

# TRINITY LUTHERAN SCHOOL EXTENDED CARE HANDBOOK

EXTENDED CARE PHONE/VOICE MAIL

**(630) 894-3263 EXT. 205**

## **WHY CHRISTIAN EXTENDED CARE?**

As an extension of Trinity Lutheran School, the Extended Care Program has the call to provide Christian care and direction which is consistent with the care and training to be provided during the school day. Trinity's Extended Care is committed to providing positive Christian models during the time that your child is in our care.

## **WHAT IS EXTENDED CARE?**

Extended Care is supervised care given before and after school to enrolled Trinity Lutheran School children. Extended Care is not a licensed Day Care facility. The intent of Older Extended Care, which includes 1st through 8th grade students, is to provide supervised play experiences before & after school. Some of the play experiences include crafts and games. The intent of the Younger Extended Care room, which includes Preschool & Kindergarten children, is to provide supervised play experiences before and after school.

## **HOURS:**

Extended Care is available from **7:00 am until 6:00 pm** during the school year. It is closed for major holidays and some school breaks. Although the Extended Care supervisor may enter the building before 7:00 am, **parents may not bring their children into the building before 7:00 am.** If parents pick up their children after 6:00 pm, a late fee of \$1 for every 1 minute will be charged.

## **RATES:**

### **Regular Users:**

\$65.00 registration fee \$5.50/any part of an hour (after 3:15 pm for Full Day Preschool or 3:30 for Kindergarten-8<sup>th</sup> grade, in half-hour increments-\$2.75/per half hour)

### **Drop Ins:**

No registration fee \$6.50/any part of an hour

\*The LATE FEE for picking up after 6:00pm:

\$5.00 for every minute from 6:01-6:05pm

\$10.00 for every minute from 6:06pm on

Reminder: If you find you are running late, call as soon as possible to let us know who will be picking up your child(ren).

For students in Preschool or Kindergarten, a 48 hour notice is required if they will NOT be attending on a scheduled day; otherwise they will be billed for their normal time. This does not apply if a child is sick. Notification by phone call or email directly to Extended Care must be made as soon as you know that the child will not be attending, in addition to calling the school office.

Days off of school that Extended Care will be open, everyone (even regular users), will be required to sign up on a separate signup. Emails will be sent out for each individual day off.

## **SIGN IN / SIGN OUT:**

Extended Care may only release your child to you, the custodial parent(s), or someone you designate. The person to whom your child is released (including yourself) should make sure the sign-out time is recorded. If someone else other than the parents will be picking up your child, you must write a note, call (630)894-3263 ext. 205 or email at [Extended.Care@trinityroselle.com](mailto:Extended.Care@trinityroselle.com) to let us know who that person will be. The person may be asked for photo identification if they are unknown to Extended Care staff. Please make sure Extended Care staff is aware if your child is to go home with another child's family.

## **LOCATION & SCHEDULE OF EXTENDED CARE:**

Extended Care is located within the school building itself.

### **7am-opening:**

All Extended Care children must enter through the preschool entrance and SIGN IN in room 127.

### **3:15pm-closing:**

All Extended Care SIGN IN & SIGN OUT is done downstairs.

**Older Extended Care:** Snack is given at 3:45pm. Then the children are given the choice of different activities including but not limited to: Homework Room, basement for games and crafts.

**Younger Extended Care:** Snack is given at 3:45pm. Then the children may play, go to the gym or playground (depending on weather and availability of staff to ensure the safety of all children).

## **HOMEWORK ROOM:**

Extended Care provides a quiet room for the Older Extended Care students to do homework. The Supervisor also helps students with regular homework such as Spelling and Memory. We do not provide one on one tutoring for children. If that is needed, we will suggest that you contact a private tutor who provides that type of service.

## **HEALTH GUIDELINES:**

Children will not be admitted to Extended Care on a given day if they are determined ill by the staff member who greets them. If children show signs of conditions, such as pink eye or a rash, they will be admitted only if a physician's note indicates that it is non-contagious. Children will be sent home if, in the opinion of the staff, they are too ill to remain. Vomiting, diarrhea, or a temperature over 100 degrees are reasons that require a parent to pick up their child immediately. A child cannot return to Extended Care until 24 hours has passed since the time they were picked up from Extended Care and the symptoms go away and they are no longer contagious.

