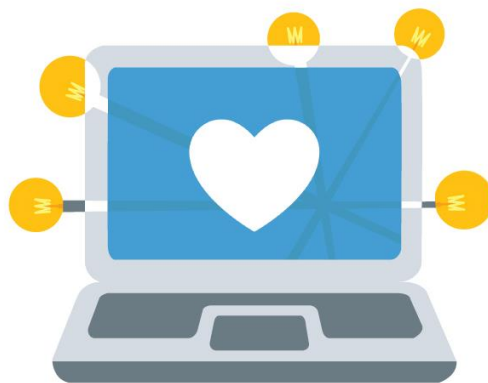


## Church at the Crossing

# E-Learning Support Program

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**Our Mission:** To support families in our community and help students excel by providing an affordable and flexible E-Learning program.

**Our Vision:** To be a sought after and reputable E-learning program for families in our community. We hope this program will spark new and lasting relationships between student families and Church at the Crossing.

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## Welcome Families!

Church at the Crossing is excited to be partnering with local families in our community by offering an E-Learning support program that helps both parents and students excel. We understand that families are facing many challenges this school year, and we want to offer a space where students feel safe and empowered to complete classroom assignments and have some fun!

Here are the quick facts about Church at the Crossing's E-Learning program. In this document you will find more details. If you have more questions about the program or enrolling your child, please reach out to our program coordinator **Lauren Miller** at [lmiller@golove.org](mailto:lmiller@golove.org).

**When:** Tuesday, September 8th, 2020- Thursday, December 17, 2020

**Hours:** Monday- Friday 7am-4pm

**Where:** Church at the Crossing  
9111 Haverstick Road, Indianapolis, IN 46240

**Cost:** \$39/week or \$9/day

**Registration Fee:** \$40. This fee will cover the cost of an individual desk for your child as well as a personalized caddy filled with their own basic school supplies and hand sanitizer.

**Scholarships Available:** Yes

**Grades:** Kindergarten- 8th Grade

**Program:** E-Learning Support during school hours. Scheduled enriching & fun activities to give your student breaks from their online learning.

**Group Ratios:** Group sizes will be limited to 1:20 staff to student ratio per grade level, classroom, or activity space. Many times there will be more than one adult in the room, but we will never have a group of more than 20 students per one adult staff.

**Staff:** Our staff are passionate about helping your students excel this school year. They complete several hours of training prior to our program start date and are motivated to make their classroom a safe and productive space.

## 2020 Semester Schedule

Semester Start Date: Tuesday, September 8th, 2020

Semester End Date: Thursday, December 17th, 2020

### **School Breaks**

There will be no Church at the Crossing E-Learning Program during these scheduled Washington Township school breaks:

- Fall Break: 10/5-10/9
- Thanksgiving Break: 11/23-11/27

### **Snow Day/School Delays/ Emergency Closure**

In the event that we need to delay or cancel our program, we will notify parents via email and text. Please follow the Church at the Crossing E-Learning Facebook page to get up to date information.

## Program Plan Options

**5 Days Per Week:** This plan covers your student to attend our program Monday- Friday from 7am-4pm. The cost is \$39/week and will be billed at the end of the month.

**1-4 Days Per Week:** This plan is ideal for students that have a hybrid schedule or want a change of environment a few days a week. The cost is \$9/day. Attendance will be taken and families will be billed at the end of the month.

All students must be enrolled in advance to attend our E-Learning program.

We understand student and family schedules are frequently changing during this season and we will work with you to provide the best weekly schedule and payment plan for your family.

## **Enrollment**

Our program is offered for students in grades K-8. Our schedules are based off of Washington Township school district, but students from all districts are welcome. You can enroll your students at **[golove.org/e-learning](https://golove.org/e-learning)**.

### **Enrollment Requirements**

1. Complete enrollment form online at [golove.org/e-learning](https://golove.org/e-learning) including child and parent information, emergency contacts and enrollment terms agreement form.
2. Upload child's immunization records.
3. Non-refundable \$40 enrollment fee per child.
  - a. This fee will cover the cost of an individual desk for your child as well as a caddy with individual school supplies and hand sanitizer
4. Upload the current child's E-Learning schedule from the teacher.

