

Welcome to our CLS Extended Care program. We hope that this service is helpful to your family. This handbook is full of information about the program. If you have any additional questions, please feel free to contact me.

Jessica Fry

Extended Care Director

[*jfry@centrallutheranschool.org*](mailto:jfry@centrallutheranschool.org)

319-223-5271

Contents:

Pg. 2	Purpose Who We Serve Registration
Pg. 3	Hours of Operation Fees
Pg. 4	Sign out, Pick up Policy Program Activities
Pg. 5	Discipline Policy
Pg. 6	Medical/Illness/Injury Policy Disaster Policy
Pg. 7, 8	Rights and Responsibilities
Pg. 9	Concerns

Purpose

Central Lutheran's Extended Care Program has been established to further extend the ministry of Central Lutheran School to the school families by:

1. providing quality Christian care for school-age children after the school day.
2. meeting the needs of our families at a reasonable price.
3. providing a safe, wholesome setting with the goal of continuing to help children grow in their faith in Jesus Christ, as well as develop and put into practice a great love for Jesus and for others.

Who we serve

We serve all children in grades preschool through eighth grade enrolled at Central Lutheran School. Parents are welcome to use our Extended Care service everyday or periodically. Registration is required for all students participating in Extended Care. If you plan to use this service on "a drop in basis" we advise you to fill out a registration form at the beginning of the year so that we have one on file.

Registration

Pre-Registration is required for ANY use of the program. Information acquired shall be held in confidence and maintained for the program use only and can be released only by a parent's or guardian's written consent. A copy of the student's school emergency form will also be kept on file for Extended Care use.

Registration Fee: \$10.00 per child (form and payment must be complete in order for your child to participate)

Hours of operation

CLS Extended Care is open on school days beginning at the end of the school day (3:30) and ending at 6:00 pm. Extended Care will be open on scheduled early dismissal days (1:10–6:00). (Continue reading for information regarding weather-related dismissals.)

Weather cancellations

If school is cancelled for CLS, Extended Care is also cancelled. If there is an early dismissal due to inclement weather, Extended Care will still be available until 6:00 (unless otherwise notified). In the case of inclement weather toward the end of the school day, the Extended Care director will make a decision on closing Extended Care early. All parents will be contacted as soon as possible to let them know about the time changes for that day.

Fees

There is an hourly rate of \$4.00 per hour (\$1.00 for any additional 15 minute increments before 6:00 pm) and \$3.00 per hour (\$0.75 for any additional 15 minute increments before 6:00 pm) for each additional sibling.

Extended Care closes at 6:00 pm and we request that you make every effort to pick up your child on time. Late fees will start at 6:00 pm. The charge for late pick-up is \$1.00 per minute per child. Late pick-up fees will be added to your weekly statement. If your child is not picked up by 6:30 pm and you cannot be contacted, the authorized persons listed on your child's school emergency form will be contacted to pick up your child.

Making payments

Payments will be made on a weekly basis. A statement will be sent home with your child on Thursday for the previous week's use (Thursday–Wednesday). Payments must be made every Friday. Please make every effort to get the payment in the office by Friday. If persistent payment problems occur, the

director will make the determination regarding future payment and continued use of the program.

Sign out, Pick up policy

When you pick up (drop off) your child from Extended Care, you must enter the building and sign them out (in). The staff will not dismiss any child without a parent or guardian coming into the Extended Care Room to sign him/her out. The sign out sheet will be used to determine your weekly fees, therefore it is very important that you sign out your child each time you use the service. If your child is not signed out at the end of the day, you will be charged the full-allotted time (end of school until 6:00 pm).

Authorized pick-up

Any person responsible for picking up a child from the program must be authorized in writing on the registration form. Children will NOT be able to leave with any unauthorized person. If it is necessary to have someone other than those listed on the registration form, you must notify Extended Care staff with a WRITTEN NOTE. Identification will be checked for those persons with whom staff is unfamiliar.

Program Activities

Central Lutheran School Extended Care will provide a variety of activities including homework time, arts and crafts, snacks, and inside/outside play time.

Snack

A daily snack and drink will be provided to the children. If your child has any dietary restrictions/allergies, please indicate that on the registration form.

Discipline policy

Extended Care will follow the same handbook guidelines of Central Lutheran School.

Children who attend Extended Care will be expected to conduct themselves in a manner that is consistent with the school's philosophy.

