

Our Savior Lutheran School

Extended Care HANDBOOK

**Early Childhood Extension Program
Before and After School Programs
Summer Day Camp**

2014-15



Our Savior Lutheran School
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▪ **School Mission Statement**

The ministry of Our Savior Lutheran School is to share Christ by teaching the Christian faith, promoting academic excellence, and developing leadership skills for a life of Christian service.

The Extended Care staff environment is clean, fun, creative and child-centered. Our goal is to provide the best possible care and a Christ-filled experience for the children in our care.

▪ **Admission Policy**

Our Savior Lutheran School operates an Extended Care program that is available to all students **enrolled** at Our Savior Lutheran School. We provide care for students who are 3 years old (*and bathroom independent*) through 12 years old. Extended Care is available from 7:00 am – 6:00 pm, except on major holidays. (See annual School Calendar for complete schedule.)

All accounts must remain current. Account balances must be paid in full prior to enrolling and being admitted into another Extended Care program such as summer camp or a new school year.

Licensing requires that proper paperwork be filled out for each child. **This is not an option and without the completed forms your child will not be able to attend Extended Care.**

Children in the Preschool/Pre-K group need the following on file:

- ✓ Extended Care Enrollment Application
- ✓ Annual Extended Care Enrollment fee (*July-June*) \$25.00 per child or \$50.00 per family
- ✓ Birth Certificate
- ✓ Child Information Record
- ✓ Copy of child's immunization record
- ✓ Health and Immunization Statement
- ✓ Health Appraisal form
- ✓ Medication Permission form filled out if your child will need to receive medication while at OSL

Students in K-12 need the following on file:

- ✓ Extended Care Enrollment Application
- ✓ Annual Extended Care Enrollment fee (*July-June*) \$25.00 per child or \$50.00 per family
- ✓ Child Information Record
- ✓ Health and Immunization Statement form - We must also have a copy of your child's immunization record on file.

▪ **Fees**

Extended Care uses TADS to track charges and payments for your Extended Care account. Weekly charges will be billed in advance during the week prior to usage. Payments are credited to your account in TADS when they are received. Payments may be brought or mailed to the school. There are metal drop boxes for your payments located in the Preschool/Pre-K Extended Care room and outside the school office for your convenience. You may also make payments online through TADS when invoiced. Rates are subject to change as announced. Please see enrollment application for current fees.

Students will be billed for the days and times in which they are enrolled. There will be no refunds for absences for any reason. This is due to the fixed cost of running the program. A two-week written notice is required to make a permanent change in your child's Extended Care days and hours. All children must be enrolled in Extended Care to be under Extended Care supervision. When care is needed on a day or time that is not listed on the Extended Care enrollment application form, you must call ahead to see if there is space for your child to attend. If you would like to utilize Extended Care on a school snow day, you must complete an enrollment form. On the other hand, if you normally use Extended Care, but choose not to due to a snow day, you will be credited the amount billed for that day.

▪ **Scheduled School Days Off**

On school-scheduled days off we provide care if we have enough children to run the program. On school-scheduled days off and during the summer we accept non-OSL students which would include siblings of children who are currently enrolled at OSL as well as children from the community. For school-scheduled days off, there will be a sign up sheet available approximately three weeks prior to the day off so that you may sign up your child to come on those days. If you child does not sign up for these days there will be no charge.

▪ **Snow Days**

Extended Care may be open if school is cancelled due to bad weather. Notification will occur via News, Radio, Fast Direct and by phone. (See comments regarding snow days under the Fees section).

▪ **Late Pick Up**

Our Savior Extended Care closes at 6:00 pm. Children must be picked up by 6:00 pm or there will be a charge of \$1.00 per minute after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling names listed as emergency contacts on the Child Information Record card and ask them to pick up the child.

▪ **Withdrawal Policy**

If you need to withdraw your child from Extended Care, we request a two-week written notice indicating your intentions. We reserve the right to charge you for those two weeks if proper notice is not given.

▪ **Using Extended Care**

Extended Care is available through the Early Childhood Extension Program for the students in the Preschool and Pre-Kindergarten room from 7:00 am - 6:00 pm. For the students in Kindergarten- 12 years old, Extended Care is available from 7:00 - 8:05 am and 3:15 - 6:00 pm.

We require you to enroll your child ahead of time so that we can have the proper number of staff on duty. If your child needs Extended Care and is not signed up, you must call ahead of time to see if there is room. We understand that emergencies arise and we will try to make accommodations for your situation if possible. Be sure to speak to an Extended Care Staff member in these situations.

