

Extended Care Handbook

Welcome!

We are glad you have chosen us for your before and after school needs. As an extension of Zion Lutheran Church and School, we strive to provide a safe, fun, Christian environment for your children. Zion Extended Care offers care for children currently enrolled in preschool through 8th Grade:

- *Before and after school
- *During weather related late starts and early dismissals

Zion Extended Care provides:

- *Supervision of recreation and enriching activities
 - arts and crafts
 - indoor play
 - outdoor play
 - study hall
- *Opportunities for growth and social skill development
- *A Christ-centered, developmentally appropriate learning environment
- *A welcoming, fun environment where children can feel good about attending

Program Site Space:

Extended Care utilizes Christ Corner, the Community Center playground, Zion School Gym and playground (when available), and surrounding areas.

Registration:

In order to participate in the program, children in attendance must have a completed registration form on file at Christ Corner prior to attending. Children must be school age (33 months by September 1 of the current year and toilet trained through 8th grade). Parents may register their child(ren) by completing the registration form included with the back to school information sent home from Zion or get an extra one from the school office or Extended Care staff.

Please notify staff of any changes to address, phone number, or approved pick up persons!

Second Child Discount:

A discount will be applied for all families with multiple children enrolled and attending at the same time. A 15% discount will be given to each child after the first..

Fees/Hours:

All Ages: Fees are based on the amount of time each child spends at Extended Care and will be charged in 15 minute (quarter hour) increments. Drop-in care will be available daily to registered families. Fees remain the same. Zion Extended Care reserves the right to change rates at any time. Parents will be notified prior to any changes.

Before School:	M-F	6:45 am – 8:00am	\$4.00/hour
After Preschool:	Days Child has school	11:15 am– 3:00pm	\$4.00/hour
After School:	M-F	3:00pm–6:00pm	\$4.00/hour

*****Extended Care will be closed on all scheduled school days off for holidays, breaks, and teacher work days.*****

Payment/Late Fees:

Invoices will be placed in extended care folders and the amount sent in a Fast Direct Message on a bi-weekly basis. Bills will be sent out Monday (or the next day school is in session) after the last Friday in the billing cycle. Amounts owed will be due the Monday following the day invoices come out. Please make checks payable to ZION LUTHERAN EXTENDED CARE and return to an extended care employee or the school office. In the event of late payment, a flat \$10 fee will be charged per week until the balance is paid in full. A \$30 service fee will be charged on all returned checks.

If a parent is late in picking up a child, a staff member will remain onsite until the parent arrives. A child not picked up by the scheduled closing time (6:00 pm) will be assessed a **late fee of \$1/minute**.

Sign In/Out:

Sign in/out sheets are provided daily. For the safety of the children and to ensure the accuracy of our records, we require that parents enter the building, make contact with a staff member and sign their child in or out for both the morning and afternoon sessions. Because the preschoolers are picked up from school by extended care staff and walked back over to school for pick up at the end of the day, this is not required for the preschool session.

Weather Related Closings:

Extended Care will be open to cover hours left by weather related late starts and early dismissals. In the event of bad weather, please check local tv stations. Closings will be posted under Zion Lutheran School. If school is to begin late, Extended Care will open at 8:00 am. If school closes early for inclement weather, Extended Care will remain open 2 hours from the time parents are notified of the closing. Extended Care will be closed when Zion Lutheran School is closed for weather.

Late Arrival:

Extended Care Staff remains on site until all children have been picked up. Occasionally this happens well before the 6:00pm closing time. If your child will be arriving late to afternoon extended care (because of practice, tutoring, piano, etc.), please notify Extended Care Staff (in person or via Fast Direct) that your child will be in attendance and approximately what time they will arrive. This way we can ensure that a staff member will be present when they arrive. Piano lesson schedules can be given once at the beginning of the year and then only if there are changes.

Afternoon Schedule:

(Times are approximate)

2:50 pm–3:00 pm	Open Gym
3:15 pm–3:45 pm	Outside (weather permitting)/Gym (when available)
3:45 pm–4:00 pm	Snack
4:00 pm–4:30 pm	Homework/Quiet Play
4:30 pm–6:00 pm	Free Play or Group Activities

*Electronics will be open for use on M/W/F, and personal electronics will be allowed on Fridays, as long as they do not present a problem.

Breakfast and Snacks:

Breakfast will be available to any students in attendance in the morning. Breakfast will include a grain (toast, pancake, cereal, muffin, etc.) and a fruit or yogurt. A glass of juice or milk will be available, along with water.

Snacks will be offered to students between 3:45 and 4 pm. Snacks will include things like pretzels, string cheese, Goldfish crackers, yogurt, fruit, etc. and a glass of milk or juice, along with water.