Enrollment for our program will be open after our start date on September 8th. We will keep it open until we reach our capacity.

### **Billing and Payments**

We want to offer an affordable cost for our e-learning program. The small fee we charge helps cover the cost of snacks and activities that we will provide to students.

After parents complete all steps of enrollment, they will be sent instructions on how to complete an online profile with us to complete all monthly payments online.

The \$40 enrollment fee is due upon enrollment. All program fees including late pick-up and forgotten lunch fees will be billed at the end of each month.

### **Scholarships**

Some scholarships are available with families in need of financial assistance. Please email Lauren Miller at [lmiller@golove.org](mailto:lmiller@golove.org) for more information.

### **Late Pick Up Fee**

Pick Up Time is 4pm. Pick up time may take up to 20 minutes to properly follow safety protocols. If a parent is not there by 4:30p, a \$5 late fee charge will be added to your monthly bill.

## Daily Schedule

Schedules are based off of Washington Township School District schedules. Please provide a copy of your student's individual schedule when enrolling.

**7:00-7:30-** Drop Off/ Independent Time

**7:30-8:00-** Morning Activity/ Log On to E-Learning

**8:00-11:30** – Virtual Classroom Time (follow individual grades schedules)

**11:30-12:15** – Lunch Break

**12:15-12:45** – Physical Activity

**12:45-1:00** – Transition Back to Classroom

**1:00-2:30** – Recorded Classroom Time. Complete Scheduled Assignments

**2:30-4p** – Afternoon Activity

**3:30-4:30p-** Pick Up

\*Kindergarten Classrooms will have more planned enriching activities than other grade levels.

\* All students will need to bring a copy of their schedule and assignments each week.

## Drop Off

Drop off will take place from 7:00am-7:30am. Parents will follow signs and enter the third entrance in our parking lot. Parents will stay in their car and drop students off at Door 6. Students will have their temperature taken by our staff with a touchless thermometer aimed at their wrist. Parents will be asked a health survey pertaining to their child before dropping their student off. Any student that has a temperature above 100.4, a cough, or flu like symptoms will not be permitted to attend the program.

## Program

Church at the Crossing's E-Learning Program will primarily serve the purpose to supervise students while they complete their individual virtual learning schedules. Our staff supervisors will keep students on schedule, check their progress on assignments, and offer technical support for the Canvas online learning platform.

## Church at the Crossing Provided Activities

To enrich students' experience and give them breaks from their computers, we will have at least two planned activities for children each day. Some examples of these activities include crafts, physical play, reading time and team games.

## Snacks

We will provide students one morning and one afternoon snack each day. Allergies should be noted on enrollment form. Water fountains are closed for communal use, but will be used to fill student's water bottles as needed.

## Lunch

Students are asked to bring their own packed lunch each day. For information on lunch pick up for Washington Township <https://www.msdt.k12.in.us/2020/07/school-meals/>

In the event that a student forgets their lunch, one will be provided for them and a \$5 charge will be added to your monthly bill.

## Pick Up

Pick up will take place between 3:30p-4:30p. Parents will follow signs and enter the third entrance in our parking lot to pick students up at Door 6. Only parents and designated pick up individuals will be able to pick up students. Any students that are picked up late after 4:30p will be charged with a \$5 late pick up fee. This fee will be added to your monthly bill.

## **Health & Safety**

Health and Safety are top priorities for our E-learning program. We understand the importance for creating a safe and clean space for your students to learn in. We are following all safety precautions and procedures outlined by the CDC and FSSA. Below are some of the daily health and safety precautions we will be taking.

