



2026-2027 Parent Handbook

Knox Presbyterian Church

1105 Catalpa Ln.

Naperville, IL 60540

630-615-4325

knoxpres.org/afterschool

Program description

The Knox After School Care Program (ASP) is a ministry of Knox Presbyterian Church. One of our highest values at Knox revolves around nurturing children and supporting their families. Through this program we hope to extend that value to our community in a way that also meets a pressing need for many families. We will transport children from Elmwood Elementary School after school every day that school is in session and provide quality, enriching, and fun care for students from Kindergarten through 5th grade until parents are able to pick them up (as late as 5:30 p.m.).

Mission Statement

Our mission is to support families and help children flourish by providing well-rounded care during the afterschool hours. We will provide a safe and welcoming space with enriching activities, led by trustworthy adults who are invested in building a positive faith-based community.

Program Goals

- Provide a safe space and welcoming atmosphere where children feel at home.
- Offer a variety of opportunities for play, learning, and growth through free choices as well as structured enrichment.
- Build a community of positive relationships where children make new friends with peers and find support and leadership from caring adults.
- Cultivate character growth by learning about virtues through stories and activities.
- Nurture well-being through spiritual practices and life-giving rhythms and routines.

Calendar / Schedule

Days of operation

We are open for care on all days that District 203 is in session, 2:30 p.m. - 5:30 p.m.

At this time, we are not offering care on holidays or school breaks.

Special exceptions to our standard schedule:

- E-Learning Days (11/3, 2/23, 4/6): We will offer all-day care (8:00 a.m. - 5:30 p.m.) on the three E-Learning Days on the District 203 calendar (November 3, 2026; February 23, and April 6, 2027). *A special separate registration form and fee for these days will be required ahead of time.*
- Half Day (5/7): District 203 has one half-day scheduled on May 7, 2027, on which we will offer care for extended hours (11:30 a.m. - 5:30 p.m.). *A special separate registration form and fee for this day will be required ahead of time.*

- Field Trips (10/2 and 3/12): We will have normal program time these days, but will be away from Knox Church due to an event on site. More details will be available closer to the field trip dates. *A separate registration form and fee will be required ahead of time for each field trip.*

Daily schedule/structure

We strive to have a schedule that helps children know what to expect, balancing structured activities and free play, with a variety of choices available. *Times listed are approximate*; depending on the activity planned, the schedule may shift from one day to the next. Daily and weekly schedules and enrichment rotations will be posted for children to view in our shared space, and will be reviewed during our check-in meeting at the beginning of each afternoon.

- **Meet at Elmwood gym to walk to Knox together** (2:30 p.m. - 2:40 p.m.)
- **Arrival & snack time** (2:40 p.m. - 2:55 p.m.)
 - Check-in routine
 - Healthy snack
- **Free play time** (2:55 p.m. - 3:40 p.m.):
 - Active play outside on the playground or inside with basketball, four square, hula hoops, jump ropes, etc.
 - Creative play with art supplies, coloring, STEM building materials like Legos, K'nex, Keva planks, etc.
- **Enrichment time** (3:40 p.m. - 4:00 p.m.)
 - Bi-weekly rotation of enrichment activities, including Bible stories, inspirational stories, nature exploration, service opportunities, and prayer practices
 - Once a month we will have a special art session with Anne Patterson, LCPC, counselor and art therapist from [SamaraCare Counseling](#)
- **Homework/Reading time** (4:00 p.m. - 4:20 p.m.)
 - Those who do not have homework can read a book from our library (they may bring their own too)
- **Free play time** (4:20 p.m. - 5:30 p.m./pickup)
 - Active play outside on the playground or inside with basketball, four square, hula hoops, jump ropes, etc.
 - Board games and puzzles
 - Kids may continue reading if they prefer

Program Policies

Payment & Fees

Registration Fee must be submitted at time of registration to secure your child's spot in our program.

- \$60 for first child registered
- \$50 for second child registered
- \$40 for third child registered

Tuition Rate is based on a daily rate of \$25 per child per day. Payment must be made at the beginning of each month, starting on August 6, 2026. When registering at the beginning of the year, families must determine which regular days their child(ren) will attend ASP. Fees are based on enrollment, not attendance. No refunds will be issued for missed days for any reason.

- One child full-time (5 days/week): \$425/month
- One child part-time (3 days/week): \$265/month

Method of Payment will be determined at the beginning of the year. We strongly encourage families to complete an Automated Tuition Payment Form to set up a recurring monthly payment using a checking account or credit card. Please note that credit or debit card payments will include a 3% service charge. If paying by check, make your check out to Knox Presbyterian Church (please include After School Program in the memo line).

