

# Safe Haven at Christ Our Savior

## Policy Document

### Introduction

Christ Our Savior Lutheran Church is offering an after-school program to the students at Nimitz Middle School. We hope to provide a safe and enriching environment for students with engaging activities. This document outlines our policies to ensure the smooth operation of the program and the safety of all participants. Only students whose parents have signed up and reviewed this policy are eligible to participate in the program.

### Hours of Operation

The program operates on Thursdays when school is in session. The program runs from 3:40 PM to 5:30 PM. There may be cancellations due to weather or other emergencies, and guardians will be promptly notified.

### Basic Activities

Students will engage in a variety of activities designed to support their academic, social, and spiritual growth, including:

- Bible Devotions (we will not be promoting the church, just teaching the Bible)
- Student-directed prayer
- Homework assistance
- Group games and sports
- Arts and crafts projects
- Storytelling and reading sessions

### Optional Activities

In addition to the basic activities, we may offer optional activities that students can choose to participate in:

- Music activities
- Service activities

## Student Safety

### Requirements for Volunteering:

All volunteers must undergo training before participating in the program. Our goal is to have as many volunteers as possible be cleared to volunteer at Nimitz, since this involves a formal background check. This ensures the safety and well-being of all students.

### Snack Preparation:

Snacks provided during the program will be prepared in a clean and hygienic manner. We will accommodate dietary restrictions and allergies as specified on the student's application form.

### First Aid Procedures:

A certified first aid responder will be present during program hours. In case of injury, first aid will be administered, and guardians will be notified immediately.

### Pickup Procedures:

Students can be picked up through one of the following options:

- Walking home (for students living nearby)
- Pickup by anyone the student knows (as listed on the application form)
- Pickup by guardians only

Guardians must be on time for pickup. Failure to do so may result in the student's suspension from the program.

## Notifications

Guardians will be notified about program updates, cancellations, and emergencies through their preferred method of communication, as indicated on the application form:

- Phone
- Text
- Email

## Additional Policies

- While we have some volunteers who can speak Spanish, English is the primary language spoken at the program, and we expect that students can understand and communicate in English.
- Respectful behavior is expected from all students and volunteers.
- If students are unruly or disrespectful toward others, they will be asked to leave. Repeated offenses may result in suspension or banning from the program entirely.
- Students whose guardians have approved them to walk home may leave at any time. However, if they leave early, the guardian will be notified of this.
- If a student must be picked up and asks to leave early, that student will be asked to sit apart from the others under supervision until a guardian comes.
- Once a student has left early, there is no return allowed that day. In other words, students may not come and go at will.
- Electronic devices are not permitted during program hours, except for emergencies.
- Guardians should inform program staff of any changes to contact information or pickup arrangements.
- Students are encouraged to participate actively and positively in all activities.

Thank you for your cooperation in adhering to these policies. We look forward to providing a safe and enjoyable after-school experience for your child.