

Faith Lutheran's Extended Care Program (ECP) 2016-2017 Parent Handbook

Parents as Partners

Welcome! Parents are welcome to visit the Extended Care Program at any time. We want to work with you to provide the best possible care for your child. Please contact the director Pam Koenes with any questions by calling or texting 920-266-6062, or via email at stampalatte@ymail.com.

Enrollment: All students registered at Faith Lutheran School in PreK-8 are eligible to attend. Each child **MUST** have on file a completed copy of the Extended Care Program Enrollment Form, the Health History Form, signed Transport Release, and the Tuition and Policy Handbook agreement. Please submit these forms (2 pages) to the ECP staff during our "before or after" school hours. ECP has no registration fee.

Hours of Operation: The ECP will be staffed during the following hours:

A.M. hours: 6:45 - 7:40

P.M. hours: 2:45 - 5:30

Early dismissal days: There will be no after school ECP on the days school is dismissed at noon. Before school care will still run as normal on those days.

Child Sign up: Parents using the service regularly will fill in the future schedule that comes with their monthly billing statement listing their child's care days and times. **Occasional "As Needed" Users:** Parents may stop by during open hours, call or text Pam's cell (920-266-6062), or send an email to stampalatte@ymail.com, to let the staff know what dates and times their child will be in ECP. Under normal circumstances one week advanced notice of a student's attendance is required but we understand and welcome last minute arrivals. For those students that have the need to come to ECP due to a last minute, unforeseen schedule issue, it is the **parent's responsibility** to contact the ECP director (Pam's cell: 920-266-6062), let her know the child will be coming **AND** inform the school secretary (923-6313) and the child's teacher so the child is properly directed to the ECP area. **NOTE: This is extremely important should your child need to come to morning ECP care. A security code will need to be given to you in order for your child to gain access to the building.**

Fees: Fees will be charged in 15 minute intervals.

0 hours - 5 hours per week / \$4.40 per hour

5.25 hours - 10 hours per week / \$3.90 per hour

10.25 hours - 16.25 (or more) hours per week / \$3.40 per hour

The weekly amount charged is established at the hourly tiered rate of use, for that week, for that child.

Daily Arrival and Departure: To increase building security, families using the morning ECP will be given an entrance code that allows entrance to the school through the south doors. The security code will only work at the south entrance from 6:45am-7:35am. Your child will enter the school and go directly to the cafeteria area where the ECP staff will sign the child in when they arrive and sign them out at 7:40 when school supervision begins.

For after school departure, the parent, (or designated pick up person) must make contact with staff and sign the child out, by initialing next to their child's name. We need to know that your child is safely in your care as well as convey any information that we may have. We will forward informational notes to the parents at the sign out book and/or send home with your child.

Note: We will only release the child to the parent with legal custody, legal guardians or person named in writing on the enrollment form. We will need a note or a phone call if someone other than the usual person will be picking up your child, even if they are named as a pick up person on the enrollment form. If the staff person does not know the person picking up the child, it is our staff's routine procedure to ask for identification before releasing the child. Please remember this when a grandparent or another relative or friend might be visiting the school, we cannot allow the child leave with them without permission. For your child's safety, no child will be dismissed to a person, authorized or not, who is under the influence of an intoxicant or a controlled substance.

Homework: Parents wanting their Student to do their homework will need to have this arranged with their child in advance. The staff will assist with reminding the student of their parents' wishes. Help your child be prepared to do homework by having extra supplies such as pencils, eraser, etc. in their back packs. The student will be obligated to join the group when we go outside. The staff will be helpful and assist them with homework when possible, but it is not the staff's responsibility to correct homework or to keep the child on task.

Billing: Statements will now be emailed once a month. An invoice for your family will be emailed to you within one week of the last school day of each month. Please make other arrangements if there is no email available in your household (contact Pam Koenes at 920-266-6062). **Payment is due within one week from the date the invoice is emailed home.** A late fee of \$5.00 will be added to any account not paid by the 10th of the following month. If no payment is received by the 10th, your child will not be allowed to attend ECP until payment is made. Payments can be made any time during ECP hours as long as they are turned in to the ECP staff. You may also submit payment to the school office. Payments can be made with cash (exact amount necessary) or checks. Checks are to be made payable to Faith Lutheran. **Keep your receipts and canceled checks for tax purposes. Year-end receipts are not generated.** If a student is absent and not able to drop off the payment in a timely manner, the responsibility of a timely payment remains with the parent.

Prepayment is also an option. You will still receive a monthly invoice for your family that will show the charges to your account and the remaining balance of your prepayment. If you wish to prepay, you may submit any amount to an ECP staff member and let them know it is a prepayment.

If you have any questions about billing please call or text Pam Koenes at 920-266-6062 or e-mail her at stampalatte@ymail.com.

Support: Parents may support the ECP with donations of healthy snacks, quality toys no longer being used at home, or donations of craft items (beads, pipe cleaners, popsicle sticks, tissue paper, etc.) and paper products (we love scrap copier paper and construction paper).

