

# Extended School



# Program Handbook

Our Savior Lutheran School  
**(Preschool 2's-8<sup>th</sup> Grade)**

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[www.OurSaviorLCS.org](http://www.OurSaviorLCS.org)

[www.fastdir.com/oursavior](http://www.fastdir.com/oursavior)

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## PURPOSE AND ORGANIZATION

The Extended School Care (ESC) Program of Our Savior Lutheran (OSL) was created as a service to families of students attending OSL School who are in need of quality and affordable, on-site child care for their children outside of the school day. An additional fee will be charged for participation in the ESC program.

ESC operates under the auspices of the Board of Christian Education of Our Savior Lutheran Church and School. The philosophy, policies, and practices of ESC are consistent with those that govern the operation of the school.

General supervision of ESC is entrusted to the Principal. The day-to-day supervision and decisions regarding the program operation are delegated to the ESC director and staff.

Loving caregivers provide nurturing care and fun activities before and after school hours in a Christ-centered environment. A nutritious snack, homework time (grades 2-8), and playtime with friends are daily activities offered at the OSL Extended School Care Program.

The ESC Handbook serves as a supplement to the Parent-Student Handbook of Our Savior Lutheran. The school reserves the right to amend, adjust, add to, and delete its policies, practices, and requirements as deemed necessary for the successful operation of the ESC program.

## REGISTRATION POLICIES

All students, Pre-School 2 through Grade 8, enrolled at Our Savior Lutheran are eligible to participate in the Extended School Care Program during the school year. All children enrolled in Summer Day Camp are eligible to participate in ESC during the summer. ESC admits students of any sex, race, color, ethnic background or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Furthermore, it does not discriminate on the basis of sex, race, color, ethnic background or national origin in administration of its educational policies, employment practices, or other school-administered programs.

ESC is an extension of your child's school/camp day. If your child is absent from school/summer camp for any reason, they may not attend ESC that day.

## ENROLLMENT INFORMATION

All families who wish to participate in the ESC program must complete the following items:

- **ESC Enrollment Form**
- **Make full payment of the non-refundable annual ESC Enrollment Fee**

Furthermore, families participating in ESC must be responsible for the prompt payment of any and all fees, or risk exclusion from the ESC program.

## FEES AND PAYMENTS

### **Enrollment Fee**

An annual, non-refundable Enrollment Fee of ***\$35 per child (maximum of \$100 per family)*** is due at time of enrollment.

Students who make use of ESC on an "as needed" basis or attend "Special Days" care must make payment of the Enrollment Fee at that time.

### **Daily Rate**

The ESC program uses a calculating time clock for weekly billing. Your payment is based only on the ***actual time used*** per week.

***Parents are responsible*** for clocking their child “IN” for a.m. and/or “OUT” for p.m. each day. Be sure to clock each family member in/out individually. The ESC staff will clock out students at 8:00 AM and clock in students at 3:15 PM.

Along with the time clock, the ESC staff maintains a ***manual “time log”*** on a daily basis as a back-up system for billing. If a student’s is not “clocked in” or “clocked out”, the manual time log will be used to make any adjustments for billing.

Families will be ***billed weekly*** for ESC services provided. Billable hours will be posted on Fast Direct by 3:00 PM on Monday with ***payment due no later than 6:00 PM on Friday***. If you do not have computer access, please contact the school office so that other billing arrangements can be made.

### **Late Payments**

It is important to make ESC payments are on time. Failure to make timely payments will affect your future use of ESC.

### **Late Pick Up**

ESC concludes at 6:00 PM daily. Parents are expected to ***arrive no later than 6:00 PM*** to pick up their child.

Any student remaining after 6:00 PM will be assessed a Late Pick-up Fee of ***\$10.00 for any portion of the first 10 minutes***. After that time, an additional late pick-up fee of ***\$1.00 per minute*** will be charged until the student is clocked out.

### **“As Needed” Care**

Students that do not need daily care but attend Extended School Care occasionally due to extra-curricular activities or due to emergency or other unforeseen situation may attend on an ***“as needed”*** basis. The fee charged for “As Needed” care is the same as regular care. Parents are asked to notify the ESC Director at least a day prior to its use.

All students using ESC on an “As Needed” basis will be assessed the regular daily care fee incurred plus the \$35 enrollment fee the first time they attend.

## **SCHEDULE OF OPERATION**

### **Days and Hours**

The OSL Extended School Care program is open on all regular school days, Monday through Friday, ***from 6:30-8:00 AM and 3:15-6:00 PM*** and 6:30 AM-6:00 PM on specific days off of school by reservation (see school calendar for specific days).