After-School Care

Children cannot be in the building unsupervised. They are not allowed to wander the halls or hide in order to avoid going to Extended Care after the regular school day. Please do not tell your child to wait for you somewhere else in or out of the building to be picked up. Students must be signed into Extended Care if you are not here by 3:30 pm.

It is important that we be informed if your child (K-12 years old) will be working with a teacher or participating in any other activities. If your child is participating in a sports activity and will not need Extended Care on selected days, parents need to leave a written note with the Extended Care staff or they may send a message through Fast Direct to the Extended Care Director. If they are already signed into Extended Care, an adult must sign them out. We need a written note to let us know that another adult is signing your child out. It is imperative that we have a signed note from the parent to let us know about any changes.

If your child will be absent on a scheduled day, please let us know by calling 517-925-5057. If changes occur during the school day please call Extended Care directly at 517-925-5057. Do not leave a message on the school office phone for changes that affect your child's use of Extended Care after school.

▪ **What will your child be doing in Extended Care?**

For the K-12 year old students:

During the academic school year Morning Extended Care is available from 7:00 - 8:05 am. At 8:05 the students will be sent to their classrooms. The afternoon session of Extended Care will run from 3:15 - 6:00pm. During this time there will be a snack and time to play games, color, do special projects, participate in study hall, etc. We also go outside every afternoon, weather permitting. Extended Care for K-8th grade will meet in the Commons area. If we have to move from the Commons area we will post notes to let you know where we are located. All students must be signed in and signed out every day. Students may sign themselves in after school but an adult must sign out their student(s) at pick up time.

Study Hall is available for all K-8 students in afterschool Extended Care on Monday - Thursday.

Coats and backpack will be placed in assigned areas in the Commons.

Students who are in Extended Care are given an after school snack. The schedule is posted on the Extended Care bulletin board in the Commons. No outside food will be allowed for snacks unless the student has a special dietary need.

For students who have practices, athletic events, or other extra-curricular events, we need to have notification in writing when and who the child should be released to for any event and whether they will be coming back to Extended Care. This is very important communication so we know where your child should be.

In the Preschool/Pre-Kindergarten Room:

The Preschool/Pre-Kindergarten children will be exploring with a lot of science, cooking, music and early math and reading learning games. The children will have the normal free playtime, outside time and a morning and afternoon snack. Lunch time will be approximately from 11:30am - Noon. An afternoon rest time will be provided and then more free play and outside time until parents arrive to pick them up.

Outside time

We go outside every day, morning and afternoon. We remain inside when weather conditions consist of rain, lightning, thunder, severe weather warnings, or when the temperature and/or wind chill is at or below 15 degrees Fahrenheit. During the summer months we take measures to cool off (frequent breaks, water bottles, indoor time) if the temperature and/or heat index is above 90 degrees.

Cubbies

Each child will have cubbies with their name on it. This is where they will put their coats, backpacks and other belongings from home. If your child shares a cubbie, please be sure to take all of your child's items home every night.

Lunch time-during the school year

Children in Preschool/Pre-Kindergarten must provide their own lunch or order hot lunch if they are in Extended Care during lunchtime. There is a lunch sign-up sheet in both the Extended Care room and the Preschool/Pre-Kindergarten room. Every morning when your child arrives you need to mark whether your child will be having hot or cold lunch. If your child is having cold lunch, please stop in the Extended Care Room and put the lunch box on the white shelf. If your child has a cold lunch but needs a milk, that should be marked on the lunch sign-up sheet as well. Hot lunch meals may be paid for online or through the school office. Menus are published monthly. Please make sure all items and the lunch box are labeled with your child's name. Please use an ice pack to keep your child's lunch cool. Parents whose children arrive **after 8:45 a.m.** and need a hot lunch must call ahead so a lunch can be ordered for them. Please be sure to pack all eating utensils and necessary items for your child to eat their lunch.

Lunch time-during the summer

Children in the Summer Day Camp program need to bring a sack lunch and a refillable water bottle with their name on it.

Snacks

Nutritious snacks are provided in the morning and the afternoon. We provide either milk or 100% juice with the snacks. There will be a snack schedule posted in the room. Special snacks (i.e. birthday treats) are permitted in cooperation with the Extended Care Director or classroom teacher.

Rest time-during the school year for 3 & 4 year olds

If your child is in the Extended Care room at 1:00 pm, they will have rest time. We have all the children lay on mats to rest. After the first hour, children who are not asleep may quietly look at books. Children are provided a drawer for their bedding. If your child stays for naptime, he or she will need a sheet (crib size works best) and a blanket with which to cover up, both labeled with his or her name. A special sleep toy may be used during naptime and will be stored in the drawer. We encourage the children to put their own bedding away, so it needs to fit in the drawer which is 10" x 14" x 4" in size. All bedding must be taken home and washed weekly.

