



*Grace Lutheran Church & School  
Menomonee Falls, Wisconsin*

*Extended Care Program Policies and  
Guidelines*

August 2019

**MISSION STATEMENT** The Grace Lutheran Extended Care Program (ECP) will offer Christ centered care to children who are in need of before and after school supervision, proclaim the Gospel through a variety of activities and events, and minister to the physical and spiritual needs of all who participate in the program and come under its service.

**GOALS**

- To provide a safe, secure, and loving environment where the Lord is always present.
- To provide a structured program at a relaxed pace with time for children to unwind.
- To provide a variety of age appropriate activities that are different from the school day.
- To employ loving and caring adults who listen to the child's needs, give support and encouragement.

**POLICIES AND PROCEDURES**

ECP closely follows the same guidelines in place in the school handbook. The following policies and procedures are in addition to those found in the school handbook.

***A. Admission***

Parents must complete and submit a registration form. A \$36.00 per child per year fee must accompany the registration form or the registration will be considered incomplete. Children must be enrolled students of Grace Lutheran School. The 3rd child in a family does not pay the fee. Families who have a balance remaining on their account at the end of the school year will not be able to register their child/children for the Summer Sizzlers program or for subsequent school years until the balance is paid off and a payment arrangement is agreed upon. Families who are registering with ECP for the first time must purchase a minimum of 10 hours (\$48.00) to open their account and be eligible for their child(ren) to attend the program.

***B. Program Hours***

The program is available when school is in session and on single day closures as listed in the All Day Care schedule. Program hours are; Monday through Friday from 6.00 a.m. – 6:00 p.m.

***C. Fee Structure***

The hourly rate is \$4.80 per child. Fees will be calculated to the  $\frac{1}{2}$  hour. Any part of a half-hour is charged as a half-hour. A late fee of \$1.00 per minute is charged for each student who is left after the 6:00 p.m. closing time. The late fee is in addition to the regular hourly fee. Consistent late pick up will result in suspension from the program. ECP is a pre-paid program. Time should be purchased by online payment, or by leaving a check in the ECP Mailbox or with the School Secretary. Sycamore accounts will typically be updated on Monday or Tuesday. If the purchased time has run out, a payment MUST be made before your child can return to ECP. If payment is overdue it will be sent to the Business Manager and thus handed over to a collection agency and the child(ren) will be suspended from the ECP. Checks issued with insufficient funds will result in your account being charged a \$30.00 service fee, which must be paid prior to your child returning to the ECP. Account balances and hours are non-refundable upon leaving the program, and fees are subject to change. ECP balances are not available for transfer to other school accounts. It is your responsibility to monitor all of your school account balances and adjust payments accordingly. It is your responsibility to monitor your recurring online payment account activity. Refunds will not be issued for recurring online payments that are not cancelled upon decreased usage or leaving of the program. Notification of increases will be sent to parents prior to the start of a new calendar year.

ECP keeps no change for incorrect cash amounts given. ECP is not set up for credit card payments online unless arrangements are made to pay the credit card charge. You may do this by checking the box online to donate the credit card fee. If the box is not checked online, the credit card fee will be deducted from your total payment.

#### **D. Scheduling**

If you have a set schedule for Extended Care, you must notify the staff of any changes either in writing, with a phone call or by email to [graceextendedcare@gmail.com](mailto:graceextendedcare@gmail.com) 24 hours prior to the child's usual attendance time. If the change is due to an emergency situation then ECP must be notified with a phone call. If a child is "booked" for a certain time and day and does not go to ECP, and we have not received prior notice of a change to the schedule, you will be charged the full hours that you had reserved. If you are unsure at any time of the days and times you are scheduled, contact the Program administration. If you need to use the program on an as needed basis, please call or email ECP and inform them when your child(ren) need to attend ECP. If your child is signed up for ECP but will be attending sports practice or another after school activity you must notify ECP of the change. If we do not receive notification we will charge your account for the hours that you had originally scheduled. On all-day and early release dates, you will be charged for the hours you have signed up for unless your child is ill on that day. Hot Lunch and Field Trips Fees are non-refundable.

