



impact
After School Program

Parent Handbook

St. Thomas 
Assembly Of God

173 Rhondel Drive | St. Thomas PA 17252
717.369.2567

Our Vision

To impact our local elementary school by providing an educational and spiritual program for kids to grow in.

Thank you for your interest in our church's after-school program. We want you to know that we are here to provide a great after-school program for your child or children. We want to give you the peace of mind that when your child is dropped off at our church, they are being taken care of by passionate and qualified leaders.

This handbook is a guide for you to understand how our program works and what you should expect from our staff. If you have any questions, please feel free to contact the church by phone, email, or stopping in!

God Bless!

Meet Ashley!

Hello! My name is Ashley Snyder. I am excited to continue playing, learning, and working with the kids in the Impact After School Program this year. I have always had a love for children and education. This started when I was in 5th grade and decided I wanted to be a teacher. My number 1 goal with teaching has always been for my students to have a positive and enjoyable experience with learning. I have a bachelor's degree in mathematics with a Secondary Education Certification from Shippensburg University. My education with Shippensburg continued as I began working towards a master's degree in Curriculum and Instruction, although I have yet to finish that degree.

The 2026/27 school year will be my fifth year working with the kids at Impact. Before working at Impact, I spent ten years teaching including three years of high school teaching in WV and MD and seven years of teaching 7th-grade math at JBMS. Additionally, I have about 10 years of experience working for Cedar Ridge Adventures in Williamsport, MD, an outdoor experiential education setting designed to help individuals and groups build skills like trust, communication, and teamwork through a combination of high and low ropes activities.

I decided to take a break from teaching after the 2020-21 school year to stay home with my own two children. My daughter will be a fourth grader at Saint Thomas Elementary School this year. My son will be in 2nd grade. I love being able to spend so much time with them and am very thankful they are both able to participate in the after-school program with me.

I first started attending Saint Thomas Assembly of God with my family in the early 2000s. When my husband and I started dating I left Saint Thomas to attend church with him and his family at the church his Pap pastors. However, we returned to Saint Thomas when we started having children because we love the church family and the programs, they have available for kids. In addition to being a member of the church and running the Impact After School Program, I work in the church office as a bookkeeper. I am very excited about working with your kids in the Impact After School Program again this year. I hope to be a blessing to you and your kids!



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Communication

It is important for the success of your child in our program that we have good communication. We want to keep you updated on everything that is going on in our program. We will use a few avenues to communicate such as email, phone, and reminder texts. During Impact hours the main source of communication will be texting or calling Ashley directly. Her number will be shared with families when they are enrolled in our program.

Important contact info:

After School Staff: Ashley Snyder (Impact Director) and Hannah Hershberger (Kids Pastor)

After School Number: 717.369.2567 and ext. 4

After School Email: impactstaog@gmail.com

Admission Procedures/Policies

Our desire is to provide a safe and nurturing environment for your child. To do so, we require everyone enrolling in our program to complete an application. You may find an application online or obtain one from our church office. Application can be submitted via email, mail or in person at the church office. We cannot guarantee enrollment until we receive a completed application and a non-refundable \$25 application fee. The application fee is required to ensure your spot in our program. If no application fee is paid that spot is still considered open and may be given to a different student. Application fee can be paid via check, cash or credit card. Once we receive your completed application, we will review it and get back to you within 2 business days. If our enrollment is full, you will be placed on a waiting list until there is an opening. No application fee will be charged for students on our waiting list, if the application fee was already paid it will be refunded. However, if a spot becomes available then the application fee will be charged.

Only returning students and full-time enrollments will be accepted in April to May. If there are open spots remaining in June, they may be filled with students requesting part-time enrollment. All part-time enrollments are pending availability on requested days. The exception to this is part-time requests that match up with a returning student to create a full-time enrollment. Example if a returning student only comes Monday & Tuesday and a new student requests Wednesday, Thursday & Friday they would be accepted because together that makes a full week.

Re-enrollment will be required every year. This is completed before the application window is open to new families. Returning students will be asked to complete an application each school year to update their information, however they will not pay the application fee after the initial enrollment.

Student-to-Staff Ratio

Our program is capped at 12 students on any given day. This is so that we stay in compliance with Pennsylvania State Code (55 Pa. Code § 3280.52). This does not mean we can only have 12 students enrolled for the school year but will have a maximum of 12 students in attendance each day.

Schedule Of Operation

Impact After School Program is strictly an after-school program. We follow the Tuscarora School District calendar (specifically for Saint Thomas Elementary School) and operate on days school is in session. Our normal operating hours are Monday to Friday 2:20pm-5:30pm. We do not offer before school care, summer care or care on days the school is closed.