We ask that your child have a backpack with a set of extra clothes and gym shoes. This backpack goes back and forth from the Extended Care room and the Preschool/Pre-Kindergarten room. Please make sure all items are labeled.

▪ Discipline Policy

The staff at Our Savior Lutheran School use a positive approach to discipline that encourages self-control, self-direction, self-esteem, and cooperation. Redirection and time out are used. The rule of thumb for time out is one minute for each year of age. The discipline policies that are contained in the Our Savior School Handbook will be followed in the Extended Care program.

The following means of punishment by Extended Care staff shall be prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
- Restricting a child's movement by binding or tying him or her
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle

Students are expected to:

- Follow directions
- Speak in a Christian, God-pleasing manner
- Play in a kind, gentle manner

For the school-age students:

- 1st Offense - If discipline problems arise, communication with the Extended Care staff and parents will happen.
- 2nd Offense - There will be communication with the student, parents, the Extended Care staff, and the Extended Care Director. A warning will be given if problems continue and a suspension from the Extended Care program could happen.
- 3rd Offense - If the problem continues there will be a meeting with the student, staff, parents, Extended Care Director and Principal. This meeting will need to take place before the student may come back to Extended Care.

If the discipline problem continues the student will no longer be allowed to use Extended Care.

▪ Health Care Policy

Handwashing

The staff and children wash their hands using soap and running water. They wash hands before handling food, after using the bathroom, after blowing their nose, etc.

When washing hands the staff and children:

1. Moisten hands with water and apply soap.
2. Rub hands together until soapy lather appears and continue for at least 20 seconds.
3. Rub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
4. Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
5. Dry hands with a clean, disposable paper or single-use cloth towels. If water does not shut off automatically, turn taps off with the disposable paper or single-use towel.
6. Dispose of the towel in a lined trash container.
7. Use hand lotion to prevent chapping, if desired.

Handling Bodily Fluids/Universal Precautions

OSL uses precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. All staff are required to take blood-borne pathogens training.

To handle saliva, nasal discharge, open skin sores, blood, urine, feces, or vomit:

1. Put rubber gloves on.
2. Assist child.
3. Place any soiled clothes in a plastic bag and put child's name on it.
4. Throw away any paper product such as paper towel or tissue in a plastic bag and dispose in dumpster.
5. If bodily fluids have contaminated a table or chair area use Sani-Tyze cleaning agent.
6. If toys have become contaminated, rinse off any excess bodily fluid, wash with warm soapy water, rinse with warm water, spray with Sani-Tyze and let air dry.
7. If bodily fluids have contaminated the floor or carpeting: sprinkle Emergency Clean-up on the site and contact maintenance to let them know about the spot. Keep children away from the area by putting a chair over the spot. When spot is dry it can be vacuumed.

Cleaning and Sanitizing of Equipment, Toys and Other Surfaces

The following steps are to be followed for cleaning and sanitizing:

1. Wash the surface or article vigorously with warm water and detergent.
2. Rinse the surface with clean water.
3. Submerge, wipe or spray the surface or the article with a sanitizing solution.
4. Let the article or surface air dry. Cleaning and sanitizing is done: before and after meals for tables; bathroom is cleaned on a nightly basis or as needed. (We currently use a commercial sanitizer, Sani-Tyze, which specifies on the label to be safe for food contact surfaces and is used according to manufacturer's direction.)

▪ Infection Control and Precautionary Measures Policy

All children and staff are to be excluded from the program when experiencing symptoms of illness that include, diarrhea, vomiting, fever, jaundice, non-controlled coughing, open sores (which cannot be covered), or have a doctor-confirmed infection or communicable disease that can be easily spread from person-to-person. All children and staff experiencing either vomiting or diarrhea are not to return to Extended Care until symptoms have subsided for at least 24 hours.

▪ Health Related Resources/Online Resources:

The National Center for Disease Control and Prevention: www.cdc.gov

The Michigan Department of Community Health: www.michigan.gov/mdch

The Barry-Eaton District Health Department: www.barryeatonhealth.org

▪ Medication Policy

Please see the School Handbook.

▪ Absences and Illness

Please see the School Handbook. **Let us know if your child will be gone for a scheduled day by calling 517-925-5057.**

▪ For Questions or to Contact Extended Care Staff

Call Mrs. Windy Carroll, Extended Care Director, at 517-882-3550 Extension 213 or direct dial at 517-925-5057. You may also email her at wcarroll@oursaviorchurch.org

Extended Care Preschool and Pre-Kindergarten Staff may be reached at 517-882-3550 Extension 217.

Extended Care School-Age Staff may be reached at 517-882-3550 Extension 218.

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