

Grace Lutheran Church and School Extended Care Program FAQ SHEET



1. Will Extended Care be available on Snow Days?

No, if the school is closed due to adverse weather conditions, power or furnace outage, or other similar events, there will be no Extended Care Program (ECP). If there is a 2 hour delay by either Germantown or Menomonee Falls school districts ECP will be open at the usual time.

2. Do I need to include the registration fee with my registration form?

Yes. Although a child may be "on file" with ECP, they will not actually be deemed to be registered until we receive the registration fee.

3. What happens if there are still hours left on my account at the end of the semester/school year?

Hours remaining on an account will be carried forward to the new semester for the student(s) whose name is on the account (providing he/she is re-registered with ECP).

4. Is a separate account needed for each child in our family?

No, it is not necessary; there is space on one account for more than one child in a family.

5. What meals/snacks will be provided during All-Day Care?

For All-Day 6:00am through 6:00pm parents will need to provide a morning snack (inc. drink) and a cold lunch (inc. drink). An afternoon snack is always provided by ECP. For sessions starting at 11:30am (early school closures) parents need to provide only a cold lunch & drink. There are some field trips and activities where a hot lunch may be available, this will be noted on the field trip sign up sheets.

6. Will hot lunches be available to children in Before and After Pre-K Care?

Yes, if the school is offering a hot lunch program, you may purchase them through the school. If not purchasing a hot lunch, parents will need to provide a cold lunch and drink. Pre-K students will receive a morning and afternoon snack; all students joining the main ECP after 3pm will also have snack time.

7. Can we buy milk for our pre-k student to drink with lunch?

Yes, we have a pre-paid milk program available. You pay an amount in advance and we deduct the cost of the milk that your child has each time they attend ECP.

8. Can a 3K student attend ECP even on days that they are not in class?

Yes, as long as your child is a registered student at Grace they can attend ECP at any time.

9. Will there be time for Active Play?

Yes, we make every effort to go outside, weather permitting. We have access to the Gym on most days for games and active playtime. A timetable of activities can be found in the ECP Policies and Guidelines (available from the school office).

10. Will there be time for study or homework?

Yes, we encourage children to spend time on their homework during ECP, so that they will have more free time when they get home.

11. How much notice do I have to give, when I need to make use of ECP?

Ideally, we like a weekly schedule from our regular attendees and at least 24 hours notice of any changes. We ask for at least 24 hours notice from parents using the program on an "as needed" basis. However, we are flexible and try to accommodate emergencies and last minute requests. We require at least 48 hours notice for the all-day care sessions, because of the theme-based activities and possible need for additional staff. There are usually sign up deadlines for field trips or all day activities, these are noted on the sign up forms.

Grace Lutheran Church and School Extended Care Program FAQ SHEET (Cont.)

12. Can my child go to ECP if they are not registered?

No. Children must be registered and have hours on their account to attend ECP. Children can be registered at any time during a school year.

13. How does the pre-paid account work?

Time can be purchased in 10 hour increments. Time must be purchased prior to your child joining ECP. Your child is signed in and out on a sign in sheet when they come to ECP. The time (to the ½ hour) is then deducted from the time on your account. A statement showing time purchased, used and remaining will be sent out each Monday. Each child must have sufficient hours remaining on his/her account prior to coming to ECP.

14. How do I buy Time for my Account?

ECP hours are kept on file by the Program Director, just write a check payable to Grace Lutheran Church and give it to an ECP Caregiver, the School Secretary or leave it in the ECP mailbox in the school office or Church mailroom. Time cards must be purchased in multiples of 10 hours. For Example, you can purchase 20, 30, 40 or 50 hours. You cannot however purchase 15, 25 or 35 hours.

15. Does ECP accept credit/debit cards?

We are currently working to set up a system where we will be able to accept payment by credit or debit card. There will be an additional fee for this service. Watch for more information shortly!

16. What activities are available?

We have a variety of games (traditional and electronic), puzzles, construction toys, books and craft items which the children can choose from. These are rotated, so that different games are available each day. We also have sports equipment, various balls, hula hoops, bowling sets, skip-its, in-door hopscotch etc. for use in the Gym, Fellowship Hall or outside. We have computers available in our ECP room and older students will be able to make use of the Youth Room. We have access to televisions and videos, and do make use of them from time to time.

17. Is ECP available during Thanksgiving, Christmas and Easter Breaks?

No, Extended Care is only available when school is in session or on the days when school is closed for teacher conferences, half days etc. (a schedule of All-day sessions is available).

18. What hours is Extended Care available?

Monday to Friday 6:00am to 6:00pm; Located in the - Fellowship Hall/ECP Rooms



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