

Guardian Angel Extended Care PARENT HANDBOOK

Rationale

It is no secret that the family unit and the needs of the family units have changed dramatically over the years. Because of these changes and pressures, parents often find it difficult to provide an environment in which their children can grow and develop to the best of their potential. They often look to the church for their changing needs. Through the church, God continues to demonstrate His love for all families.

Whereas, many families face economic situations requiring both parents to seek employment; and

Whereas, many families are composed of single parents and children; and

Whereas, our Lutheran church and school can serve these families through caring for children; and

Whereas, the congregation's mission outreach has been enhanced through its educational endeavors; and

Whereas, the congregation's history has demonstrated strong support for Christian education;

Therefore, beginning with the 95-96 school term, a Guardian Angel Extended Care be started under the supervision of the child care administrator, and that appropriate personnel be employed for the program and working as the Board of Christian Day School sees fit.

Guardian Angel Extended Care also shares and applies the same philosophy as the church and school. Children are prepared for lives of Christian service and ultimately Heaven. The love and care shown to students is a result of God's great love for us as demonstrated through Christ's death and resurrection.

In response to Christ's command to "make disciples of all nations" (Matthew 28:20), St. Paul Lutheran Church daily reaches out into the community through the school with the saving message of Jesus Christ.

General Schedule

6:45 – 8:00 a.m.	Free Play, Quiet Areas
6:45-7:45 a.m.	Breakfast
8:00 a.m.	Grades K-8 dismissed
8:05 a.m.	Teachers assist younger children to school
8:05 - 10:40 a.m.	Any combination of the following activities: Group Time, Devotions, Songs, Finger Plays, Story Time, Art Time or Games.
10:45 a.m.	Staff will pick up students in AM classes
10:50 - 11:00 a.m.	Cleanup, Bathroom
11:00 - 11:30 a.m.	Lunch
12:20 p.m.	Students will be taken to PM classes
11:40 - 12:50	Free play, story or outside*
12:50 - 1:00 p.m.	Story Time, Bathroom
1:00 - 2:20 p.m.	Quiet time, Nap
2:20 - 3:00 p.m.	Bathroom and Wash-up for Snack
3:00 p.m.	Staff will pick up students in PM classes
3:00 - 3:20 p.m.	Snack
3:20 - 5:15 p.m.	Free play, Art Time, Outside Time*
5:15 p.m.	Closing

* Extended Care staff will determine if the weather is appropriate for outdoor activities.

Operational Hours

St. Paul Guardian Angel Extended Care is open year round, Monday through Friday, from 6:45 a.m. - 5:15 p.m.

Enrollment

At this time Extended Care enrollment is open to all members of St. Paul Lutheran Church and non-member families with students attending St. Paul Lutheran School. The Extended Care Director along with the Principal and/or Board of Christian Day School may allow an exception to this policy. Each case will be reviewed individually. The ages served by Extended Care are three (3) years through eighth grade. All three year olds are expected to be potty trained and out of pull ups/ diapers before enrolling in the center.

How to Enroll a Child

Families should contact the Director of Extended Care and pick up registration materials. Enrollment forms (emergency cards, signed parental agreement, schedules, and registration fee) are due prior to your child's first day of attendance. Please note that prior to attending both parents' signatures are required on the enrollment forms. An immunization card must be on file with the school or Extended Care Director.

Registration Fee

A non-refundable registration fee of \$30.00 is needed to enroll a student at St. Paul Lutheran Extended Care. For families with 2 or more children attending Extended Care, we will offer a family rate of \$45.00. This registration is per year from the first day of school until the last day of summer care. This fee does not apply towards tuition/daycare fees and is an additional charge.

Extended Care Fees

A detailed sheet is attached

Charges & Payments

Weekly fees for each child are computed by rates quoted on Extended Care Fee Sheet based on your child's attendance. All charges and payments will be processed on TADS Billing Accounts. The charges will be posted weekly, normally on Mondays, coinciding with what the child's attendance was the week prior. The billing cycle will run from the 15th of the month thru the 14th of the next month. Charges will be applied at least 10 days prior to due date. All Extended Care payments will be DUE the 25th of each month. When fees are not paid on time, TADS may charge late fees.

Unpaid Accounts

If a family's account remains unpaid and attempts have been made to resolve payment collection, your privileges to attend may be suspended. A 48-hour notice of this suspension will be given. After privileges have been suspended and a payment plan option has been agreed upon by both school officials and family, the child(ren) can return to Extended Care. If compliance with this agreement does not take place, children can be permanently removed from the program. No additional notice will be given.