Late Fees will be applied when payment is not received by the 10th of the month. Checks not received by the 10th of the month will incur a late fee of \$10.00 per week.

Failure to pay or communicate with the ASP Director about special financial circumstances could result in dismissal from the program. **Please let us know if you are facing hardships or unique circumstances that may affect your ability to make payment.**

Cancellation/withdrawal from program

If you wish to cancel your child's enrollment, we must receive notification by the 20th of the previous month. Refunds will not be issued for days the student does not attend unless written notification is received within that time frame.

Pick-up

Children must be signed out by a parent or other designated responsible adult that has been pre-authorized by the child's family. Children cannot leave Knox until they have been signed out. ASP staff may ask for identification to verify that each child is leaving with their designated caregiver.

Please Note: If there are custody arrangements or court orders that restrict a parent's access, we require a current copy of the legal custody or court documents on file. Without these documents, we must allow both parents to pick up the child.

Late pick-up

Our program ends at 5:30 p.m. We allow a five-minute "grace period". After five minutes, late pick-up fees are charged as follows:

- 5:35 p.m. - 5:45 p.m. = \$5.00
- After 5:45 p.m. = \$5.00 + \$1.00 per each additional minute

This fee must be paid within one week. Repeated instances may result in your child being dismissed from the program. *Please call ASP Director Kelly Johnston (630-615-4325) or the church (630-355-8181) when it is apparent you will not make the 5:30 p.m. pick-up time.* We realize some circumstances are unavoidable (i.e. weather, trains, etc.). In such cases, late fees will be up to the discretion of the ASP Director.

Transportation

Children will walk from Elmwood Elementary to Knox Church, escorted by ASP staff and/or volunteers. When school is dismissed, Knox ASP students will go to the gym, where they will meet Knox ASP staff/volunteers. When all students are accounted for, the group will walk together to Knox, crossing Sycamore Drive and Gartner Road with the assistance of crossing guards.

In case of extreme weather (tornado warning, temperatures with wind chill below zero), ASP staff and volunteers will transport children from Elmwood to Knox in their personal vehicles. Only approved drivers who are in compliance with [Knox Safe Haven](#) policies may transport children.

Absences

Please notify ASP Director Kelly Johnston (kjohnston@knoxpres.org, 630-615-4325) if your child will miss their regular attendance day, or is staying home due to illness or any other reason. **The school does not notify us if students are gone from school**, so if your child does not come to ASP and we haven't heard from you, we will contact you immediately.

Illness

If your child is not feeling well or displays signs of sickness (fever over 100° F, vomiting/nausea, rash, persistent symptoms of the common cold), we ask that they not attend Knox ASP until they are feeling better (24 hours fever-free without fever reducing medications). If your child arrives ill or becomes ill while at ASP, you will be contacted to make arrangements to pick them up. If your child is absent due to something highly contagious (i.e. pink eye, strep throat, head lice, chicken pox, covid-19, influenza, etc.) please notify us.

Allergies

If your child has a food allergy or dietary restriction, please be sure to note it during online registration. We also ask that you discuss the food allergy or dietary restriction with the ASP Director on or before the first day of attendance.

Medication

When registering children for our program, parents must sign our Authorization Form, which includes approval to administer over-the-counter medications and approval to administer prescription medicine. All medications will be kept in a locked cabinet and will only be administered by Knox ASP staff.

Over-the-counter medication: If authorization is given, children may receive Children's Tylenol for headaches or other mild discomforts. The parent/guardian will be contacted by phone prior to giving Children's Tylenol.

Prescription medicine: Authorization must include full details about the medication dosage and specific time to be administered. Medications must be provided in their original container with the child's name, doctor's name, pharmacy label, prescription number, date & directions for administering the medication.

Safety policies

Safety is foundational to everything else that happens at ASP. Ensuring we have a safe and welcoming environment at Knox ASP takes the commitment of everyone in our community: our children, our staff and volunteers, and the support of our parents.

Staff & Volunteers

As we launch this new program this year, we have a small staff, but are also grateful for volunteers from the Knox Church community who are supporting our work while keeping it affordable for families.

As with any other program involving children at Knox, all staff and volunteers are trained on **Knox's [Safe Haven Policy](#)**, a comprehensive document with guidelines for supervision, personal interaction, disaster responses (fire, tornado, lockdown), discipline, accident/illness response, and response to suspected abuse or neglect. All staff and volunteers must clear multiple background checks before being allowed to work directly with children at Knox. Per Knox policy, Safe Haven training and background checks must be renewed every 3 years.

