

# **St. Paul's Lutheran School Extended Care Student Handbook**



**2008-2009**

Parents or guardians are urged to read this handbook,  
since they are responsible for knowing the rules and procedures.

**PURPOSE STATEMENT** - St. Paul's Lutheran Church views children as a precious resource, given by God, and acknowledges responsibility, along with parents, for their care and nurture.

Therefore, St. Paul's Lutheran Church carries out its mission by establishing and maintaining a program of extended school care to provide a safe, secure, and caring setting with Christian nurture for children. This program is particularly for children whose parents, due to work-related responsibilities, find it difficult to provide adequate direct or indirect care for their children before or after school. The program strives to provide a nurturing Christian environment.

**ADMINISTRATION** - The Extended Care Program is an extension of the St. Paul's Lutheran School and under the supervision of the School Board.

**ENROLLMENT POLICY** - Any child who is enrolled in St. Paul's School or Preschool is eligible for Extended Care services. All children must be potty-trained (We are not allowed to go in the restroom and help or change the children). If your child will attend Extended Care on an irregular or temporary basis, simply inform the school office or send a note with your child advising the Director of the date and time service is to be used.

All participants in this program must have a Registration Form and a Emergency Form on file with the Director.

**EXTENDED CARE HOURS** - Hours available are from 6:30 A.M. to 8:45 A.M. and after preschool to 5:30 P.M. Extended Care will be available only on SCHEDULED SCHOOL DAYS. In cases of early dismissal Extended Care will be provided. In the case of a two-hour delay, Extended Care will be available for both Preschool and Day School students from 6:30 A.M. 5:30 P.M. There is no Extended Care if school is cancelled due to bad weather. Arrangement should be made to pick up the children at or before 5:30 P.M. Extended Care promptly ends at 5:30 P.M. After 5:30 P.M. twice the regular fee will be assessed.

**LOCATION** - Extended Care uses the Bethlehem and Shiloh Rooms (two of the preschool rooms) at the 605 S. Center Street location.

**COST** - For the first child in a family \$2.00 for any part of the first hour and \$1.00 for each additional half hour. For each additional child in a family \$1.50 for any part of the first hour and \$0.75 for each additional half hour.

**PAYMENT SCHEDULE** - St. Paul's Extended Care program operates on a biweekly billing. Make checks payable to: **St. Paul's Extended Care**. Payments should be separate from all other school bills.

A note will be sent to parents when payments are behind. If payment is not received, you will be notified that the Board requests your attendance at the next regular Board meeting. Your attendance at this meeting will be to explain how you plan to get caught up on your payments and stay caught up.

**ACTIVITIES** - The Extended Care Program will have outdoor activities for the children to participate in when the weather is suitable. Please send a jacket or sweatshirt everyday in case of weather changes.

**SIGN IN-OUT PROCEDURES** - It is the parent's responsibility to accompany their children into Extended Care in the morning to sign them in and ensure an accurate recording of arrival time. In the afternoon, we will release your child only to you, the custodial parent(s), unless we have written permission to release your child to someone else. In an emergency we will accept telephone authorization from the custodial parent. Identification may be required at pick up in order to ensure safety.

**SNACKS** - Your child may bring such items as cold cereal, fruit, doughnuts, etc., for breakfast. Milk is available both before and after school. After school a snack such as chips, crackers, or cookies is provided free of charge.

**LUNCH FOR PRESCHOOL/KINDERGARTEN** - Children enrolled in Kindergarten and Preschool will need to bring their own lunch. (Facilities do not allow a hot lunch to be provided.) Milk is offered.

**DISCIPLINE PROCEDURES** - Occasionally a discipline problem may occur. Due to schedule and work responsibilities, the Extended Care Program is, in most cases, a necessity. Therefore, we ask the parents to take an active role in helping to maintain a respectful, cooperative atmosphere for both supervisors and the other children involved.

A discipline notice will be sent home with the parents the day of the inappropriate behavior. This note will briefly describe the child's offense and reasons for notification. A parent will be required to contact the director before the child will be allowed continued use of the Extended Care Program. If a second offense for the same discipline behavior is noted, the child will be placed on a two-week probationary period. During this time if the offense is again noticed, the child could be suspended from Extended Care.

**EMERGENCY INFORMATION** - We require the parents to fill out the medical form to inform us of allergies (food and insect) that your child may have. Medication will be dispensed only with written parental consent and direction.

We welcome you to our Extended Care Program. If you have any questions, comments or suggestions, please feel free to contact the director, Theresa Heuberger. The Preschool and Extended Care phone number is 546-2848.