Half Days/Early Dismissals & Cancellations

On days that the Tuscarora School District has scheduled half days/early dismissals Impact will still be open. We will be open from whatever time the school dismisses until 5:30pm. These longer days will not cost more.

Decisions about Impact hours for early dismissals due to weather, sickness or emergencies or any other closures will be made on a case-by-case basis we will contact families via text/phone call as soon as we can. We understand leaving work can be hard sometimes, so we will do our best to stay open, but we will close if we deem it unsafe for you and our staff to leave any later than need be.

Sick Dismissal

If you child arrives sick and/or gets sick at Impact (throwing up, fever, etc..) you may get a call to pick them up.

Building Key Fob

Every family will be given one key fob to gain entrance into the building. Your application fees pays for this first fob. Please make sure you have this with you when you pick your child up. You can enter at the West Entrance of the building located by the "IMPACT After-School Entrance" sign. If you do not have your key fob, you must text or call Ashley to be let into the building. Additional or lost key fobs can be purchased from the church office for \$10 per fob.

Tuition

The tuition rate is a weekly rate depending on how many days a student is initially signed up to attend. **The rate is tiered based on days of attendance. If your child attends full time (5 days a week) the rate is \$21 per day. If your child attends 3 or 4 days per week the rate is \$23 per day. If your child attends 1 or 2 days per week the rate is \$25 per day.**

This will be charged as a weekly rate. For example, if a student is signed up to attend 4 days each week. They will be charged \$92 per week. There are only 3 exceptions that might change a student's weekly rate. Any permanent changes to a student's attendance schedule (i.e. changing days/number of days) will need to be discussed with and approved by Impact staff and our pastor before the changes can be made.

Exception 1: School Closed

We are closed when school is closed. Students will not be charged for days we are closed.

Exception 2: Ten Grace Days

Each school year students will have 10 Grace days; these are days a student is absent from the after-school program without paying for the day. After the initial 10 days any absence students will be charged for the day. You will receive an attendance report and written notification that the ten grace days have been used before you are charged for days your child is absent.

If your child will not be attending Impact on a day they normally attend, please let our staff know as soon as possible. This helps us to know who should be getting off the bus. Ashley's biggest fear with Impact is a student getting lost in the system and being left unattended somewhere.

Exception 3: Extra Day of Attendance

We cannot guarantee students will be able to attend on a day they are not normally scheduled, however, if the need arises AND there are not already 12 students attending that day, we like to be available for care. If a student comes a day that they are not normally scheduled, they will be charged for the extra day at their normal daily rate.

Late Pick-Ups

We understand emergencies arise and that picking your child up by closing time (5:30pm) may be stretched. If something comes up and you are going to be late, please communicate this with our staff as soon as possible in case arrangements need to be made.

After two times of picking your child up late, a late fee of \$2.00 per minute, per child, will be added to your bill for every minute after 5:30 pm. This will be tracked by the time you scan your key fob to enter the building. This will be strictly enforced. Habitual lateness will be a cause for removing your participation in the program.

Billing & Payments

Billing happens at the end of each week so that tuition can be adjusted for school closings & grace days. We ask that all families pay their tuition charges on a weekly or bi-weekly basis. Invoices can be provided via email or paper. Families can pay via cash, check, credit card or debit card.

If you are paying with a credit card or debit card, you must complete the Credit/Debit Card Payment Agreement Form at the end of the application. Credit/Debit Card payments will be processed on Mondays or Tuesdays for the prior week.

A past due amount exceeding \$300 per student will result in a review of your child's enrollment and possible termination from the program.

Bus Procedure

Your child will be required to get off the bus at our facility at the end of the day. St. Thomas Elementary School has a bus that drops off at our church. Once you have a confirmation of enrollment in our program, it is your responsibility to contact the school for your child to board the appropriate bus. It is easy to get your child assigned to the correct bus, simply call the elementary school and tell them your child should get off the bus at St. Thomas Assembly of God for the after-school program. They are familiar with us and will get your child assigned to our bus.

Electronic Device Policy

Electronic devices such as cell phones & Chromebooks may be used by students while at our after-school program. However, WIFI will not be provided for these devices. Our staff do have the authority to restrict electronic devices if a student is doing anything deemed inappropriate. If your child brings a cell phone or tablet from home/school only they will be allowed on that device. Students cannot share electronics with other students. They should have headphones if they want to listen to music.

Telephone use by children is prohibited while in our program unless deemed necessary by our staff, except for calling a parent/guardian. If your child has an electronic device that you do not want them to have access to at the after-school program, please communicate that with both your child and our staff. If electronic use becomes an issue our staff reserve the right to ban all electronic use from our program.

