

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

***Summer Sizzlers Program
Policies and Guidelines***

PHILOSOPHY

Grace Lutheran Church and School believes that it is the Church/schools responsibility through people, programs, and resources to help meet the needs of young people and their parents. Through the Summer Care Program, we offer Christ centered care to children who are in need of supervision during the summer break.

MISSION STATEMENT

The Grace Lutheran Summer Care program 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 that incorporates a variety of interesting in-door and off-site activities but gives children some time and freedom to be themselves and choose their own activities.
- To provide a variety of age appropriate activities that are fun and have educational value.
- To employ loving and caring adults who listen to the child's needs, give support, encouragement and are flexible.

POLICIES AND PROCEDURES

A. Admission

Parents must complete and submit a summer registration form. **An \$18.00 per child Summer Program fee must accompany the registration form or the registration will be considered incomplete.** Children must be enrolled students of Grace Lutheran School or members of Grace Lutheran Church. The 3rd child in a family does not pay the registration fee.

B. Program Hours

The Summer Program is available beginning on Monday, June 3, 2013 and ending on Wednesday, August 22, 2013 (ending date is subject to change when the school calendar is published). It is open Monday through Friday from 7:00a.m to 6:00p.m. (If there is a need for care between 6:00 a.m. and 7:00 a.m., please contact us for availability.)

C. Fee Structure

Two rates will apply during the summer. Either the daily rate or the hourly rate can be chosen. The rate indicated on the registration form will apply for the duration of the Summer Program. By signing the registration form the parent/guardian agrees to pay the rate they have chosen. The hourly rate is \$4.10 per child. Fees will be calculated to the ½ hour. **Any part of a half-hour is charged as a half-hour.** The daily rate is \$37 per child. **Any part of day will be charged as a full day.**

A late fee of \$5.00 per 10 minutes per student is charged for any student who is left after the 6:00 p.m. closing time. The late fee is in addition to the regular hourly or daily fee. If there is insufficient pre-paid time then extra time must be purchased when the child is picked up.

The Summer Care Program is a pre-paid program. Blocks of time can be purchased from Summer Care by leaving a check with a member of staff. The hours/days will then be credited to your account. Those paying the hourly rate can buy time blocks in multiples of 10 Hours. Those using the daily rate can purchase days in any quantity they require.

Weekly statements will be emailed every Monday indicating the hours or days remaining on your account. If the purchased time has run out, a new time block **MUST** be purchased before your child can return to the Summer Program. 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 Summer Program. 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 Summer Program.

Checks written for any amount over the exact amount owed will no longer be issued a credit. Instead, the overage will go into Extended Care's snack fund. Please make sure that you are writing your checks for the proper amount. If there is a question as to the amount owed, please ask a staff member. Extended Care keeps no change for incorrect cash amounts given. Please keep this in mind when making payments.

The above fees apply to the 2013 Summer Program only.

D. Scheduling

A written schedule will be required from each family prior to the Summer Program beginning. This schedule should show hours and days that each child will be attending during the 11 week program. There are no daily or weekly minimum requirements. Vacation time should be noted on this schedule if known. Changes to this confirmed schedule are not permitted without the prior agreement of the Program Director. Any changes to the schedule will be charged at a daily rate of \$20 per child per day for each day changed from the original schedule. If you have "booked" a day and time and do not arrive you will be charged for the full hours that you had scheduled. Late arrivals or early pick-ups are allowed as long as it does not interfere with field trip departures or other planned activities.

E. Location

All sessions from 7:00 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. There will also be activities that will take place in other locations in the building. A note of where the group is will be left by the sign in/out sheet in the Fellowship Hall.

F. Field Trips

Field trips will generally be taken on Monday, Wednesday and Friday of each week. Tuesday and Thursday will be on campus. A field trip schedule will be provided to each parent/guardian giving an approximate itinerary of events. A General Field Trip Permission Form and Summer Field Trip Schedule for each child, must be signed and returned to the Program Director prior to the start of the Summer Program in order for children to be able to participate in the summer field trips.

G. Arrival and Pick Up

In the morning students are to enter the building through the glass doors by the kitchen/gym. Coats and bags can be left on the coat hooks and racks in the hallway behind the kitchen. When picking up children from the Program the same glass doors by the kitchen/gym should be used. **YOU ARE REQUIRED TO COME INTO THE EXTENDED CARE ROOMS** to pick up your child(ren). This is for the safety of your child(ren). You must also sign your child in and out and record the time on the sheet provided. If a time and signature is missing, staff will record an estimated time of arrival or departure.

