



***Grace Lutheran Church & School
Menomonee Falls, Wisconsin***

***Extended Care Program
Policies and Guidelines***

PHILOSOPHY

Grace Lutheran Church and School believes that it is the church/school's responsibility through people, programs, and resources to help meet the needs of young people and their parents. Through the Extended Care Program, we offer Christ centered care to children who are in need of before and after school supervision.

MISSION STATEMENT

The Grace Lutheran Extended Care program (ECP) will proclaim the Gospel through a variety of activities and events; it will teach the Biblical and Lutheran understanding of Word and Sacrament; and the staff will minister to the physical and spiritual needs of all who participate in the program and come under its service.

GOALS

- To provide a safe, secure, and loving environment where the Lord is always present.
- To provide a structured program, but with plenty of choice activities, a relaxed pace with time for children to unwind, be themselves and select activities.
- To provide a variety of age appropriate activities that are different from the school day.
- To employ loving and caring adults who listen to the child's needs, give support and encouragement.

POLICIES AND PROCEDURES

A. Admission

Parents must complete and submit a registration form. **A \$36.00 per child per year fee must accompany the registration form or the registration will be considered incomplete.** Children must be enrolled students of Grace Lutheran School. The 3rd child in a family does not pay the fee.

B. Program Hours

The program is available when school is in session and on single day closures as listed in the All Day Care schedule. Program hours are; Monday through Friday from 6:00 a.m. – 6:00 p.m.

C. Fee Structure

The hourly rate is \$4.80 per child. Fees will be calculated to the ½ hour. **Any part of a half-hour is charged as a half-hour.**

A late fee of \$5.00 per 10 minutes is charged for each student who is left after the 6:00 p.m. closing time. The late fee is in addition to the regular hourly fee. Consistent late pick up will result in suspension from the program.

The Extended Care Program is a pre-paid program. Time should be purchased in 10 Hour increments by online payment, or by leaving a check in the ECP Mailbox or with the School Secretary. Sycamore accounts will typically be updated on Monday or Tuesday. If the purchased time has run out, a payment **MUST** be made before your child can return to ECP.

If payment is overdue it will be sent to the Business Manager and thus handed over to a collection agency and the child(ren) will be suspended from the ECP. Checks issued with insufficient funds will result in your account being charged a \$30.00 service fee, which must be paid prior to your child returning to the ECP.

Hours are non-refundable upon leaving the program, and fees are subject to change. Notification of increases will be sent to parents prior to the start of a new semester.

A summary of the amounts for 10 hour increments that can be purchased is available at ECP; please refer to this guide when issuing your payment. Extended Care keeps no change for incorrect cash amounts given. ECP is not set up for credit card payments online unless arrangements are made to pay the credit card charge. You may do this by checking the box online to donate the credit card fee. If the box is not checked online, the credit card fee will be deducted from your total payment.

D. Scheduling

If you have a set schedule for Extended Care, you must notify the staff of any changes either in writing, with a phone call or by email to graceextendedcare@gmail.com 24 hours prior to the child's usual

attendance time. If the change is due to an emergency situation then ECP must be notified with a phone call. If a child is "booked" for a certain time and day and does not go to ECP, and we have not received prior notice of a change to the schedule, you will be charged the full hours that you had reserved. If you are unsure at any time of the days and times you are scheduled, contact the Program administration. If you need to use the program on an as needed basis, please call the ECP or school office and inform them when your child(ren) need to attend ECP. If your child is signed up for ECP but will be attending sports practice or another after school activity you must notify ECP of the change. If we do not receive notification we will charge your account for the hours that you had originally scheduled.

On all-day and early release dates you will be charged for the hours you have signed up for unless your child is ill on that day. Hot Lunch and Field Trips Fees are non-refundable.

E. Location

All sessions from 6:00 a.m. through 6:00 p.m. Monday through Friday will be located in the Extended Care Rooms in the Fellowship Hall. There may be occasions when the Program will be moved to another location because of a previously booked event. Parents will receive notification if there is a new pick up point.

F. Arrival and Pick Up

In the morning students are to enter the building through the glass doors by the kitchen/gym. Coats and school bags can be left on the coat hooks and racks in the hallway behind the kitchen. Students must be accompanied by the parent/guardian dropping them off. This person **MUST** be the one to sign them in. This is a security issue and is for the safety and protection of your children.

After school, students will be collected from their classroom by an Extended Care worker. Coats and school bags will be left on the coat hooks and racks in the hallway behind the kitchen.