## **MEDICAL POLICIES:**

Medications that need to be given regularly while a child is in Extended Care will be held in the school office. A medication form is to be on file in the school office for any medications given regularly during Extended Care. **We are not allowed to give medicine to children without a doctor's note or a pharmacy label on the bottle with a current date and child's name on it.** For safety reasons, Extended Care supervisors will hold medications being brought to school or being sent home. Over the counter medication will not be dispensed by Extended Care staff unless there is a doctor's form filled out.

**DISCIPLINE:**

Students are expected to respect other students and the Extended Care staff and to use language appropriate in a Christian setting. Behavior which is unsafe for others or self will not be allowed, nor will intentional destruction of equipment. **Older Extended Care:** Extended Care has set up a discipline point system for the school year. If your child accumulates 20 points while in Extended Care, the child will be suspended from Extended Care for 1 week. Once the child returns the hourly cost for that child will go up by 50c per hour. If the child accumulates another 20 points in that same school year, he/she will be permanently suspended from Extended Care. **Younger Extended Care:** To maintain order and the safety of all the children, Supervisors will use behavior modification techniques such as modeling, positive reinforcement, teacher time outs and redirection.

**BILLING:**

Trinity's Extended Care Program operates on a pay-after system of payment. You will be billed on the first day of the week for your Extended Care charges. Payment is due by the end of the same week. Since billing is dependent on accurate records of when your child(ren) attends, it is vital that the time a child comes and goes is recorded. Make sure the supervisor signs out your child when you pick him/her up. \*For billing questions please call 894-32637 ext. 205.

**TAX RECORDS:**

In January, the total of Extended Care fees paid for the prior calendar year will be sent home for your tax records.

**EMERGENCY USE:**

If an emergency arises and children not normally attending Extended Care have not been picked up by 3:45pm (Kindergarten-8th grade), or 3:30 (for Full Day Preschoolers), they will be sent to Extended Care. If a parent can get to a phone, we ask that they notify the office during the school day, to have their child sent directly to Extended Care if necessary.

**EMERGENCY CLOSING OF SCHOOL:**

In the event that a decision to close the school occurs, you will be notified by phone as soon as possible. Care will be provided until arrangements can be made for you or someone listed as an emergency contact on the school records to pick up your child.

**ADMINISTRATION:**

Because Extended Care is an extension of Trinity Lutheran School, it is administered by the Congregational Assembly, through the Elementary School Ministry, under the supervision of the principal. In addition, Extended Care is under the direct supervision of the Extended Care Director.

**SUMMER CARE:**

Extended Care is a before and after school care program. Extended Care is not a full time, all year round care and is not open for summer break. Ask the school secretary for more information on Trinity's Discovery Camp during the summer.

\*ALL INFORMATION SUBJECT TO CHANGE

## EXTENDED CARE 2017-18

If your child will be a ***regular user*** in Extended Care for the 2017-18 school year, please print, complete and return the "User Form" to the school office. Or email the form to [Extended.Care@TrinityRoselle.com](mailto:Extended.Care@TrinityRoselle.com) ***no later than Monday August 14.***

Looking forward to another great year!

Thank you in advance,  
Laura Steger  
Extended Care Director



## EXTENDED CARE REGULAR USER FORM

Child's name: \_\_\_\_\_

Parent's signature \_\_\_\_\_

### **1<sup>st</sup>-8<sup>th</sup> grade:**

We do not ask for a schedule for the 1<sup>st</sup>-8<sup>th</sup> grade students, but we do need to know if they will be considered a regular user. Please check below and return.

\_\_\_\_\_ (initial) Yes we will be using Extended Care on a regular basis and want the \$65.00 registration fee charged to our account.

### **Preschool-Kindergarten:**

\_\_\_\_\_ (initial) Yes we will be using Extended Care on a regular basis and want the \$65.00 registration fee charged to our account.

\*\*\*\*\*Date starting \_\_\_\_\_\*\*\*\*\*

Please fill in the time(s) needed:

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Full Day Preschool and Kindergarten do have early release times the first few days of school. They are as follows:

### **Full Day Preschool:**

August 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> -11:30am

### **Kindergarten:**

August 24<sup>th</sup> and 25<sup>th</sup> -11:30am

August 28<sup>th</sup> and 29<sup>th</sup> -1:30pm

If you need Extended Care on any or all of those days please fill out the times needed below:

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