

**BETHLEHEM EXTENDED CARE PROGRAM
(2019-2020)**

Dear Parents,

Welcome to the Extended Care program! We hope that your child's experience here will be one of enjoyment and learning.

If you have any questions, please feel free to ask. Included here is information pertinent to you and your child.

May the Lord bless you and your family.

Extended Care Staff

ENROLLMENT

Extended Care is open to all children who attend Bethlehem Lutheran School with the understanding that Christian values will be part of the daily program.

Parent using the Extended Care Program will need to complete the registration form for each new school year, and return it by the end of the first week of extended care use.

Bethlehem's extended care program will be open from the first full day of school until the last full day of school. Extended care hours are Monday – Friday, 6:45 am – 5:00 pm. If school closes due to inclement weather, extended care will also close. Your child should be picked up as soon as possible.

Extended Care is not available on days that school is not in session (Christmas, Spring Break, Summer, etc.). Please make sure you have made arrangements for your child(ren).

FEE INFORMATION

Extended Care fees are based on an hourly rate of \$4.00 per hour. You will be charged only for the minutes that your child is in Extended Care.

Parents need to fill out a calendar for their child(ren) (ages 3 & 4) two weeks in advance for those days needing services. Fee statements will be sent out around the 15th of the month. Fees need to be paid by the 1st of the following month. A \$25 late fee will be assessed to delinquent accounts.

If parents requested an earlier start time and there is a no show, you will still be charged accordingly. The fee is doubled if pick up goes beyond the closing time unless it is prearranged and Extended Care is notified. Please call ahead if you are going to be late.

Any non-sufficient fund checks received are subject to the usual and customary penalties charged through the school.

ACTIVITIES

6:45 – 7:45 am	All ages Room 107
7:45 – 5:30 pm	3 year old's Wednesdays and Fridays
11:15 – 3:00 pm	3 and 4-year old's M, T, W, TH, F
3:00 – 5:30 pm	All grades

Early arrivals may be pre-arranged.

Lunch time is at 11:30 am. Students wanting to take hot lunch or milk need to have funds in their lunch/milk account. The Federal Free and Reduced Lunch Program is available for those who qualify.

Extended Care Program Activities:

Discovery Play/Table Time	Crafts/Projects	Snack-Morning/Afternoon
Group Activities	Outdoor/Gym Play	Nap/Rest time in the PM

ARRIVAL AND PICKUP

Older children (grades 5 and up) may enter the building alone; however, children in 3-year-old Kindergarten – 4th grade should enter the building only with an adult or an older sibling. After school, ALL children will be required to stay in the Extended Care setting until an adult comes to sign them out. For safety, please make sure you or your child say, "Good bye," to the staff, so we know that your child has left the building.

Arrival and pickup times are good times for parents and staff to share pertinent information about the child.

HEALTH

All school policies regarding the child's health are in effect also for the Extended Care setting.

NUTRITION

Breakfast will not be served. A snack consisting of a drink and a variety of cookies, crackers and/or other healthy snack foods will be provided mid-morning and after school by Extended Care. If you have a child that is staying for a sporting event, they may bring a more substantial snack for themselves.

Snack donations are greatly appreciated.

REST

Children in 3K and 4K will be given the opportunity to rest after lunch recess. Each child will be given a cot to rest upon. The child may provide a blanket, pillow or stuffed animal if they wish to have one. These can be left in their cubby during the week and brought home on the last day of school. We will not be offering any of these items due to the possible spread of lice and other diseases.

EXTRA CLOTHING

We ask that you send an extra set of clothing along with your 3K or 4K student in a Ziploc bag with their name on it, in case of any accidents.

EXPECTATIONS

‘Love your neighbor as yourself.’ Mark 12:31 Treat each other with respect, be helpful, listen and follow through. If your child is in 3rd – 8th grade they will be expected to have Badger Behavior in Extended Care. Homework room is provided for all 3rd – 8th grade students. If they have no homework, they will need to bring a book to read. Playing games and searching up the web on their phones will not be allowed.

PERSONAL ITEMS

Please keep your child’s toys and electronics at home or in their backpacks. We worry that things may get lost, forgotten or broken if brought to Extended Care. We have a room full of toys, books, crafts, games, I-Pads, movies, and Nintendo Wii.

DONATIONS

If anyone would like to donate some fun and new exciting activities, crafts, snacks, treats, beverages or anything else you can think of to Extended Care, please drop them off in the room at any time, we average 20-30 students ages 3-13 years old before and after school. ANY donation is greatly appreciated! Thank you for your help!

DISCIPLINE

All rules and discipline guidelines used in Bethlehem Lutheran School apply to Extended Care.

TERMINATION

Mutual decision between parents/guardians and Extended Care. The Extended Care staff and/or the principal and the parents/guardians may, at any time, mutually agree that placement in Extended Care is not appropriate for the child.

Extended Care Termination will result when:

- A. The child’s behavior poses excessive danger to him/herself, other children, and /or the Extended Care staff.
- B. The child is unwilling to adapt to the rules and regulations of Extended Care.
- C. The parent/guardian is uncooperative through, but not limited to:
 1. Failure to pay fees: Any account 4 or more weeks past due, regardless of amount will be forwarded to the principal for further action.
 2. Failure to respect pickup and arrival rules.

If you need to get a hold of your child after school, the secretary is in until 4:00 pm and she will direct your call to the classroom. If the secretary is not in, you'll be directed to an extension list and will be connected to the classroom phone.