We will always keep a **ratio of at least 1 adult per 10 students**; there will always be at least 2 adults present no matter how many students are in attendance.

Our Staff have been hired based on their years of experience working with children and their educational background along with their love and passion for the mission and goals of this program. Our program complies with the Illinois Department of Human Services rule (50.820) to ensure that all staff members have the appropriate level of professional and educational qualifications and experience to work with school-age youth.

Firearms Policy

In compliance with state guidelines for license exempt child care programs, the carrying of firearms is prohibited throughout our entire facility. This includes any concealed firearms.

Behavior Expectations & Policies

We have high expectations for our program participants to help make Knox ASP a safe and welcoming place for everyone.

- **Show kindness and respect to fellow students and all leaders/staff/volunteers.**
 Listen to leaders.
 Keep your hands and body to yourself. No hitting, grabbing, pushing, etc.
 Use words that build others up.
 Share, collaborate, and include others in your play.
- **Show kindness and respect to the space we are using and the books/supplies/games that we are sharing.**
 Use toys and objects for their intended purpose (e.g. no standing on chairs or tables).
 Take care of books, toys, games, and supplies.
 Clean up after yourself.

Electronic Devices Policy

Knox ASP will be a screen-free zone, with very few exceptions. We strongly discourage the use of any personal electronic devices during our program time. If teachers have assigned homework that requires the use of a school-issued device, students may use these devices during our homework time. If students are using their devices for recreational purposes, they will lose the privilege of working on their devices for the next week. This policy may change during the year depending on students' cooperation; parents will be notified of any change in policy.

Discipline Guidelines

Our staff and volunteers are trained to carefully consider a child's dignity and fragility as they approach any disciplinary interaction. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and corrections.

Physical discipline will not be used. No one will ever spank, hit, grab, shake, or otherwise use physical discipline on a minor. In the event of one minor harming or threatening to harm another person themselves, adults may use physical restraint in proportion to the threat.

Discipline Plan

ASP staff and volunteers will follow a plan to address behavior issues:

1. Go to the child to address the behavior. If possible, communicate individually with the child. Get on their level, be calm, and explain our program expectations.
2. If misbehavior continues, separate the child from the group for a short calm-down break (1-3 minutes). Do not isolate the child, keep them in view of the rest of the group. Explain

expectations again. After break, encourage the child to rejoin the group with a fresh start.

3. If a child's behavior continues to disrupt the activity or jeopardize the safety of the individual or others, complete a Behavior Incident Form, which must be signed by a parent/guardian.

Behavior Incident and Response

- A behavior incident is defined as:
 - Behavior that continues to disrupt a classroom/activity after several warnings.
 - Physical violence or threatening behavior.
 - Behavior that jeopardizes the safety of the individual or others.
- If a behavior incident occurs, an Incident Report will be completed by ASP staff and must be signed by a parent/guardian.

Repeated behavior incidents will lead to an in-person conference with ASP Director, ASP Teacher, parents/guardians, and the student to discuss an action plan for the student to be able to remain in the program. If the terms of the action plan, which will be agreed upon by all parties, are not kept, the child may be dismissed from the program.

License Exemption

Our program is registered with the Illinois Department of Child and Family Services (DCFS) as a license exempt program. We have completed all required paperwork to ensure that we are following public health standards, fire marshall code, and a variety of additional guidelines that ensure our program is safe for school-age children. As a license exempt program, we are not licensed or regulated by DCFS.

Program Oversight

Our program operates under the oversight of the Knox Presbyterian Church **After School Program Advisory Committee**, which includes pastoral leadership, elected elders, and individuals with a variety of experience that helps inform what we do. Additional support and oversight is provided by the Knox **Children and Family Ministry Council**. The ASP Director attends monthly meetings with the Knox Children and Family Ministry Council.

Contact Knox After School Care Program

Kelly Johnston, Program Director

kjohnston@knoxpres.org

630-615-4325

Knox Ministry Staff

Becca Bruner, *Co-Pastor*

David Bruner, *Co-Pastor*

Erin Hartman, *Director of Children & Family Ministries*

Beth Burner, *Director of Children's Day Out*

Evan Young, *Director of Youth Ministries*

Anna Board, *Director of Worship, Music & Arts*

Brian Hubbard, *Director of Operations & Administration*

Kedra Smith, *Director of Communications & Design*

Knox Finance Office

Laura Narney, *Financial Administrator*

lnarney@knoxpres.org

A complete listing of our amazing staff team may be found at knoxpres.org

Church Office Contact

info@knoxpres.org

630-355-8181

1105 Catalpa Ln.

Naperville, IL 60540