Charges for a check returned for non-sufficient funds will be determined by bank charges and added to your billing statement.

Please note: There will be a single billing statement provided to each family. In the case of divorced or other non-married family type situations, the billing will be listed under the father's name. Copies of the same billing statement will be distributed to both sets of parents. Daycare cannot split charges in these cases and it will be the responsibility of the parents to determine their individual portion. If the account is not paid timely as outlined, the child may not be allowed to attend until the balance is paid in full.

Weekly Schedules / Schedule Cancellations

All weekly schedules need to be turned in on Thursdays for the following week. If no adjustments are needed, your schedule will be what you stated when you enrolled. If you need to switch your Extended Care times a form must be filled out and given to staff. If you need to change your attendance for the day, YOU MUST INFORM STAFF BY 8:15 AM., and no fee will be charged. **If you cancel after 9:00 AM, you will be charged a \$5.00 fee for changing your schedule. If your child needs to leave school due to illness, you will not be required to pay, but please inform Extended Care they will not be attending.**

Late Pick-up Charges

Extended Care closes at 5:15 p.m. Late penalties will be charged for parents who retain teachers past 5:15 p.m. A late fee of \$5.00 will apply for the first (10) minute interval and \$1.00 per minute after ten (10) minutes. If there is a continuation in late pick-ups, the director will ask that you make other arrangements. We need to ensure we respect staff hours and personal obligations.

Arrival and Departure

In an effort to increase the safety of your children while they are attending St. Paul, we have installed a secured entrance. The daycare entrance doors will ALWAYS be locked. In order to access the building, you will need to use an electronic fob (key) when you drop off and pick up your child. With this fob, you only will have access to the daycare entrance. Access will be allowed between the hours of 6:00 a.m. and 6:00 p.m. Your fob will not open any other doors in the building.

The cost of each FOB is \$10.00. Please inform Director of how many your families require. Payment is due prior to issuance of the fob. Access will be electronically recorded and any misuse of the fob will result in deactivation. Please note that your fob is not transferable and should not be shared with others. Parents must accompany their children into the school building and sign their children in and out. If the child requires special instructions for the day, these should be told to the teacher at this time.

A child may not leave the school building until a parent or other designated adult signs them out from the teacher. Your child may only be released to adults listed in his/her file. Our staff will require identification for anyone picking up children whom they do not know.

Nap/Quiet Time

All children attending daycare in the afternoon are required to sleep or rest. The rest period is from approximately 1:00 p.m. - 2:20 p.m. Each child is given a cot. A blanket/sheet must be brought from home. Your child is also welcome to bring a pillow or quiet nap toy.

Food Program

St. Paul Extended Care serves breakfast from 6:30 a.m. – 7:45 a.m., lunch at 11:00a.m. and afternoon snack at 2:50-3:15 p.m. Snacks are included in the fee you pay for childcare. Lunches may be purchased through the school hot lunch program or bag lunches may be brought from home. Milk may also be purchased through the hot lunch program.

No hot lunch or kitchen services are available on non-school days and early release days. All children will need a lunch and beverage brought from home.

If a family chooses to contribute a special snack for a birthday or surprise celebration, this participation is welcomed. Please let the teacher know of your intentions.

During summer, children are required to bring a healthy lunch and beverage.

Clothing

A complete change of appropriate seasonal clothing (labeled) is mandatory for each child (i.e., pants, shirts, socks, underwear). Extra clothing is required for many reasons,

- 1.) A child may get wet or dirty outside during play.
- 2.) Spills during lunch, snack, and art on themselves or others.
- 3.) Toileting accidents.

Appropriate outdoor clothing must also be brought to extended care for each day of the attendance. **A backpack** or bag with your child's name must also be brought every day in order to take projects home.

Sanitation

Extended Care strives to keep the environment as sanitary as possible. Toys, tables, and surface tops are disinfected at least weekly. Bathrooms are sanitized daily.

We strive to teach children to wash their hands and faces after using the bathroom and before eating. We also stress using Kleenex and covering their mouths when they cough or sneeze. Please help us by reinforcing these practices at home.

Discipline

St. Paul Lutheran School has established discipline policy that has been established in the School Handbook. At Guardian Angel Extended Care, we have many children of preschool age. As a result, we choose to redirect rather than correct. Stated below is the adapted discipline policy Guardian Angel Extended Care will follow when guidance is needed. Children will be redirected in a Christian manner, using God's Word as our guide. In general, we will use the following steps toward behavior improvements.

