



EXTENDED CARE HANDBOOK

PURPOSE

- to provide the children with daily opportunities to hear of God's love for them through activities (spiritual development)
- to provide an atmosphere of love and caring for each other based on God's unconditional love for us (social development)
- to provide a stimulating educational environment where children can use all five senses and their thinking skills (cognitive development)
- to help each child feel accepted and confident as a redeemed child of God (emotional development)
- to provide daily opportunities for developing self-expression through music, movement, drama, and art (creative development)
- to provide a safe and happy environment where children can develop their large and small motor skills (physical development)

EXTENDED CARE CURRICULUM

Our curriculum is designed to educate the child through a variety of multi-sensory activities that promote growth in all major developmental areas. Teachers act as facilitators as they guide and supervise play to foster learning. Our day consists of active and quiet times; individual, small, and large group experiences; and indoor and outdoor play.

EXTENDED CARE ADMISSION POLICY

Christ the Lord Extended Care exists to provide spiritual growth and quality care to the children who attend. All children are welcome without reference to race, religion, national or ethnic origin, gender or ability. Our ministry is operated in conjunction with Christ the Lord Lutheran School. Christ the Lord Extended Care is available to all preschool, kindergarten, and elementary school students of Christ the Lord Evangelical Lutheran Church & School and is intended to serve children that are at least three years of age and potty trained.

EXTENDED CARE ENROLLMENT PROCEDURE

Complete the Extended Care Request Form available on the website www.christthelordbrookfield.org > School > Extended Care Request. Please contact the office if your schedule changes.

All children must be up-to-date on their immunizations. Refer to the website www.christthelordbrookfield.org > School > Informational Documents > Immunization Law

CHILD GUIDANCE

Teachers show love and concern for children by letting them know what is expected and setting appropriate limits. The teachers are consistent and state rules in a positive manner. By developing a positive relationship with each child, a teacher can redirect unacceptable behavior. Our guidance is done in a loving way and will not be physically or emotionally demeaning. Teachers may use a variety of techniques and consequences which are intended to be immediate, consistent, and logical. Persistent behavior problems will be brought to the attention of the parents so that we may work together for positive changes.

SCHEDULE

Christ the Lord Extended Care will follow the school calendar of Christ the Lord School. Christ the Lord Extended Care will not be available on vacation days or on early-dismissal days. Whenever Christ the Lord School is closed because of inclement weather, Christ the Lord Extended Care will be closed as well. On occasions when school closes at mid-day, the parents will be contacted by phone or e-mail.

EXTENDED CARE SIGN-IN/OUT

The hours of operation of Christ the Lord Extended Care start at 11:30 a.m. and end at 5:30 p.m. The extended care provider will sign-in your child at the beginning of extended care. Please call the extended care number (262-235-2272) to communicate any changes in plans, and when you arrive to pick up your child. Parents may also ring the doorbell (from 3:30-5:30) by the gym entrance to gain access to the building to pick up their child. If parents are picking up their child *before* the (3:20 p.m.) dismissal time, they are instructed to pick them up at the school entrance.

PARENT INVOLVEMENT

It is important for parents to stay current on matters at school. We would like you to work closely with the teachers in order to make your child's experiences as enjoyable as possible. Here are a few things you can do:

- Check your child's backpack daily.
- Check the Christ the Lord newsletter and calendar for updated information.
- Let the teachers know when something at home may be affecting your child's behavior at school.

GENERAL INFORMATION FOR PARENTS

1. Before school extended care is available from 7:15 a.m. until 8:00 a.m. to all students preschool-8th grade in the fellowship hall. At 8:00 a.m. all students will be released to their classrooms.
2. Extended care is available from 11:30 a.m. until 5:30 p.m. for preschool students in the preschool classroom.
3. Extended care is available from 12:00 p.m. until 5:30 p.m. for kindergarten students in the preschool classroom.
4. Extended care is available from 3:30 p.m. until 5:30 p.m. for 1st-8th grade students in the fellowship hall.
5. Please label all personal belongings.
6. Always notify the school (*before* 8:20 a.m.) if your child is going to be absent.
7. Toys that represent weapons or violence will not be allowed at any time.

8. Please use the Gym Entrance for pick-up after school (3:20 p.m.). If your child is scheduled to be picked up prior to (3:20 p.m.) use the school entrance for the pick-up location. **Parents are requested to call or text the extended care provider when they have arrived at school to pick up their child.**
9. We need a note or a phone call from a parent to release your child to anyone not preauthorized; sufficient identification may be required.
10. You may call Christ the Lord office to leave a message for Extended Care.
11. The school newsletter is e-mailed to families weekly for informational purposes.
12. Make payments on time. Invoices are generated at the beginning of each month.
13. Notify the office with any change of contact information.
14. If any parent or authorized person comes to pick-up a child while under the influence of alcohol, drugs, etc., the police will be notified.
15. A court ordered custody verification must be on file if a parent wishes that a child is not to be picked up by the other parent.
16. Food allergies will be posted in the room for staff.
17. We appreciate your input into our program. Please contact the teacher or administrator with questions or concerns.