3K students will be collected from their classroom and taken to the ECP Rooms. 4K students will be picked up from the A.M. session and taken to class for the afternoon session, and those requiring care after class will be picked up from their classroom and taken to the Fellowship Hall. Between 8:00a.m. and 2:30 p.m. please use the main school entrance when dropping off or picking up your child(ren).

When picking up children from the Program after 2:30 p.m. the same glass doors by the kitchen/gym should be used. **YOU ARE REQUIRED TO COME INTO THE ECP ROOM** to pick up and sign your child(ren) in/out. This is for the safety of your child(ren).

If someone, other than those people listed on the authorization form will be picking up your child(ren), please provide a note in person to an Extended Care worker, stating who the person will be. Please ensure that this person has proper ID since they will be asked for identification.

G. Leaving the Extended Care Room

On the occasions when children are involved in after school activities, such as tutoring and athletic practices, they will be allowed to leave only with written permission from their parents.

Children in ECP will NOT be allowed to attend any activities, for example a basketball game, unless picked up and accompanied to the activity by an adult. You will not be charged for time that your child is out of ECP at an after school activity that they are signed up for.

Extended Care staff do not have access to school classrooms and students must bring all homework and any study materials with them when attending ECP immediately after school. Staff are not able to allow students or parents back into the school building after school hours.

H. Sickness

Please do not bring your child(ren) to ECP if they have been ill with a fever, vomiting or diarrhea in the last 24 hours. He/she should be kept at home until they have been 24 hours free of vomiting, diarrhea or fever. Please let ECP know if your child(ren) will not be at ECP due to illness.

I. Snow Days/School Closure

ECP will not be available on days when school is closed due to adverse weather, furnace outage etc. ECP follows the school cancellations, and is closed when either the Menomonee Falls OR Germantown school district is closed. Please check your local news for listings.

J. Electronic Use Policy

Due to the possibility of students encountering objectionable materials while using the Internet, Grace Lutheran Extended Care has instituted the following electronic use policy:

Students may not have a cell or smart phone, pager, or any other electronic device while at ECP. These items should be placed in your backpack and turned off during the entire time the student is attending ECP. Permission to use a phone must be given by a staff member.

Laptops, iPads, iPods, MP3 and similar music players, radios, cameras and video recording devices and other electronic devices will not be allowed.

Items that are seen outside of a backpack will be held by a member of staff and turned over to the parent/guardian at pick up.

If parents need to contact their child for any reason, please contact them through the ECP phone (262-251-7140 ext. 109) or through the school office.

Due to the educational value of the E-readers; Kindles and other e-readers are allowed during quiet and homework hours, provided that the Kindle/e-reader is being used to read a book. If it is deemed by staff that the device has internet access, students will be asked to put it in their backpack.

Game boys, Nintendo DS's, and other handheld video game systems will be allowed to be used during all day care sessions when there is no school. (iPads, iPods, and any other device that can be used to access the internet will not be allowed on days off school.)

ECP staff do not have time to provide one-on-one supervision of students using internet based electronics. ECP assumes no responsibility for lost, damaged or stolen electronic devices brought to School or Extended Care facilities by students.

GENERAL DAILY ROUTINE

Before School :	6:00-8:00 - Children arrive, are greeted by a caregiver and choose a quiet activity or game, or watch a video. Sometimes, gym time is available.
Pre-K:	8:00-9:00 Arts and Crafts time
	9:00-9:45 Outside/Gym playtime
	9:45-10:15 Snack
	10:15-10:45 Group/Individual play-time
	10:45 -11:15 Free play time/Story time
	11:00am 3K and AM 4K students join program
	11:15-11:25 Clean up and wash hands for lunch
	11:25-12:00 Lunch
	12:00-12:15 Free play time
	12:00 Take pm 4K students to class
	12:15-1:00 Group activity time
	1:00-1:30 Outside/Gym time
	1:30-3:00 Nap/Quiet time
After School:	3:00-3:30 Snack provided by Extended Care (Gym time if needed)
	3:30-4:00 Outside
	4:00-4:30 Homework/quiet time.
	4:30-5:30 Playtime/games/crafts
	5:30-6:00 Clean up and quiet activities.

PLEASE NOTE: WE DO PLAN SEVERAL FIELD TRIPS FOR ALL DAY SESSIONS, INFORMATION IS SENT OUT WITH SIGN UP SHEETS. THESE ROUTINES ARE AN OUTLINE OF OUR ACTIVITIES, WE ARE FLEXIBLE AND REGULARLY CHANGE OUR ACTIVITIES AND ROUTINE TO MATCH THE CHILDRENS NEEDS. HALF-DAY CARE SESSIONS WILL BEGIN WITH LUNCH, SHORTLY AFTER 11:30AM.