1. Staff will redirect children when needed.
2. Explanation is given to child as to why he/she has been redirected, and if needed a warning will be given.
3. After a child is warned twice, they will serve a quiet time out within the classroom. If they refuse to sit, they will be removed from the classroom.
4. If misbehavior shows no improvement, parents will be notified.
5. If measures in the classroom are not effective, the child will be taken to the principal.
6. A parent – teacher conference will be arranged where a plan can be set up for attempting to deal with inappropriate behavior.
7. A follow – up conference will be scheduled for six weeks after the initial conference where parents and teacher will evaluate progress.

8. If the problem persists, suspension from Extended Care is possible.
9. If success is not noted, the Board of Christian Day School is involved and again a meeting with the parent, teacher and child is in order.
10. If discipline infractions continue, the child will be released from the rolls of St. Paul Lutheran School.
11. At any given time, the Director has the ability to inform parents of their child's immediate removal for the day due to unsafe actions towards staff, children and/or themselves. This behavior includes biting, hitting, kicking, swearing, inability to control anger, or other violent actions.
12. While on summer field trips, if staff members have problems with a child, the child forfeits their chance to take part in the next scheduled field trip. If this occurs more than once, the child will not be permitted to attend any of the remaining field trips.

We have established this policy in order to ensure that your child/children as well as Extended Care staff have an enjoyable time while participating in Guardian Angel Extended Care.

Student Illness / Injury

Extended Care will follow the school policy for illness. Your child must be illness/fever free for 24 hours prior to returning to class (without the use of medicine).

In case of illness or injury while at school, daycare staff will attend to the injury as appropriate.

The parent or guardian is consulted when decisions have to be made in cases of injury or illness. The school will use the information contained on the "Emergency Home Contact Card" which the parent filled out when the child/children were enrolled. It is important for parents to keep the information on this card up to date. Call the Extended Care Director if there is a change in information.

In all instances of illness or injury, a school representative will call you and request that you come for the child. You will be given directions as to where you can pick up your child. If you or a designated representative cannot come for the child, the school has a number of options it can use, including the use of local rescue or ambulance service. Parents must pay for this service. Contact the principal if you have any questions concerning the illness or injury policies.

All medications must be brought in the original container with the child's name, name of medication and dosage instructions clearly labeled. Over-the-counter medications must be clearly labeled with the child's name and dosage. A medication authorization form must be filled out and signed by the parent.

Parents will also be required to provide sunscreen for their child during the summer months.

All injuries which occur at Extended Care, minor or major, are recorded in our medical log.

You are also informed daily of any injury, and/or incident relating to you child by means of our Accident Reports. These reports are kept in your child's file. These, as well as all other information in the file is confidential.

If your child has had an accident, please read the accident report and sign it. A copy will be given to you to take home and a separate copy will remain in your child's file.

Your child, as well as every other child's behaviors, accidents and incidents are confidential. We will not release the children's names if involved in the accidents or incidents. Please respect this policy.

If your child is injured at the center and you do not receive an Accident Report, please contact the Director as soon as possible so that he/she can research the problem and correct it.

Child Abuse Responsibilities

Any employee who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county welfare agency, or local law enforcement agency in compliance with s. 48.981, Stats.

Vacation Policy

A one week notice is required for all upcoming vacations. Failure to notify one week in advance will result in the normal charge for the week.

Holidays

St. Paul Extended Care will be in session with the exception of these holidays: Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Fourth of July, and Labor Day. Due to Extended Care being closed on these days, you will not be responsible for fees on these dates. If a holiday falls on a weekend, alternate days off may be scheduled.

Extended Care will remain open during Thanksgiving and Easter Holiday breaks. Each year by October 1st, we will inform parents if and when Extended Care would be available during Christmas Break depending on when the holidays fall.

At the end of summer, Extended Care will close a few days in preparation for the new school year. The dates of these closings will be shared at the start of the summer session.

Emergency Closings

When school is canceled due to snow/ice conditions, Extended Care will also be closed. When school is canceled due to extreme cold temperatures, Extended Care may be open on a case by case situation for all registered families.

Withdrawing Your Child

A two-week notice is required prior to withdrawing your child from Extended Care. Without prior notice, an extra week's fee will be charged at the time of termination. To terminate child care, please notify the Director in writing.

If the center and parent mutually agree that placement is inappropriate, the two-week notice may be waived.

Center Closing

A two week written notice will be given to all parents if St. Paul Guardian Angel Extended Care is permanently closing.