Homework time is scheduled after a short recess period in order to enable the children to burn some energy in order to more effectively focus on their homework. Homework assistance is provided but parents should plan to review their child's work each evening as we provide services to over 60 children.

TIME CLOCK

A time clock system is in use for After-School Enrichment Program. Upon arrival students will "punch in", and the parents or authorized pick up person will "punch out" and sign a pickup receipt upon departure. On non-school days, parents are to both "punch in" and "punch out" their student. For those students being charged by the hour, payment will be due on the Friday of that current week, past due on the following Thursday. *Any portion of an hour used will incur a full hour charge.*

5:30 P.M. CLOSING TIME

The program will close at 5:30 p.m. promptly. Late pick-up charges are \$10.00 for the first 15 minutes and \$1.00 per minute thereafter. Late fee charges are due on the Friday of the week incurred. If not paid within 5 days, there will be an additional \$10.00 charge and \$10.00 for each subsequent 5 days of late payment.

AFTER SCHOOL BUS SERVICE

Bus transportation is available to Advent Lutheran School on school days from several area public schools. The cost is \$4.00 per ride per child. Bus fees are due by the 10th of each month in order to avoid a late fee.

SNACKS

Snacks are available daily from the After School program, prices range from \$.75 to \$1.00. Vending machine drinks are \$.75 to \$1.25. Snack cards may be purchased through the After School program in increments of \$10 or \$20 dollars.

DISPENSING MEDICINE

Medicine & medical treatments must be authorized by a Florida licensed physician & are maintained & administered in the office. Medical permission slips from parents are required for all prescription medicine, non-prescription medicine & medical treatments.

NONDISCRIMINATION POLICY

Advent Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally recorded or made available to students at the school. We do not discriminate on the basis of race, color, national & ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

AFTER-SCHOOL / HOLIDAY / CAMPS —POLICY AGREEMENT

To complete registration, please read and sign the School Policy Agreement below.

I, the undersigned:

- Have been informed that I may discuss any established policies and procedures with the Director prior to the signing of this document.
- Have been informed that I may inspect facilities, programs and staff any time during operational hours.
- Give my permission to Advent Lutheran School, to send this child to a local hospital in the event of an emergency. Should the School Staff transport this child to a local hospital, I will not hold the Staff, the Church, the School or the licensed driver responsible in the event of an unforeseen accident.
- Give permission to Advent Lutheran After-School/Camps/Enrichment Programs for my child to participate in activities anywhere on the property of Advent Lutheran Church.
- Give my permission to Advent Lutheran After-School/Holiday/Camps/Enrichment Programs, to take my child on field trips as a designated part of the program. I will not hold responsible Advent Lutheran School, the Staff, the Church, or the licensed adult driving this student in the even of an unforeseen accident.
- To register all outstanding fees must be paid (applies to all Advent ministries).
- Have been informed that the application fee and registration fee is non-returnable and non-transferable. No exceptions.
- Have been informed the MONTHLY payment is auto debited for full-time students on the 1st or the 10th of each month.
- For any per hour fees, I will be charged for an entire hour if any portion of an hour is used. This applies to each use of After School. Students going directly to After School are to “clock in” as instructed.
- Have been informed that HOURLY payments are due on Friday of the current week. Payment must be received before 5:30 p.m. on Wednesday of the following week to avoid a late payment fee. A \$7.50 late fee will be assessed on payments not received. Subsequent non-payment will incur additional \$7.50 late payment fee per week and services may be suspended until the account is current.
- Have been informed that returned checks incur a \$30.00 returned check fee per item. Returned checks are not re-deposited.
- Have been informed that a late fee will be charged if my child is picked up after 5:30 p.m. The fee is \$10.00 for any portion of the first 15 minutes and \$1.00 per minute thereafter (pick-up person’s signature required). Excessive lateness may result in withdrawal from the program.
- Have been informed that my student(s) medical records are to be in compliance with Palm Beach County Health Department requirements. The records are to be current and on file in the office of AHS. Individual medical immunization exemptions may be accepted when recorded on Form DH680 Part C, and authorized by a Florida licensed physician practicing per American Medical Association standards.
- Accept responsibility for obtaining and familiarizing myself with all Advent Lutheran School information / literature including Health Guidelines and Drop-Off/Pick-Up Procedures.
- Understand that continued attendance and re-enrollment will be denied if it is determined that a student will not have a successful school experience at Advent Lutheran School.
- Have been informed that the time and activities of employees other than their specific assigned responsibilities in Advent Lutheran School is considered personal “away from work” time and is not authorized, endorsed or the responsibility of the school or the church.
- Have been informed that the Administration reserves the right to change any policy, procedure or practice without notice at any time.
- Accept the responsibility for personal conduct, behavior, dress and language so that it is consistent with the Christian atmosphere and environment of this school for myself and anyone at this school in my place.
- Have been informed that animals are not allowed on any of Advent Lutheran Church properties.
- Accept full responsibility for the direct supervision of all children in my care while on Advent property or in Advent facilities and accept the responsibility of informing anyone caring for my student(s) on Advent property or in Advent facilities of all school policies.
- I understand that while my child is under the supervision of Advent staff, he/she will remain on the ‘clock’ and be charged accordingly.