#### **E. Location**

All sessions from 6:00 a.m. through 6:00 p.m. Monday through Friday will be located in the Extended Care Rooms in the Fellowship Hall. There may be occasions when the Program will be moved to another location because of a previously booked event. Parents will receive notification if there is a new pick up point.

#### **F. Arrival and Pick Up**

In the morning students are to enter the building through the glass doors by the kitchen/gym. Coats and school bags can be left on our coat hooks. Students must be accompanied by the parent/guardian dropping them off. This person MUST be the one to sign them in. This is a security issue and is for the safety and protection of your children. Exceptions will be made for students in grades 5-8th. They will be allowed to sign themselves in with parent signed contract. After school, students will be collected from their classroom by an Extended Care worker. Coats and school bags will be left on our coat hooks. 3K students will be collected from their classroom and taken to the ECP Rooms. 4K students will be picked up from the A.M. session and taken to class for the afternoon session, and those requiring care after class will be picked up from their classroom and taken to the Fellowship Hall. Between 8:00 a.m. and 2:45 p.m. please use the main school entrance when dropping off or picking up your child(ren). When picking up children from the Program after 2:45 p.m. the same glass doors by the kitchen/gym should be used. YOU ARE REQUIRED TO COME INTO THE ECP ROOM to pick up and sign your child(ren) in/out. This is for the safety of your child(ren). If someone, other than those people listed on the authorization form will be picking up your child(ren), please provide a note in person to an Extended Care worker, stating who the person will be. Please ensure that this person has proper ID since they will be asked for identification.

#### **G. Leaving the Extended Care Room**

On the occasions when children are involved in after school activities, such as tutoring and athletic practices, they will be allowed to leave only with written permission from their parents. Children in ECP will NOT be allowed to attend any activities, for example a basketball game, unless picked up and

accompanied to the activity by an adult. You will not be charged for time that your child is out of ECP at an after school activity that they are signed up for. Extended Care staff do not have access to school classrooms and students must bring all homework and any study materials with them when attending ECP immediately after school. Staff are not able to allow students or parents back into the school building after school hours.

#### ***H. Snow Days/School Closure***

ECP will not be available on days when school is closed due to adverse weather, furnace outage etc. ECP follows the school cancellations, and is closed when either the Menomonee Falls OR Germantown school district is closed. Please check your local news for listings.

#### ***I. Illness***

Children who are ill may not attend ECP. If your child appears ill and has a fever of 100 or higher, you will be contacted and required to pick up your child immediately. If your child becomes ill while in attendance, we will contact you, and you will be required to pick your child up immediately. If your child does not have a fever or other overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and not able to participate in ECP activities, you will be contacted and required to pick your child up immediately. Other symptoms, which will necessitate removal of the child from Extended Care, include, but are not limited to:

- Fever of 100 or higher
- Contagious skin or eye infection
- Diarrhea three times in the course of the day
- Vomiting
- Lice or ringworm of the scalp
- Unexplained rash
- Any other illness having the potential to affect the health of other persons

Please do not bring your child(ren) to ECP if they have been ill with a fever, vomiting or diarrhea in the last 24 hours. He/she should be kept at home until they have been 24 hours free of vomiting, diarrhea or fever. Please let ECP know if your child(ren) will not be at ECP due to illness.

Children may not be kept inside because of illness. If you feel your child is unable to participate in outdoor activities and you want to keep your child inside, we ask that you keep him/her at home as we do not maintain staff to care for a child under these circumstances.

#### ***J. Toilet Training Policy***

All children enrolled in ECP must be toilet trained before attending. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is not considered being toilet trained. Our program does not have the staffing/facilities to toilet train our students. If a teacher is spending their time with toilet training, then they are not able to work with your child and the other children in our routine daily activities. This is neither fair to your child or to the other children in the program.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these incidences, the teacher will help children to change their clothes, encouraging independence as much as possible. A toilet trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the bathroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.