- ESC ***will be closed*** on the following holidays: First Day of School, Labor Day, Thanksgiving Break, Christmas Break, Spring Break, Good Friday, Easter Monday, Memorial Day, and the Final Day of School.

Should all the children be picked up before 6:00 PM on any given day, ESC will close before the regular closing time. Furthermore, ESC will close due to inclement weather or other unforeseen circumstances. Parents will be notified as to special early ESC closings by phone and/or Fast Direct as soon as possible.

Please see the School Calendar for exact dates when ESC is open and closed.

## **DAILY ACTIVITIES**

Although ESC is intended to provide an environment that is less structured than a classroom, the program does follow a daily routine. Activities can include games, crafts, outside play, or indoor play in our Activity Center when it is available.

Older students (Grades 3-8: 45 minutes) have a set homework time after school. The ESC staff will supervise children in completing homework/reading a book/studying. The staff does not dictate what the students will do during that time unless the student does not have any work to do and they will encourage the students to use the time efficiently.

A typical daily activity schedule is as follows:

6:30-7:00 AM	Quiet play, homework time
7:00-7:50 AM	Breakfast served; quiet play
7:50-8:00 AM	Clean-up; prepare for dismissal to classrooms
3:15-3:45 PM	Check-in Time; visit with friends; snack time
3:45-4:30 PM	Homework time; individual activity
4:30-6:00 PM	Group activity; recess

#### **BREAKFAST AND SNACKS**

Morning breakfast and after-school snack are free to children registered in the ESC program. Breakfast will be served daily from 7:00-7:45 AM. The afternoon snack will be served between 3:15-3:45 PM.

#### **PERSONAL TOYS, GAMES, ETC.**

Except for specified days set by the ESC Director, children are NOT allowed to bring their personal toys and similar belongings from home to ESC. This includes electronic devices.

#### **AFTER SCHOOL ACTIVITIES**

Any child participating in an after-school activity, other than teams/clubs, and desires to attend ESC upon completion of that activity must schedule their attendance in advance with the ESC staff and, if the activity is not requested by a teacher or the principal, have a signed release form on file prior to their attendance.

When the student goes to and from the activity, the ESC staff will clock them IN/OUT accordingly.

#### **MEDICATION**

Medical and emergency information for each child attending ESC will be provided by the school office. Any medication (whether prescription or over the counter) to be taken at ESC must be authorized using the same medical permission forms applicable during the regular school day. See the OSL Parent-Student Handbook for more specific information about health policies that relate to the ESC program.

#### **BEHAVIOR & DISCIPLINE**

Attendance at the OSL Extended School Care program is a privilege afforded to all students at Our Savior Lutheran School. This privilege may be suspended, temporarily or permanently, if a child's behavior becomes a problem for the ESC staff or detrimental to the other students attending ESC. Suspension or expulsion of a student from ESC does not affect the child's enrollment status in school.

Children attending ESC are expected to follow the directions of the ESC staff, and to give them the utmost measure of respect appropriate to adults properly placed in authority over them. ESC is an extension of the school and classroom environment, and the discipline plans used by the ESC staff are an adaptation of the school's discipline plan.

Discipline will be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

ESC caregivers will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

In some cases, the ESC director, school principal, or a classroom teacher may assist the ESC staff in dealing with behavior problems. Use of in-school disciplinary consequences may be used when deemed necessary and appropriate by the principal.

### **RULES OF APPROPRIATE BEHAVIOR**

ESC rules of appropriate behavior are simple and include the following:

1. Listen and follow all directions given by the ESC caregivers
2. Be considerate of others
3. Use appropriate voice levels for activity
4. Keep hands, feet, and objects to yourself
5. No rough play or running

### **Parental Grievance**

A parent who has a question, concern or disagreement with a teacher or staff member is encouraged to follow this process:

- **Step 1** – As soon as possible, arrange for an appointment time to talk to the ESC worker individually and explain your concerns. Many problems that seem serious can be quickly and easily straightened out.
  - Please do not attempt to discuss your concern with the employee in public areas, i.e. hallways, gymnasium, parking lot, etc.
  - Please do not attempt to come to the room unannounced. The ESC worker cannot discuss serious matters while busy with students.
- **Step 2** – If you are still dissatisfied, contact the ESC Director and explain your concern. If it appears desirable, a joint parent-ESC worker-director conference can be held.
- **Step 3** – If you are still dissatisfied, contact the Principal and explain your concern.
- **Step 4** – If you feel the issue is still not resolved, contact the chairperson of the Board of Christian Education. This is the group responsible for the overall supervision of the school.