



# St. John's Lutheran School

## Extended Care Parent Handbook

### 2023-2024

Equipping • Engaging • Encouraging

#### **Purpose and Program Format**

The Extended Care program was developed to serve as Christ-centered care for students at St. John's that reach beyond their regular classroom sessions. All children in the Extended Care program need to be enrolled in St. John's school. The program is designed to accommodate students before both school (7:00-7:45 AM) and after school (3:00-5:30 PM). This program is also open on most early dismissal days. Times are subject to change.

#### **Registration**

All school families will complete the Extended Care Registration form during school registration. Once these forms are complete, the child will be allowed to participate in the program on a regular or occasional-use basis, based on the needs of the family.

#### **Activities**

The Extended Care program will utilize a variety of activities that allow the child to enjoy their extended hours at school. During the morning program (7:00-7:45 AM) students will experience a variety of manipulatives, puzzles and small games. The afternoon section of the program will include opportunities for gross motor activities (indoors and outdoors), arts and craft activities, and time for homework.

#### **Fees**

A fee structure has been established for the Extended Care program. These charges allow for discounts for more than one child in a family and hourly fees for the programs. All charges are entered into Sycamore on Mondays for the previous week. Families are expected to remit payments for all Extended Care charges to the school office no later than the fifteenth of the month for the prior month's charges. A late pick-up fee will be charged after 5:30 PM (or determined closing time) except in an emergency or severe weather, at the discretion of the Extended Care personnel. (See Pick up Delays and Late Pick-up Policy).

\$8.00 per hour for the first child, \$4.00 per hour for each additional child in the family

Students dropped off with no phone call or sign up: \$12 fee

Students who are signed up in advance and not canceled: \$12 fee

Late pick-up: \$20.00 (see below)

Billing is done on the half hour.

If your child has not been picked up by 3:10pm (2:40 on Thursdays), they will be sent to Extended Care, a \$12 no call fee will be charged, and the hourly rate will be charged beginning at 3:00pm (2:30pm on Thursdays)

**Half-Day Procedure:** There is an eight student minimum for Extended Care to be open on ½ days. Families must sign up for these special days 3 days prior to school being closed.

### **Payments in Sycamore**

To view your bill, log in to your Sycamore account and use the following steps:

1. Go to My Accounting on the left of the screen, in the blue section under the St. John's logo.
2. Click on Summary. A list of your accounts will appear on the screen.
3. Click on Childcare to see a detailed view of your bill.

Charges will be entered into the system each week. Any charges that occur during the week will be updated and in the system by the following Monday.

**Currently only cash or check (make payable to St. John's School) payments can be accepted.** Please send the payment in an envelope marked "Extended Care" with your child's name. Payments can be sent in your child's take home folder, dropped off in the payment box in the school office or in the mail slot outside the main school doors (on Park Road).

Payments are due on the 15th of each month. (i.e. September payment is due by October 15<sup>th</sup>)

### **Pick-up Delays and Late Pick-up Policy**

The Extended Care program operates until 5:30 PM (subject to change). Children often experience anxiety when their friends have gone home and no one has yet come for them. If parents or caregivers are running late, please notify the Extended Care program (708)354-1690 ext. 288 immediately and make arrangements for another authorized adult to come pick up your child. When parents/caregivers are late picking up their children, the following procedures will be followed:

1. When a child is picked up after 5:30 PM, a \$20.00 fee will be charged to their account for every 5 minutes late.
2. When a child is picked up late more than three times during the school year, the family will no longer be able to utilize the program.

If parents know they are going to be late they are encouraged to call (708)354-1690 ext. 288 and notify the program staff. Under some extreme and/or weather-related circumstances, fees may be waived.

### **Security Procedures**

In order to pick up any Extended Care student, individuals should be listed by name on the student's enrollment records. Please keep student's records up to date in **both** the school office and Extended Care.

In unusual situations when someone not listed on the records needs to pick-up your child, parents are asked to email/fax ([extcare@stjohnslagrange.org](mailto:extcare@stjohnslagrange.org) or (708) 354-1690 ext 288) a signed note or call the program teacher with the name of the authorized person(s). Authorized persons other than the enrolling parent will be asked to identify themselves with a picture ID.

In order to keep the school and church building properly secure, parents/caregivers are asked to enter the building for Extended Care via the A doors (church entrance). An approved adult must be present in order to release a child.

### **Snacks**

Children may bring a healthy snack for after school if you choose.

### **Electronics and cell phone usage**

Students are not allowed to have cell phones or electronic devices out in the Extended Care program.

### **Daily Schedules for Extended Care Program**

7:00-7:45 AM	Before care for any students that are attending on that day. All students will be dismissed to class at 7:45 AM.
3:00-3:30 PM	Arrival, check in and snack
3:30-5:30 PM	Possible activities - outdoor recess (weather permitting), free play, puzzles, games, crafts  Students may choose to work on homework at their parents' request.

### **Benefits of the program**

~Parental peace of mind that children are in a safe and secure environment while parents are at work

~A caring Christian environment of love, joy, and respect among children, staff, and parents is encouraged and maintained

If you have questions or need more information, please do not hesitate to contact [extcare@stjohnslagrange.org](mailto:extcare@stjohnslagrange.org) or Principal, Teri Lyn Mannes at (708)354-1690 ext. 218 or [t.mannes@stjohnslagrange.org](mailto:t.mannes@stjohnslagrange.org).