The Extended Care Staff has the following expectations for your children:

1. Children must remain in the designated Extended Care area and ask for permission to use the bathroom/get a drink.
2. Children are to respect the rights and property of others and the school (toys and electronics from home are NOT allowed at Extended Care).
3. Children are to act courteously, show respect, and follow directions of Extended Care staff.
4. Children are expected to use appropriate and acceptable language.
5. Children are to follow all parts of the Cougar Code even during Extended Care hours.

Please review these expectations with your child.

Dismissal from program

A child will be dismissed from the program if:

1. The child is repeatedly not picked up on time.
2. The behavior of the child jeopardizes the well being of the other children in the program.
3. The child is continually not able to meet behavior expectations set for him/her during Extended Care hours.

Medical/Illness/Injury Policy

Medications: If a child must take medication during Extended Care time, only a staff member will have the responsibility of administering medication to your child. Extended Care will follow the policy printed in the school handbook.

Injuries/Illnesses: We will always try to provide a safe environment for your child. However, children may get hurt or injured. In the event of such an occurrence, this procedure will be followed:

1. Area First Responders will be called to handle major accidents.
2. A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency numbers you provided on the registration form. Please feel free to revise this list as frequently as necessary.
3. If your child requires medical care, we will accompany him/her to the nearest facility.
4. If your child becomes ill while at Extended Care, we will call you to notify you of the situation. If your child has a fever, is vomiting or experiences diarrhea, we will request that you or an authorized adult pick up your child(ren) as soon as possible.
5. If you feel that it would be beneficial to have an extra set of clothes at school for an accident, please provide them in a labeled bag.

Disaster policy

In case of severe weather, KGAN and KCRG will be notified to announce the status of the program. If the weather becomes severe while the children are in the program, program staff will stay with the children until necessary arrangements can be made. All personnel will review procedures with staff and children involved in the Extended Care program. A comprehensive emergency plan can be found in the building.

Rights and Responsibilities

Parent's Rights

Parents are entitled to:

1. Know that their children are in a safe environment where they are receiving Christian, quality, loving care.
2. Know the types of programs and activities that are being planned.
3. Share comments and concerns with the staff, director, and governing board about anything they do not feel is in the best interest of the children.
4. Be informed when their child is misbehaving and meet with a staff member/director to arrive at a satisfactory resolution, as outlined in the discipline policy.
5. Come and visit the facility in which their child is receiving care.

Parent's Responsibilities

Parents are responsible for:

1. Picking up their child(ren) on time and signing their child(ren) out. Any person responsible for picking up a child from the program must have written authorization.
2. Notifying staff if their child will be absent (if possible).
3. Understanding current policies and procedures of the Extended Care program.
4. Meeting with staff members if necessary regarding their child's behavior and working toward agreeable solutions to problems.
5. Understanding discipline procedures as outlined in the discipline policy.
6. Replacing any equipment that their child is responsible for damaging or destroying.
7. Paying all fees ON TIME and in accordance with this handbook.

8. Keeping their child(ren)'s records current with changes in phone numbers and addresses.

Children's Rights

Children are entitled to:

1. Know that they are in a safe environment and be assured that they are receiving Christian, quality, loving care.
2. Use of all equipment and space on an equal basis.
3. Be treated respectfully by staff, parents, and other students.
4. Discipline that is fair, consistent, and applied according to discipline policy.
5. Express their emotions in an appropriate manner.
6. Use their gifts and talents in appropriate ways.
7. Experience an environment that offers a variety of choices.
8. Be supervised by staff members who care about them, enjoy being with them, help them grow and treat them in a loving, Christian manner.

Children's Responsibilities

Children are responsible for:

1. Coming to Extended Care immediately after school or after an approved extracurricular activity.
2. Remaining with a staff member at all times or getting permission to go to another area.
3. Respecting the rules of Extended Care, as outlined in the discipline policy.
4. Controlling their emotions so that their actions do not harm anyone.
5. Caring for any equipment, property in the building, or items owned by others.
6. Dressing appropriately for indoor/outdoor play.

7. Returning equipment and materials neatly to the place they found them, as requested by supervisors.

Concerns or Problems

Please feel free and welcome to talk to any member of the Extended Care staff about your child. WE care about the children and are eager to meet their needs. More formal discussion will be available upon making an appointment with the extended care director.

Any trouble your child has at school or at home may affect his/her behavior during the program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with family and school. Your input is vital to our accomplishing this goal.