The menu will be posted at Christ Corner approximately every two weeks. If a student does not like or is unable to eat the food provided for the day, he/she may bring something from home, only for him/herself.

Medication:

A completed Medication Authorization Form needs to be signed by the parent/guardian and on file in the school office in order for the staff to administer prescription or over the counter medications. Parents/Guardians are also asked to make the director to make her aware of any medications so staff who will be responsible for administering medication can be informed. All medications must be in the original bottle. Parents/Guardians should give the first dose of any medication so they may observe the child's reaction.

Dress:

Please send appropriate outdoor wear for the weather. Children should be prepared to go outside at "feels like" temperatures of 10 degrees Fahrenheit and above. We request that all preschoolers, and any students older than preschool whose parents feel it might be necessary, have a change of clothes in their backpacks, to be used as needed. Children are responsible for taking care of their belongings and may use a basket provided to help keep everything together.

Zion Lutheran School dress code will be followed at Extended Care.

Illness:

Children should be kept at home if they have any of the following conditions:

- vomiting or diarrhea within the last 24 hours
 - undiagnosed rash or rash attributed to a contagious condition or illness
 - 100 degree Fahrenheit or higher temperature without medication--child must be fever free for 24 hours before returning to Extended Care
 - Bacterial infection requiring antibiotics and has not completed 24 hours of antibiotics
 - uncontrolled cough
 - any other contagious illness
- any child who is unable to participate in program activities with reasonable comfort or who requires more care than staff can provide without compromising the health and safety of the other children.

If a child becomes sick at Extended Care:

- all efforts will be made to make the child as comfortable as possible while trying to keep him/her separate from the other children.
- parent/guardian will be notified and asked to pick up the child as soon as possible
 - *In the event that the parent/guardian cannot be reached, the emergency contact on file will be contacted and asked to pick up the child.

Please notify the Extended Care staff within 24 hours of when your child has been diagnosed with a contagious, reportable disease. When necessary, a form letter will be posted and sent home with children.

Emergency Care and Procedures:

Emergency numbers are posted in a prominent place by the telephone.

In the event of a minor accident, basic first aid will be administered and the parent/guardian will be contacted. In the event of a major accident requiring immediate medical attention, 911 will be called. Zion's source of emergency care is Ridgeview Hospital in Waconia. When deemed necessary, the child will be transported at the expense of the parent/guardian. After calling 911, the child's parent/guardian will be contacted. Extended Care Director and staff are required to be first aid/CPR certified.

Child Protection:

All staff who works with children is required, by Minnesota State Law, to report all suspected neglect or physical, emotional, or sexual abuse to authorities

Communication:

We feel it is very important to keep the lines of communication open between parents/guardians and staff. We appreciate any feedback you can offer to help us provide the best possible care of your child(ren). Any parent who is dissatisfied with any aspects of the Extended Care Program should present their grievance in the following manner:

1. To the staff involved
2. To the Zion Extended Care Director
3. To the Zion Lutheran School Administrator

Behavior Guidance Plan:

Zion Extended Care will strive to respond to and manage behavioral disruptions on site and with minimal disruption to other children. These methods will be utilized to help correct the inappropriate or disruptive behavior:

1. Warning: the staff member observing the behavior will intervene and warn the child to stop the behavior and remind them to make good choices.
2. Redirection/Removal from Activity for a short time: For continued poor choices, the staff member will step in and ask the student to find another activity and/or ask them to separate from the other students for several minutes or until the next day. The staff may choose to inform the Extended Care Director, if deemed necessary.
3. Extended Removal from Activity: Repeated and continued misbehavior will result in long-term removal from certain activities (for example, if a child continually has issues while playing basketball, they will be asked not to play for a certain amount of time). The amount of time will be determined either by the staff member, or director and will be 1-2 weeks. The school administrator will also be notified and parents may be notified.
4. Parental Notification/Meeting: In the event of continued or severe misbehavior, parents will be contacted by the Extended Care Director. This conversation will include a description of the behavior(s) and what interventions have been used. A meeting may be scheduled to discuss the best way to move forward. The school administrator will be notified of this conversation.
5. Temporary Removal from Program: A child may be asked to take a break from Extended Care for a period of time, to be determined by the Extended Care Director, in response to repeated and/or severe behaviors. The school administrator and parents will be notified.
6. Permanent Removal: Continued and/or extreme behavioral issues could result in a child being asked not to return to Extended Care. This is a last resort and will include discussion with parents, the Extended Care Director, and the school administrator.

The above is a list of guidelines for the Extended Care staff to use. They will use their judgment to determine if certain steps should be bypassed in response to the behavior.

Zion Extended Care and School reserve the right to amend this handbook for just cause, at any time. Parents will be promptly notified in writing of any changes that are made.

Revised July 2017