HEALTH POLICY

The state of Wisconsin requires children to have a medical report on file, as well as an up-to-date record of immunizations. Non-compliance with this requirement can result in dismissal. When necessary, prescribed and over-the-counter medications may be administered by the staff with written consent of the parent. Medications must be in their original container with your child's name, name of drug, dosage, and physician's name written on it. There will be no exceptions. Medication forms that need to be filled out can be found by the log book or obtained from the Extended Care Coordinator. We will not administer medication unless a form is filled out.

You will be contacted if your child becomes ill at Extended Care. You are required to make arrangements to pick him/her up within one (1) hour of notification. Your child may return to school when free of symptoms for 24 hours. If you are not able to be reached, we will call one of the parties listed under your emergency contacts. Some reasons for pick-up could be, but are not limited to: fever of 100.4 degrees, diarrhea, and flu-like symptoms. There may be times when your child is exposed to a communicable disease while at Extended Care. Notification will be sent home. You must notify the school if your child has been diagnosed as having a communicable disease. Communicable diseases include, but are not limited to: chicken pox, strep throat, scarlet fever, German measles, infectious hepatitis, measles, mumps, poliomyelitis, whooping cough, diphtheria, meningitis, impetigo, and ringworm.

LUNCH AND SNACKS

Lunch is at 12:05 p.m. every day. Hot lunch and milk is available each school day for purchase. You can also send a lunch from home with your child. Please be sure to remember a beverage for your child, along with utensils and ice packs if needed. Lunches can be warmed up in the microwave. If your child is staying in Extended Care after 3:30 pm, please also provide a snack for your child.

DISCHARGE POLICY

Our hope is that any problem can be resolved in any situation that may occur within the Extended Care. However, if three attempts have been made in writing and/or verbally, and efforts do not seem to be working, a personal conference will be held with the parent, principal, and extended care coordinator for continued extended care enrollment. Christ the Lord Extended Care reserves the right to cancel the enrollment of a child for the following reasons:

1. non-payment or excessively- late payment of fees
2. not observing the policies and procedures as outlined in the Parent Handbook
3. the child has special needs that Christ the Lord cannot meet (after a trial period has been attempted)
4. physical and/or verbal abuse of staff or children by parents or child
5. medical or immunization records are not up-to-date

PAYMENT POLICIES AND PROCEDURES

- Fees for Extended Care: \$5.50 per hour for the first child and \$2.75 for each additional child; you will be charged by fifteen minute increments.
 - Morning Extended Care (7:15-8:00) has a flat fee of \$1 per child for each day used.
- Extended Care Request: To adequately plan for Extended Care, we ask that you register your child. Refer to the website www.ChristTheLordBrookfield.org > School > Extended Care Request or contact the office.
- Payment Plan: An invoice will be generated each month. Payment is due upon receipt.
- Late Pick-Up Fee: Children picked up after the Extended Care closes (after 5:30 p.m.) will be charged \$1.00 per minute, per child. The late charge fee will be billed to your account.
- Parent Volunteer: Extended Care is available for parent volunteers during a school day at no charge. Excludes when Preschool is in session (8:20 a.m. - 11:30 a.m.) Please complete the form and indicate you are volunteering.

MISCELLANEOUS EXTENDED CARE INFORMATION

The following requested items refer to the preschool and kindergarten students attending Extended Care:

- Extra full set of clothing. Please store items in a labeled gallon Ziploc bag.
- Blanket or sleeping bag, small pillow, and a sleep-toy if they choose.

All articles that are brought to school **MUST** be labeled. The bedding items will be sent home for washing periodically.

AFTER SCHOOL EXTENDED CARE

Christ the Lord offers Extended Care for all students of Christ the Lord. This program provides adult supervision for students needing to stay after the regular school day has ended. Students staying after (3:30 p.m.) must participate in this program unless they are at school for sports or other extra-curricular reasons. Those students not picked up by (3:30 p.m.) will be brought to the Extended Care room by a teacher. Extended Care will not be available on vacation days.

SCHOOL CONTACT INFORMATION

1650 N. Brookfield Rd., Brookfield, WI 53045

Phone (262) 782-3040

Fax (262) 782-3504

Website: www.christthelordbrookfield.org

Principal: Ben Schramm (507) 469-8288

Coordinator/Provider: Colleen Bauer (414) 881-2422

School Secretary: Carrie Simon