

EXTENDED CARE HANDBOOK 2007-2008

Extended Care Phone: 815-547-6339



Immanuel Lutheran School
1225 E. Second St.
Belvidere, IL 61008
(815)-547-5346

EXTENDED CARE HANDBOOK

PURPOSE

Immanuel's Extended Care Program offers quality Christian based childcare as a service for our working parents. Our guidelines presented in this booklet are essential to operate a program that will provide a safe, comfortable, and enjoyable atmosphere for your children to become involved in.

COORDINATOR

Sherry Molander, Coordinator
Phone Number: 332-3134

Phone- 815-547-6339 (only during Extended Care hours)

ADMISSION

Any students enrolled at Immanuel Lutheran School in grades PreK-8 may attend Extended Care. Parents are welcome to use the program for their convenience - everyday or periodically. No registration is required for attendance, except that an emergency card be filled out in advance.

HOURS OF OPERATION

The Morning Extended Care Program is held each school day from 6:45 A.M. until 7:45 A.M. for students whose school day begins at 8:10 A.M. All students arriving earlier than 7:45 A.M., who are not involved in a teacher supervised activity, are required to go to the small gym. Students arriving after 7:45 AM are to go directly to their own classrooms.

The Extended Care Program runs from 6:45 A.M. to 6:00 P.M. to accommodate students in any of the Pre-Kindergarten classes. All students remaining in the building at 3:15 PM, who are not involved in a teacher supervised after school activity, are required to go Extended Care.

If students are not picked up 15 minutes after an after school activity, they are required to go to the Extended Care and must be picked up there.

Extended Care is only available when school is in session.

FEES

Services are provided for the following fees:

1 Child \$2.50 per hour **Each Additional Child** \$2.00 per hour

A one-hour minimum charge is assessed for each student in attendance at Extended Care at any time throughout the day.

For example: If your child arrives anytime between 6:45–7:45 AM, the minimum charge (\$2.50) will be applied. If the same child attends Extended Care after school, the 1 hour minimum charge will not be applied again. After the first hour, students picked up less than 30 minutes into the hour will be charged half the hourly rate.

LATE PICKUP FEES

Students not picked up by 6:00 PM will be assessed an additional \$1.00 per minute late fee.

PAYMENT POLICY

Children who use Extended Care on an occasional basis will be asked to pay for the service when the child is picked up. Regular users of Extended Care will be billed every two weeks. Bills will be mailed or e-mailed. Parents are expected to stay current with their payments and will not be allowed to use Extended Care if a balance is carried from one billing period to the next.

LOCATION

Extended Care is administered in the modular classroom. Parents should pick up from the church parking lot by the bus barn.

SIGNING IN AND OUT

Parents must personally sign their child out of the Extended Care Program. Please be sure the Extended Care worker sees you when you pick up your child. Help us keep your children safe!

If it is necessary to have someone other than those listed on your Emergency Card pick up your child, you **MUST** notify Extended Care or this person will not be allowed to take your child. Identification will be checked for those persons with whom the staff is unfamiliar.

Children who are allowed to go home with another student on a particular day are required to give a signed note from the parent or guardian stating this fact to the Extended Care worker.

SNACK

Children who arrive promptly at Extended Care will receive a snack. No gum, candy, or pop is allowed. The Extended Care program will encourage students to make healthy snack choices by providing alternatives to sugary treats.

MEDICATION

If a child is to receive medication during Extended Care hours, the parent must provide the school secretary with a completed, signed Medication Authorization form, which will then be copied for the Extended Care program.

HEALTH AND SAFETY

If your child has a known medical condition (asthma, diabetes, etc.) please be sure the Extended Care worker(s) know what to do if a problem occurs.

If a child has any of the following conditions the parent will be notified to pick up the child immediately: contagious disease, vomiting or diarrhea, or an accident requiring medical attention.

Soap and water will be used to clean superficial wounds and a Band-Aid will be applied for protection. Ice may be used in some situations.

Please keep your Emergency Card updated at all times in regard to phone numbers and other persons to contact for an emergency pick up of your child.

Be sure your child has the proper clothes to play outside - hats, gloves, and boots in the winter; safe footwear for playing outside.

PERSONAL PROPERTY

All children are to respect each other's property. We do not encourage them to bring toys or expensive items. Hand held electronic games (as defined in the school handbook) are not allowed at school or in Extended Care.

CHILDREN'S CONDUCT

Parents have the right to expect that their child will have proper supervision. The child who constantly needs the attention of the staff because of inappropriate behavior is taking away the rights of the others and not allowing for the needs of all the children to be met. We as a staff have the following expectations of your children:

1. Children must remain in the Extended Care Room areas and ask permission to take bathroom breaks, drinks etc. that may take them out of the room or off of the playground.

2. Children are to respect the rights and property of others.
3. Children are to act courteously and appropriately, be cooperative, respectful, and follow the instructions of Extended Care workers.
4. School building and playground rules must also be followed during Extended Care hours.
5. Appropriate and acceptable language is expected.
6. Children are expected to be responsible for their actions.
7. Materials and equipment are to be treated properly and returned to their place when done.
8. Students are to arrive at Extended Care promptly from their classrooms.
9. Pop is not allowed at Extended Care.
10. All policies and procedures for discipline, as outlined in the Parent Handbook of Immanuel Lutheran School, apply to Extended Care.

DISCIPLINE

Care Room workers will handle discipline in a positive manner that promotes the physical, psychological, and spiritual well being of each child.

Most rule infractions will be handled in a time-out situation for students as prescribed by the Extended Care worker. The worker will assist the students in discussing problems and promoting forgiving relationships with peers. Repeated discipline problems, physical abuse to other students, and disrespect to workers shall be reported to parents and the administration. Repeated offenses may be a cause for dismissal of the child from the program.

Disruptive behavior will be dealt with in the following manner:

1. An incident report will be given to and discussed with the parent.
2. Serious misbehavior may result in a suspension from Extended Care for a determined amount of time.
3. The coordinator will determine the conditions for reinstatement to the program.
4. Each incident will be individually assessed by the coordinator to determine the possibility of the child not continuing in the program due to behavior.

DISMISSAL FROM PROGRAM

The following circumstances may result in your child being dismissed from care:

1. Failure to repay returned checks.
2. Dropping off a child before 6:45 A.M. in an unsupervised situation.
3. Chronic disregard for the 6:00 P.M. closing time.
4. Not signing a child out of the program.
5. A child who does not follow our behavior recommendations as stated in our discipline policy, including respecting the decision and direction of our Extended Care workers.
6. Any child who intentionally physically harms another child or staff members.