4. Wipe him/herself after using the toilet.
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the program area.
8. Awaken during nap time should they need to use the bathroom.

We certainly will take your child several times throughout the day and always before nap time to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Extended Care staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified at pickup if a child had a toileting accident.

A child will not be considered toilet trained for the Extended Care Program if the child continues to consistently have toileting accidents after the first four weeks of school. After the first four weeks of school, the following policies will be in place for children who have accidents:

1. If one or two accidents occur in one week, the parent will be notified with the understanding that the issue needs to be addressed and corrected.
2. If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week, the child will be suspended from the program for at least one week or longer until he/she is completely toilet trained. Parents should contact the director to facilitate the child's return to the program.
3. If multiple accidents occur in one day, the parent will be notified on that day with the understanding if not corrected by day three, the child will be suspended from the program for at least one week or longer until he/she is completely toilet trained. Parents should contact the director to facilitate the child's return to the program.

#### **K. Technology/Electronic Use Policy**

Due to the possibility of students encountering objectionable materials while using the Internet, ECP has instituted the following electronic use policy: Students may not have a cell or smartphone at ECP. These items should be placed in your backpack and turned off during the entire time the student is attending ECP. Permission to use a phone must be given by a staff member. Items that are seen outside of a backpack will be held by a member of staff and turned over to the parent/guardian at pick up. If parents need to contact their child for any reason, please contact them through the ECP phone (262-251- 7140 ext. 109) or through the school office. Cameras and video recording devices and other similar electronic devices will not be allowed. The use of devices with data plans is not allowed. ECP staff do not have time to provide one-on-one supervision of students using internet based electronics. An exception will be made for Chromebook use to complete homework. Middle school children may use their own Chromebook for homework purposes. Chromebook use is limited to the open areas of Extended Care, where appropriate supervision can take place. iPads, iPods, and any other device that can be used to access the wifi with a password will be allowed on days off school as long as the wifi is not accessed. ECP assumes no responsibility for lost, damaged or stolen electronic devices brought to School or Extended Care facilities by students.

## **GENERAL DAILY ROUTINE**

Before School : 6:00-8:00 - Children arrive, are greeted by a caregiver and choose a quiet activity or game, or watch a video. Sometimes, gym time is available.

Pre-K:

8:00-9:00 Arts and Crafts time  
9:00-9:45 Outside/Gym playtime  
9:45-10:15 Snack  
10:15-10:45 Group/Individual play-time  
10:45 -11:15 Free play time/Story time  
11:00am 3K and AM 4K students join program  
11:15-11:25 Clean up and wash hands for lunch  
11:25-12:00 Lunch  
12:00-12:15 Free play time  
12:00 Take pm 4K students to class  
12:15-1:00 Group activity time  
1:00-1:30 Outside/Gym time  
1:30-3:00 Nap/Quiet time

After School:

3:00-3:30 Snack provided by Extended Care (Gym time if needed)  
3:30-4:00 Outside  
4:00-4:30 Homework/quiet time.  
4:30-5:30 Playtime/games/crafts  
5:30-6:00 Clean up and quiet activities.

### **PLEASE NOTE:**

WE DO PLAN SEVERAL SPECIAL EVENTS AND/OR FIELD TRIPS FOR ALL DAY SESSIONS, INFORMATION IS SENT OUT WITH SIGN UP SHEETS. THESE ROUTINES ARE AN OUTLINE OF OUR ACTIVITIES, AS WE ARE FLEXIBLE AND REGULARLY CHANGE OUR ACTIVITIES AND ROUTINE TO MATCH THE CHILDREN'S NEEDS. HALF-DAY CARE SESSIONS WILL BEGIN WITH LUNCH, SHORTLY AFTER 11:30 AM.

August 2019