

EXTENDED CARE HANDBOOK

Changing lives through Worship, Compassion and Christian Education

St. Paul's Lutheran Church, School and Extended Care, in partnership with the home, strive to shape minds and mold hearts to apply the Christian Faith in all aspects of life and learning.

We accomplish that by witnessing of 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."

The purpose of this Extended Care 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.

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, after-school 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. The children have time to play outside (weather permitting) or in the gym. Homework time is also provided.

DAYS AND HOURS OF OPERATION

Extended Care is open from 6:00 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. The sign-up will be in the Extended Care classroom.

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 \$1.25 for each ¼ hour, equal to \$5 per hour. 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. Totals are available on FastDirect. Balances are expected to be paid weekly. If the balance exceeds \$100.00, Extended Care services will be suspended.

MEALS AND SNACKS

Milk - 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.

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 around 4:00 PM 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 are not permitted in Extended Care. Electronic devices can only be used, if necessary, to complete homework.

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 and 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.
- Students will be given an age appropriate time-out away from the group.
- Students will receive a second time-out from group.
- Students will be sent to the 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.