



***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/schools 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 registration 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 \$4.10 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 any student who is left after the 6:00 p.m. closing time.
The late fee is in addition to the regular hourly fee.

The Extended Care Program is a pre-paid program. Time can be purchased in 10 Hour increments from ECP or by leaving a check in the ECP Mailbox or with the School Secretary.

Weekly statements will be emailed every Monday indicating the time remaining on your card. If the purchased time has run out, a new time card **MUST** be purchased before your child can return to the ECP. If situations arise that require a child to stay longer, but before the 6:00 PM time, arrangements can be made by speaking with or calling an Extended Care worker. The extra time will be deducted from your time card.

If payment is overdue it will be sent to the financial secretary 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.

Fees are subject to change. Notification of increases will be sent to parents prior to the start of a new semester.

D. *Scheduling*

If you have a set schedule for Extended Care, you must notify the program director of any changes either in writing or 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 for confirmation.

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 will 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.

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 am 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 activity.

H. *Sickness*

Please do not bring your child(ren) to ECP if they have had a fever of 101 F in the last 24 hours. 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.

GENERAL DAILY ROUTINE

Before School :	6:00-8:00	- Children arrive, are greeted by a caregiver and choose a quiet activity or game, watch a video or age appropriate television programs.
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 (Pickup 3K students)
	10:45 – 11:00	Free play time/Story time
	11:00	Pickup am 4K students
	11:15 - 11:45	Lunch
	11:45 – 12:15	Free play time
	12:05	Take pm 4K students to class
	12:15 – 1:00	Group activity time
	1:00 – 2:00	Nap/Quiet time
After School:	2:00 – 3:00	Arts/crafts/group activity time
	3:00 - 3:45	Outdoors or gym
	3:45-4:15	Snack provided by Extended Care
	4:15-5:30	Homework followed by free choice.
	5:30-6:00	Clean up and quiet activities.
All-Day Care:	6:30-8:00	Playtime/Quiet Activity
	8:00-10:00	Project/Craft/Playtime/Games
	10:00-10:30	Snack (Parents provide snack and drink)
	10:30-11:00	Outside/Gym
	11:00-11:30	Quiet Activity
	11:30-12:15	Lunch (Parents provide cold lunch and drink)
	12:15-1:00	Video/DVD
	1:00-1:30	Outside/Gym
	1:30-2:00	Bible Story/Story Time
	2:00-3:30	Project/Craft/Playtime/Games
	3:30-4:00	Outside/Gym
	4:00-4:30	Snack Time (Provided by Extended Care)
	4:30-5:30	Playtime/Games/Homework – Study Time
5:30-6:00	Clean-up/Quiet Activity	

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.