Discipline Policy

Every child is expected to obey the rules of the after-school program, respect staff members, other students, and all property. No child is to leave the supervision of the staff without expressed permission. To provide a safe and caring environment where children can play and learn, limits are set on behavior. Limits are set for three primary reasons: (1) to prevent children from injuring themselves or others; (2) to prevent the destruction of property, materials, or equipment; (3) to help children learn respect for themselves, other children, and adults.

The Process of Discipline is:

First Occurrence – Warning

Second Occurrence – Refocus and Timeout or loss of activity/toy

Third Occurrence – Parents contacted

Fourth Occurrence – Parent conference & Discussion of Suspension

Fifth Occurrence – Student is suspended from the program for 2 weeks & Discussion of termination from our program.

We reserve the right to skip steps in this process depending on the situation. We will not allow a student to continue any behavior that would put other students or our staff in danger. We also reserve the right to terminate enrollment for a student at any point if we feel they are not a good fit for our program due to behaviors or disrespect. We do NOT have to give any advanced notice if we decide to terminate a student's enrollment

Health Policies

Accidents/Illnesses

If the child sustains a minor injury such as a small cut or scrape, the staff will administer first aid. In cases that appear more serious, the staff will attempt to follow the instructions appearing on the emergency form for the child. If the instructions are not adequate or cannot realistically be followed at the time of the emergency or emergency contacts can NOT be reached, the staff will do what is in the best interest of the child. If staff will contact EMS if needed. If a parent is not available and a student needs transported via an ambulance a church staff and/or Miss Ashley will remain with the student until a parent or emergency contact is available. We will never leave students unattended even in an emergency situation.

Children will be released only to the parents or guardians, or to the person whose names appear as emergency contacts on the emergency form.

Medication Policy

If your child needs regular medication during their time in our program, we will administer medication only prescribed by a doctor or given to use with a doctor's note. This note must include detailed information including time to be administered. Medications should be stored in original packaging with student's name on it. All medication will be stored in a locked box.

Abuse and Negligence Policy

The staff of the after-school program are mandated reporters and as such, are required by Pennsylvania and federal law to report all suspected instances of abuse or neglect to the Department of Social Services. This includes but is not limited to instances where the child says something that could be considered neglect/abuse even if we don't believe the student is in trouble. We follow all state and federal laws and mandates and report anything the law says we must. The law is clear that our personal opinions and beliefs about what is happening do not matter.

Head Lice

The after-school program has a no lice, no-nit policy. If head lice are found, the parents of the child(ren) will be notified and asked to take the child home for treatment. All parents will be notified whenever head lice are found in the after-school program.

Programming

We strive to make our program the best for your child! To do so, we will have a general schedule that we follow every day. Here are some of the program types that we will follow every day.

Bible/Social Emotional Learning

Students in our program will participate in Bible and Social Emotional Learning lessons. Social Emotional Learning is the process of developing the self-awareness, self-control, and interpersonal skills that are vital for school, work, and life success. These lessons could include dealing with disagreements with friends, bullying, and emotions. All these lessons will be Biblically based.

Snacks

We provide snacks for your children every day. (It is important to inform our staff of any allergies that your child might have). You are welcome to send extra snacks with your child from home if you would like. We do not allow students to share food with one another.

Outdoor Play

When the weather is nice, we will be outside. On nice days, we may stay out the whole-time doing homework, snack, and other activities of the day. Please make sure your child is dressed warm and is wearing adequate shoes to play outside in. Feel free to send extra shoes. Thanks to our church board and pastors our playground received a major overhaul in 2025. We now have a beautiful and safe place to play. We utilize this space as much as possible. The playground is closed to the public during our after-school hours.

When temperatures are below 50 degrees all students are required to wear a coat, between 50 and 60 degrees they must have long pants and long sleeves. If one student doesn't have appropriate clothes the entire group will be required to remain inside.

Parties/Birthdays

We love to have parties and celebrate with our kids any major holidays or special occasions. If your child has a birthday coming up, you may send in food with the approval of staff. We will have scheduled parties already on the calendar, which you can provide a special snack if you would like, but it is not a requirement. We will always provide cupcakes, donuts or some other special treat for birthdays as well as a small gift for the birthday child.

Dress Code

Our dress code follows St. Thomas Elementary School policies. It can be found on their website: <https://tsdrockets.org>

When you have finished reading the Impact After School Parent Handbook, please complete the Parent Handbook Commitment Form that is included with the application.

Please direct any questions to Miss Ashley.