Policies: This handbook and the enrollment forms are available on-line or copies are available from the ECP director during ECP regular hours. It is the parents responsibility to review and familiarize themselves with all of the ECP's policies and procedures when enrolling.

Records: Parents will need to keep their child's enrollment information updated. Whenever you have a change in address, employment, phone number or emergency information, be sure to let the director know by calling or emailing Pam Koenes at 920-266-6062/stampalatte@ymail.com

After 3:15 children go to ECP: Any Faith student not picked up from school by 3:15 will be directed to the ECP. Payment for child care from 3:00 until their child is picked up is due immediately at the time they take the child. If payment cannot be made at that time, the parent will provide alternate payment arrangements. Since this child would not be previously enrolled in ECP, the child's parents are strongly encouraged to fill out the above mentioned forms.

Discharge: The Faith Lutheran School Extended Care Program reserves the right to exclude enrolled children from attending due to the following reasons:

- Nonpayment or excessive late payment of fees (Tuition Payment Policy/Faith School Handbook applies)
- Parents not observing the policies outlined in the Parent Handbook. (The ECP director will notify the parents verbally or in writing and take the matter to the school board within 30 days. Parents may contact the school board in writing within one week. The school board's decision will be effective immediately, unless they decide otherwise. If the child is excluded, unused payments will be refunded.)

Program Fees and Financial Policies: Parent's fees cover our operating expenses. This includes salaries, program equipment, supplies and property. Therefore, it is important that these financial policies and procedures be strictly followed. No exceptions will be made. Faith Lutheran School reserves the right to amend the terms from time to time as it deems necessary in its sole discretion.

Snack: We will have snack time at 3:00 - 3:30. It is important to pack an additional snack and drink item for the after school snack time. If the child is there in the A.M., a snack/breakfast item may be sent along. If the parents would like the child to have milk, a 20 count milk punch card will be available to purchase for \$6 (same as the hot lunch milk card). This punch card can be purchased at any time from ECP staff only. When your child runs out of milk punches, we will let the child know they are out of ECP milk and they can purchase another milk ticket if wanted. Please send the money with the child for the punch card. For child care on days there is early dismissal, parents will need to send along a cold lunch with a snack and a drink. No soda type drinks are allowed at ECP.

Late Pick-up Fee: \$1 per minute past 5:30, regardless of the reason for being late, will be added to your monthly billing statement as an "additional" charge.

Return Check Fee: Any checks returned for insufficient funds will be charged \$35.00. This payment will need to be made with cash, money order or certified check.

Additional Charges: Parents will be notified in advance of any additional charges for special events.

Emergency Closings: In case of a school closing due to weather or other emergency before the day ends, the ECP will also be closed. When there is a 2 hour delay, there will be no A.M. ECP. See your Faith School Handbook for the emergency closing procedure. In the event that school is cancelled for any reason, the Extended Care Program will also be canceled. Parents will not be billed for days that have emergency school closings.

Discipline: Guidelines are in the Faith Lutheran School handbook and will be followed.

Dress for the Weather: The children will go outside daily, weather permitting. We will follow the schools guidelines concerning conditions regarding poor or cold weather and the use of jackets. As well as in colder conditions; coats, snow pants, mittens, hats and boots will be required. We will also follow the schools guidelines if there are poor play ground conditions due to rain, ice, snow, etc.

Health and Safety

Records: Children must have an enrollment form with emergency information and immunization record on file with the school before using the ECP.

Illness: It is in the best interest of your child and other children to keep your child at home when they have symptoms of illness. Any student absent from school due to illness will not be allowed to attend the program that day. Should the staff feel that a student is unable to function properly in the program due to illness, the parent will be notified immediately and be requested to pick the ill child up within one hour of contact.

Allergies: Parents will inform the ECP of their child's allergies on the child's registration form. All staff having direct contact with the child shall be informed about food allergies.

Medication: When necessary, prescribed medication will be administered by the staff with written consent of the parent, in the original container provided by the pharmacy with dosage, Dr.'s name, etc. Medication forms must be filled out and may be obtained from the school office staff.

Injuries and Accidents: ECP staff will make 3 attempts to notify parents if their child is injured seriously enough to require professional medical treatment. Written permission from the parent to call a child's physician or refer the child for medical care in case of injury shall be on file on the enrollment form. We will also inform the parent when they pick up their child if the child sustains a minor injury while attending ECP.

Child Abuse and/or Neglect: Anyone working in the ECP who knows or has reasonable cause to suspect that a child has been abused and or neglected is required by Wisconsin law to contact the Fond du Lac County Department of Social Services or a local law enforcement agency.

Contacting the Extended Care Program: Parents may directly contact the ECP staff during program hours by calling or texting the director's cell phone (Pam Koenes, 920-266-6062). Do not rely on the school's office staff to get calls or messages to the ECP. If the phone is not answered, leave a message or please try again.

Phone: Students may use the phone only in an emergency. Permission to use the phone must be given by a staff member.