

**Immanuel Lutheran School  
Belvidere, IL**

**Extended Care**

2012-2013 School Year

**EXTENDED CARE HOURS**

Immanuel offers an Extended Care program for students in PreK through eighth grade. The Extended Care program begins at 6:45 AM and ends at 6:00 PM. Students attending the Extended Care program during the lunch hour (11:00 – 12:00), must bring their own lunch. Milk is available for purchase. Students may attend selected days or everyday. Extended Care is housed in the modular building behind the school.

**EXTENDED CARE ACTIVITIES**

Activities may include physical activities either indoors or outdoors. Indoor physical activities are dependent upon gym availability. Board games, computer programs and many arts and crafts are available for the students to fill their time. Socially your child has opportunities to develop relationships with other children. A quiet place is provided for children who have homework assignments to complete. Snacks are served until 3:10.

**EXTENDED CARE EXPECTATIONS**

There are times during Extended Care when children may need to redirect their behavior to a more appropriate level. The “time out” concept is used to allow the child to gain self-control before rejoining group activities. Positive reinforcement is used to direct the child’s behavior. We believe that children need to be responsible for accepting the consequences of their own actions, controlling their own feelings so as not to harm another, and respecting the rules established for their own safety.

**EXTENDED CARE INFORMATION SHEET**

A copy of the Family Record Card is made and kept at Extended Care. The information form includes:

- 1) Names of people allowed to pick up your child.
- 2) Emergency contacts: names and phone numbers.
- 3) Physicians name and number.
- 4) Medical information.

## **EXTENDED CARE PICK-UP AND SIGN OUT**

A parent or designated adult (as listed on the family record card) must come to the Extended Care room to sign a student out. If the adult picking up the child is not listed on the family record card, please communicate this information to the school office by note or phone. Children are not allowed to sign themselves out for school activities without a note from their parent.

## **EXTENDED CARE FEES**

Extended Care services are provided for the following fees.

	<b>1 Child</b>	<b>Each Additional Child</b>
<b>Hourly Rate</b>	<b>\$3.00</b>	<b>\$2.50</b>

(Additional Fee Information – There is a one hour minimum charge. If your child arrives anytime between 6:45-7:45 AM, the minimum charge is applied. If the same child attends Extended Care after school, the 1 hour minimum charge is not applied again. After the first hour, students picked up less than 30 minutes into the hour are charged half the hourly rate. Students not picked up by 6 PM are assessed an additional \$1 per minute late fee.)

## **PAYMENT OF FEES**

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

**EXTENDED CARE TELEPHONE NUMBER – (815)547-6339**