

**Immanuel Lutheran School
Belvidere, IL**

Extended Care

2007-2008 School Year

EXTENDED CARE HOURS

Immanuel will offer an Extended Care program for the 2007-2008 school year. Our Extended Care program will begin at 6:45 AM and end 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 35 cents. Students may attend selected days or everyday. Extended Care will be 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 will have opportunities to develop relationships with other children. A quiet place will be provided for children who have homework assignments to complete. Snacks will be 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 will be 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 SHEETS

An information card will be sent home for families using Extended Care. Please fill out the card and return it to Extended Care. Information needed will include:

- 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 information card) must come to the Extended Care room to sign a student out. If anyone not listed as having permission to pick up your child/children, will be coming to pick up, please communicate this information to the school office by note or phone. Children will not be allowed to sign themselves out for school activities without a note from their parent.

EXTENDED CARE FEES

These services are provided for the following fees.

	1 Child	Each Additional Child
Hourly Rate	\$2.50	\$2.00

(Additional Fee Information – There will be a one hour minimum charged. If your child arrives anytime between 6:45-7:45 AM, the minimum charge 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. Students not picked up by 6 PM will be assessed an additional \$1 per minute late fee.)

PAYMENT OF FEES

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. 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.

EXTENDED CARE TELEPHONE NUMBER – 547-6339