- Any student, staff, volunteer or parent who enters our program facility will have their temperature taken and pass a health survey.
- Children will learn and play in groups of no more than 15.
- Classrooms will be set up for socially distance learning. Social distancing will be done as much as possible when participating in activities outdoors.
- Frequent disinfecting of tabletops, chairs, doorknobs, toys and other surfaces that children touch the most
- Public, high touch surfaces will be sanitized twice per day.

\* In order to ensure the safety of all children and staff, health and safety precautions and procedures are subject to change to remain aligned with local, state, CDC and FSSA guidelines.

## **Face Covering Policy**

All staff, volunteers, students and parents in our program space are required to wear a face covering. This policy is in compliance with the Marion County mask mandate effective July 9th, 2020 and under the recommendation of the CDC. Face coverings must be worn anytime indoors and outdoors when social distancing is not possible.

While we understand this policy is not ideal for students, we will do our best to create a safe and fun environment for your students to learn in. We will have scheduled masks breaks and will do as many activities as possible outside and socially distanced.

For additional information on the recommendations we will be following visit [https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/CFC\\_Guide\\_for\\_School\\_Administrators.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/CFC_Guide_for_School_Administrators.pdf).

### **Sick Student and COVID-19 Exposure Plan**

In the event a student becomes ill while at school, we have a designated room where the child will be held with a staff member until a parent or guardian can pick up the student.

In the event that a student tests positive for COVID-19 or is exposed to the virus, Church at the Crossing will follow guidance from the CDC and Indiana Department of Health. We will determine the course of action on a case by case basis with the guidance of the Indiana Department of Health. Students will be separated by grade to minimize exposure and risk. Parents will be notified via email if our program or a particular class needs to temporarily stop meeting.

### **Accidents and Injuries**

Accidents, injuries, and other occurrences may occur while your child is at Church at the Crossing E-Learning Program. Our staff and volunteers will do everything in their power to keep these occurrences minimal and will notify parents when they occur.

### **Medical Emergencies**

In the event of a medical emergency, our staff will contact emergency medical services and the parent(s) of the child. If parents cannot be reached, our staff will call listed emergency contacts until someone is reached.

Medical emergency consent forms are required when enrolling your student in our program.



## **What to Bring**

- **Personal E-Learning Device and Headset**
- **E-Learning Login Information**
- **Print Out of Weekly E-Learning Schedule and Assignments**
- **Any Needed Materials to Complete Current Assignments**
- **Packed Lunch (We will provide a morning and afternoon snack)**
- **Reusable Water Bottle**
- **Clean Face Covering**
- **One Additional Clean Face Covering in a Sealable Bag**
- **Medications ( permission slips and instructions must be on file)**

\*Please label as many items as possible with the student's full name and grade. Church at the Crossing is not responsible for lost or stolen items

\* Staff has the right to limit or ban items brought from home that are disruptive to the classroom environment.

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## Our Staff

Our staff all have experience in child care varying from music instructors to retired teachers. Your kids will be in excellent hands!

All staff and volunteers complete a background check, mandated reporter training, Canvas platform training. and health & safety training.

Staff are required to have their temperature taken and pass a health survey before starting work each day. Staff are required to wear a face covering indoors and outdoors when social distancing is not possible.

If you would like to join our staff, please fill out this application by copy and pasting the following link into your web browser. <https://forms.gle/fyj5wXQzKCv2hJRQ8>

## **Stay Connected**

### **Email**

Email will be our primary form of communication with parents. Parent emails provided in the enrollment process will be added to our email distribution list. We will also send out a monthly newsletter.

### **Social Media**

Our Church at the Crossing E-Learning Facebook page will be available on Monday, August 17. Follow us on Facebook to get current information and fun updates about our program.

### **Volunteer**

It takes a lot of people to make this program happen and keep it at an affordable price for our families. If you are interested in volunteer opportunities send us an email, we would be happy to get you connected.

## **Questions**

We hope this handbook gave you all the information you need about the Church at the Crossing E-Learning Program. If you have any questions, please reach out to our program coordinator Lauren Miller at [lmiller@golove.org](mailto:lmiller@golove.org).

We look forward to partnering with families in our community to make this a great school year!