<p align="center">ADVENT LUTHERAN SCHOOL MEDICATION PERMISSION FORM</p> <p>Date: _____</p> <p>Signature of Parent/Guardian: _____</p> <p>Name of Child: _____ Grade: _____</p> <p>Time medicine is to be dispensed at Advent Lutheran School _____</p> <p>Name of medication: _____</p> <p>Amount of dosage: _____</p> <p>All medication must be in the original bottle. The label is to include the name of the child, name of the medicine, dosage, date and the physician's name.</p> <p align="center"><i>It is the parents' responsibility to ask the office personnel for the student's medication at the end of the day.</i></p>	<p align="center">ADVENT LUTHERAN SCHOOL MEDICATION PERMISSION FORM</p> <p>Date: _____</p> <p>Signature of Parent/Guardian: _____</p> <p>Name of Child: _____ Grade: _____</p> <p>Time medicine is to be dispensed at Advent Lutheran School _____</p> <p>Name of medication: _____</p> <p>Amount of dosage: _____</p> <p>All medication must be in the original bottle. The label is to include the name of the child, name of the medicine, dosage, date and the physician's name.</p> <p align="center"><i>It is the parents' responsibility to ask the office personnel for the student's medication at the end of the day.</i></p>
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ADVENT LIFE MINISTRIES

ADVENT LUTHERAN CHURCH

Founded in 1960, Advent Lutheran congregation is made up of approximately 2,500 persons covering a wide range of age, education and socio-economic backgrounds. **“WHERE JESUS IS LORD, EVERYBODY IS SOMEBODY, AND FAITH IS AN ADVENTURE”**. Advent promotes Christian nurture and faith through activities of worship, study, fellowship and service. Advent invites the community to participate in all the activities and events of Advent Lutheran Church.

Sunday Worship Services: 8:30 a.m.; 10:00 a.m. and 11:15 a.m.

Sunday School 8:30 a.m. and 10:00 a.m.

Dr. Rev. Andrew Hagen and Dr. Rev. Richard Barbour

ADVENT LUTHERAN SCHOOL

A year round school ministry for children infant through 8th grade.

Mr. Paul A. Humphreys, Headmaster

Ms. Laura Bluhm, Elementary/Middle School Principal

Ms. Sally Whitney, Early Childhood Principal

Miss Rhonda Holloway, After School/Camp Director

EARLY CHILDHOOD SCHOOL DIVISION

School year classroom and enrichment educational programs and full SUMMER CAMP program.

Infant through Pre-Kindergarten: For Information, call the school office—561-395-3635.

ELEMENTARY-MIDDLE SCHOOL DIVISION

Students Kindergarten through 8th grade. For information, call the school office, 561-395-3635.

AFTER-SCHOOL/CAMPS/ENRICHMENT PROGRAMS

Educational, recreational enrichment and activity programs for students Kindergarten through 8th grade, is offered daily after school, as well as on Palm Beach County and Advent Lutheran School vacation days. Bus transportation is available to Advent from several local public schools. SUMMER YOUTH CAMP program for students Kindergarten through 6th grade is also offered. For information, call 395-5322.

ADVENT HEALING/HELPING/SHARING MINISTRIES

“Where there is a need, fill it. Where there is a hurt, heal it.”

Divorce Recovery Groups, Alcoholics Anonymous, Counseling, Retreats, Study groups, Prayer breakfasts, social and family activities and picnics, Social Concerns projects, small groups for study, prayer and service, and parent support groups. For more information please call Advent Church office, 561-395-3632.

ALZHEIMER’S DAY CARE

A day care program for those afflicted with Alzheimer’s disease operated by the Alzheimer’s Society and sponsored by Advent Lutheran Church. Monday through Friday from 10:00 a.m.—5:00 p.m. For information call 561-391-6955.

ADVENT LUTHERAN LIFE ENRICHMENT CENTER

A recreational facility that offers programs of athletics, dance, ballet, tap, expressive dance, tumbling, aerobics, exercise, body building, fitness, game room activities. Programs offered are for children and adults. For information, call the Life Enrichment Center, 561-395-5929.

ADVENT SQUARE

Advent Square is a Christian resident care center for older adults. It is a 30-unit apartment complex offering burden-free living at a reasonable monthly rate, which includes two meals daily, weekly maid and linen service, transportation and a wide variety of programs and activities.