

## EXTENDED CARE HANDBOOK

The purpose of this Parent Handbook is to make your family aware of the policies and procedures that are important to our program of Christian Education. St. Paul's Extended Care provides a friendly Christian atmosphere where busy parents may leave their children when they are away from home. Extended Care is an extension of the Christian Day School which gives the children added opportunities to learn and grow in Jesus Christ.

St. Paul's Lutheran Church, School and Extended Care exist to:

Share Christ with the World:

Proclaim Christ through His word:

and Live in Christ as His Children.

We accomplish that by witnessing to God's love offered to us in His Son, Jesus Christ. By Sharing the Good News of forgiveness and the assurance of salvation, children learn how to live for God and St. Paul's becomes "A Good Place to Meet Jesus."

### REGISTRATION

The Extended Care program is available to all students registered in St Paul's Preschool, and Kindergarten through Eighth grade. Preschool students may only attend on the days that they have school. If the student is enrolled in mornings only, afterschool care will not be available to them as Extended Care does not reopen until 2:45 PM. An Extended Care authorization form must be filled out prior to use of the Extended Care program. If your child will attend Extended Care on an irregular basis or other temporary circumstances arise, simply inform your child's teacher or the school office as to when your child will be attending. **Last minute decisions (need to go shopping or just deciding to have some free time) are discouraged because of staffing needs.** Please notify the teacher or the school office no later than the morning your child needs to use Extended Care. If your child attends on a regular basis, you only need to inform the teacher when your child *will not be* using the service.

### STAFF

There are several dedicated adults who will be working with your child each day along with the Extended Care director. The Principal will also be responsible for the operation of the Extended Care program.

### PROGRAM

Extended Care provides enjoyable educational activities and experiences for your child. Before and after school care provides time for children to relax after a day at school. The children have time to play outside (weather permitting) or in the gym. Homework time is also provided. Students will have access to computers on certain days.

### DAYS AND HOURS OF OPERATION

Extended Care is opens from 6:30 AM until 8:00 AM for those needing care before school. Extended Care is available for those in need of after school care from 2:45 PM to 6:00 PM. Children may arrive and leave Extended Care according to your scheduling needs. Extended Care follows the school calendar, observing the same holidays as the school. Extended Care will be provided on Early Dismissal days that are scheduled for staff development. Afternoon Extended Care will not be provided on Early Dismissal days prior to a holiday (i.e. Wednesday before Thanksgiving). The deadline to sign-up is the day before an Early Dismissal day.

### **DROP-OFF AND PICK-UP**

Entrance to Extended Care is at the south end of the building. When bringing in or picking up your child/children, an adult must sign the child in or out. Only authorized persons listed on the emergency form will be allowed to take a child from school. If a person other than the parent is picking up a child they must identify themselves to an extended care worker by showing proper identification.

### **CHARGES AND FEES**

Extended Care is billed by the quarter hour. The fee is \$1.00 for each ¼ hour, equal to \$4 per hour. Drinks and breakfast are available at an additional cost. Additional fees are also added for late pick-up. If a child is picked up after 6:00 PM there will be a \$5.00 late fee assessed for every 10 minutes. Please be courteous and arrive on time. Balance due notices are sent home with the youngest student on a weekly basis. Totals are also available on FastDirect. Balances are expected to be paid in a timely fashion. If the balance exceeds \$100.00, Extended Care services may be suspended.

### **MEALS AND SNACKS**

Milk is available both before and after school for \$.30 per carton; this is the cost to the school, and will be added to your bill.

**Breakfast** - If your child arrives before 7:45 AM, he/she may bring a simple breakfast or purchase one (a bowl of cereal and milk) for \$2.00.

**Lunch** - If your child will be attending Extended Care on early dismissal days when students are released prior to their normal lunch period, a sack lunch needs to be packed. No hot lunch is served on those early dismissal days.

**Snack** - After school students are provided with a snack which is included in the Extended Care fee.

### **CHANGE OF CLOTHES**

If your child is a Preschool student, or is prone to accidents, please provide a change of clothing. Accidents do happen, and the staff wants to be ready. The clothing must be marked with your child's name and placed in a plastic bag for easy storage.

### **ELECTRONIC DEVICES AND CELL PHONES**

Cell phones and electronic devices should not be used and should be turned off while in Extended Care, unless permission has been granted by an Extended Care Supervisor.

### **DISCIPLINE AND GUIDANCE POLICY**

Positive discipline and guidance in our Extended Care Program is designed to promote self-discipline and acceptable behavior. Our system is based on mutual respect where each child is viewed as a person, as a valuable source, with worthwhile ideas and skills. All Extended Care students must adhere to the rules set by the school. Please review the Parent/Student Handbook for these rules.

The following steps will be taken if students are having a difficult time adhering to the rules.

- Students will be given a verbal warning/reminder as to expected behavior.
- Student will be given an age appropriate time out away from the group.
- Student will receive a second time out from group.
- Students will be sent to Extended Care Director and parents will be notified of the misbehavior. Detentions may be issued.
- Meeting will be set up with parent, Extended Care Director, and Principal to discuss further consequences, including the possibility that the child may no longer use Extended Care services at St. Paul's.