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 a member of staff. Ensure that this person has proper ID since they will be asked for identification. If you are picking up from a Field Trip location you may authorize a member of staff to sign your child out on their return to Grace. The time recorded will be the time you collected your child(ren) from the field trip.

H. *Dress Code*

Shorts and T-shirts are acceptable for summer wear. Shorts should be of an appropriate length (should reach the tip of the fingers when hands are held down by the side), they should not be torn or ripped, have writing on the back, too tight or "baggy". T-shirts should not have "spaghetti" straps (sleeveless is acceptable), be too low-cut, too tight or too short. T-shirts will not have inappropriate language, symbols or pictures on them. Dresses, if worn, will not have "spaghetti" straps (sleeveless is acceptable) and will reach to at least 6 inches above the knee. **One piece bathing suits are required for any water activities.** Closed toed sandals are recommended, although flip-flops will be allowed. Gym shoes will be required for indoor activities.

I. *Summer Discipline Policy*

We use Parent Communication Forms (PCF's) for students who exhibit poor behavior. The student behavior log (which is kept at Extended Care) will also be updated with each offense. Students who continually exhibit inappropriate behavior and receive 3 PCF's over the summer will have a meeting scheduled between ECP staff and their parents. At this meeting we will outline steps to correct the problem and a timeline that will need to be followed to correct the problem. If the problem persists after the guidelines have been set, the child will face suspension from the Summer Sizzlers Extended Care Program.

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 Extended Care. These items should be placed in your backpack and turned off during the entire time the student is attending Extended Care. Permission to use a phone must be given by the Extended Care staff.

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

All items that are seen outside of a backpack will be confiscated 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 Extended Care phone (262-251-7140 ext. 109) or through the school office.

We do understand the educational value of the Kindle; therefore, Kindles and other e-readers are allowed during the quiet/homework hours of Extended Care 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, you will be asked to put it in your 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.)

The Extended Care staff does not have the ability to provide one-on-one supervision with students using internet based electronics.

Grace Lutheran Extended Care assumes no responsibility for lost, damaged or stolen electronic devices brought to school or Extended Care by students.

K. Leaving the Extended Care Room

On the occasions when children are involved in other school activities, such as tutoring or summer program activities they will be allowed to leave only with prior written permission from their parents. This need only be done at the start of the summer program. Time spent at school activities will not be charged to your account. For those on a daily rate, hours will be credited to your account. For each 10 hours credited you will earn a "free" day.

L. Lunch and Snacks

Parents will need to provide a morning snack and drink each day. If drop off is before 8:00am parents may provide a "breakfast" and drink for their child. Each child must bring their own morning snack and drink and cold lunch and drink each day. Microwaves are available to heat food. Some field trip days will include a hot lunch or will require a bag lunch, prior notification will be given. An afternoon snack and drink will be provided by Summer Care. We ask that only fruit juice, milk or water be sent with lunch or morning snack.

M. Sickness

Please do not bring your child(ren) to the Summer Program if they have had a fever of 101 F in the last 24 hours. If a child is not going to be attending due to sickness please call and let a member of staff know by 8:00am. You will not be charged for sick days up to a maximum of 5 days for the duration of the summer program. After 5 days you will be charged the \$20 cancellation fee for each additional sick day taken.

N. Closures

The Summer Care Program will not be available on Wednesday, July 4th; Thursday, July 5th or Friday, July 6th, 2012.

GENERAL DAILY ROUTINE

7:00am-8:00am	Playtime/Quiet Activity/Breakfast (Parents provide)
8:00am-9:30am	Reading/Study Time
9:30am-10:00am	Snack (Parents provide snack and drink)
10:00am-11:30am	Outside/Gym/Outdoor activity
11:30am-12:15pm	Lunch (hot or cold lunch and drink)
12:15pm-1:00pm	Video/DVD
1:00pm-1:45pm	Outside/Gym/Outdoor Activity
1:45pm-2:45pm	Indoor Summer Project Work
2:45pm-3:45pm	Project/Craft/Games
3:45pm-4:00pm	Snack Time (Provided by Extended Care)
4:00pm-4:45pm	Outside/Gym/Outdoor Activity
4:45pm-5:30pm	Craft/Playtime/Games
5:30pm-6:00pm	Clean-up/Quiet Activity

PLEASE NOTE: THESE ROUTINES ARE JUST AN OUTLINE OF OUR ACTIVITIES, WE ARE FLEXIBLE AND REGULARLY CHANGE OUR ACTIVITIES AND ROUTINE TO MATCH THE CHILDRENS NEEDS. THIS DOES NOT INCLUDE FOR OUR FIELD TRIP SCHEDULE WHICH WILL VARY.