

## SAINT MICHAEL EXTENDED CARE PROGRAM

### **REGISTER:**

Yearly sign-up is required for all returning and new students to our school. The yearly registration fee is \$25 per family. This cost helps cover supplies for the program.

### **PURPOSE:**

Extended Care is designed as a service to working parents of Saint Michael Lutheran School. The program provides students with a supervised, safe environment before and after school. The program may be used on an as needed basis or a more regular basis. The program fees are structured to allow this flexibility.

### **HOURS:**

Morning care (located in same bldg.) runs from 6:45-7:50 a.m. Mon-Fri. Amount of time and cost reflected below. This is basically a time for your child to read quietly, color, or study.

Afternoon care runs from 3-5:30 p.m. Mon-Fri. The program fees are listed below.

Students will be divided up by grade levels in our after school program.

### **LOCATION:**

The extended care program is located in the Early Childhood/Adult Learning Center or otherwise known as ECALC bldg. Doors are locked for security purposes and parents/guardians may use their fob (keyless entry device) to enter the building for pick-up. Information below on fobs.

### **HOMEWORK:**

All students from 1<sup>st</sup>--8<sup>th</sup> will have the opportunity to work on homework during the time specified in schedule. Although, we will do our best to accommodate this service, our staff is not always able to check assignments for completion, etc. Please advise your child it is his and your responsibility to double check work for completion at home. Failure to work on homework quietly may result in this privilege being taken away for remainder of day.

### **PHONE USE:**

Since many students now have cell phones, it is difficult for staff to always monitor student and their use. Checking in with your child right after school is fine. Staff will discourage students from continuous talk on their cell phones. Failure by students to adhere to staff's request regarding cell phone use, may result in cell phone being taken by staff. Cell phone will be returned to parent upon child's pick-up time. Cell phone use is **not allowed** when student is working on homework. Regular phone use is allowed upon prior permission from staff.

Please do not call in on cell phone and tell your child to come outside to meet you. This is not allowed. You must come inside and sign your child out. Exceptions may be when it is raining upon your arrival. You will have to talk to a staff member, giving permission. Staff will then sign out your child and walk your child to exit door.

### **SIGN-OUT:**

Please remember to sign your child out each day on sign-out line for that particular day. Failure to sign out, may result in additional charges. Parents only need to put their initials and the time you picked up your child in the LEFT @ spot on calendar sign-out monthly sheet.

Failure to pick up by 5:30 p.m. may result in a late charge of \$10 for every 5 min. past closing time.

### **MAIN CAMPUS:**

Students should come over to after school care building with all their school materials needed for that day/night. Continuous running back and forth to the main campus for items, will not be allowed. Please let your child know they need to try and remember to have everything they will need when they come to after school care. Forgetting every now and then is one thing but it should not become a habit.

**KEY LESS ENTRY FOBS:**

Fobs are available...please see Beth Cameron. First fob is given out per family...additional fob will cost \$7.50. Failure to return fob at end of school year will result in \$25 charge.

**BEHAVIOR:**

If there is a behavior discipline concern with a child in the program, the parent will be notified by Beth Cameron, the extended care director. If a child continues to have a behavior concern, he or she will be removed from the after school program. Time-out methods will first be used as a way to help the student think about his/her actions...their age will determine length of minutes used for time-outs. Middle School students will continue to receive their normal school day discipline checks for any misbehavior in the after school program. Hm. Rm. teacher & Mr. Ziegler will be notified.

**FULL & HALF DAYS:**

On occasion you will notice on school calendar some noon dismissal days and days when school is closed for various reasons such as teachers conferences, etc.... We do offer childcare on many of these days. You will need to keep updated by reading the Saints Alive Newsletters and also checking our web page by going to [smlcs.org](http://smlcs.org) and clicking on parent resources and then onto our Extended Care page. All students will ALWAYS need to bring snack and lunch, as the cafeteria is never open on these days. Advance sign-up is needed by contacting Beth Cameron, Extended Care Director @ 939-1218 ext. # 273 or [beth.cameron@smlcs.org](mailto:beth.cameron@smlcs.org).

Bills will be mailed or delivered to you by extended care director at the beginning of each month for the prior month of extended care services. Charge cards must be on file to hold an after school cares spot for your child. Charges will only be placed on charge per your request on student's registration form or if you are late in payment by 30 days. Please indicate EXTENDED CARE when sending in payment on your check or payment envelope box. All checks should be made payable to SMLS. Payment may be given to Beth Cameron in extended care office, placed in school drop box or given to front school office reception area staff.

**EXTENDED CARE CHARGES ~ 2011-12 SCHOOL YEAR  
(PER STUDENT)**

FAMILY YEARLY REGISTRATION FEE	\$ 25.00
FLAT MONTHLY FEE	165.00
BASED ON 15 DAYS OR MORE OF REGULAR X CARE	
30 MIN. OR LESS	3.50
30-60 MIN.	6.50
60 MIN. OR MORE	12.00
FULL DAY = 4 HRS. OR MORE	31.00
HALF DAY = UNDER 4 HRS	19.00
<b>MORNING CARE</b>	
ARRIVAL BEFORE 7 A.M.	6.50
ARRIVAL AFTER 7:30 A.M.	3.50
ARRIVAL BETWEEN 7-7:30 A.M.	5.50
FEE FOR X CARE BILLS NOT PAID WITHIN 30 DAYS	25.00
FOB FEE (ADDT'L OR LOST FOB)	7.50
LATE FEE FOR EVERY 5 MIN. PAST 5:30 P.M.,	26.00