

Guardian Angel Extended Care PARENT HANDBOOK

Rationale

It is no secret that the family unit and the needs of the family units have changed dramatically over the years. Because of these changes and pressures, parents often find it difficult to provide an environment in which their children can grow and develop to the best of their potential. They often look to the church for their changing needs. Through the church, God continues to demonstrate His love for all families.

Whereas, many families face economic situations requiring both parents to seek employment; and

Whereas, many families are composed of single parents and children; and

Whereas, our Lutheran church and school can serve these families through caring for children; and

Whereas, the congregation's mission outreach has been enhanced through its educational endeavors; and

Whereas, the congregation's history has demonstrated strong support for Christian education;

Therefore, beginning with the 95-96 school term, a Guardian Angel Extended Care be started under the supervision of the child care administrator, and that appropriate personnel be employed for the program and working as the Board of Christian Day School sees fit.

Guardian Angel also shares and applies the same philosophy as the church and school. Children are prepared for lives of Christian service and ultimately Heaven. The love and care shown to students is a result of God's great love for us as demonstrated through Christ's death and resurrection.

In response to Christ's command to "make disciples of all nations" (Matthew 28:20), St. Paul Lutheran Church daily reaches out into the community through the school with the saving message of Jesus Christ.

As an extension of St. Paul School, our shared mission is:

Why St. Paul

Revised March 1, 2025

It is our belief that our goal as a LCMS school to provide every child with a Christ-Centered environment each and every day sets us apart from other schools in the Grafton area. We are committed to modeling Christ-like behavior, sharing His love, and extending His forgiveness on a daily basis. We expect the families at St. Paul to partner with us in prioritizing these values and striving to keep Christ as our focus.

General School Year Schedule

6:45-7:30 am — Open/Breakfast

8:00 am — Grades K-8 dismissed

8:05 am — AM PreK students go to class

8:05-10:45 am — Activities including: centers, art, science, math, free play, calendar time

10:45 am -Transition AM students from PreK,

11:00 -11:30 am — Jesus Time & Bathroom

11:30-12:05 pm — Lunch

12:15 pm – PM PreK students go to class

1:00-2:20 pm— Quiet Time

3:00 pm –PM PreK students transition to Extended Care

3:15 pm — Snacks / Grades K-8 arrive after school

3:20-5:15 pm — Free Play, Outside Play, homework time

* Staff will determine if the weather is appropriate for outdoor activities. Please send appropriate gear daily.

Operational Hours

St. Paul Guardian Angel (Extended Care) is open year round, Monday through Friday, from 6:45 AM - 5:15 PM.

Enrollment

At this time, Extended Care is open to all current St. Paul Lutheran School students, K3-8th grade. All three year olds are expected to be fully potty trained and out of pull ups/ diapers before enrolling. If space permits, Extended Care may be available to non-attending children who are members of St. Paul Lutheran Church. The Extended Care Director along with the Principal and/or Board of Christian Day School may allow an exception to this policy. Each case will be reviewed individually. Based on space and staffing ratios, daily limits may need to be enforced, ensuring

best practices for maintaining student and staff safety as well as the integrity of our quality programming.

How to Enroll a Child

The enrollment form is linked through the St. Paul website under Prospective Panthers - Extended Care. Please complete all fields and submit through Google Forms. Forms are due at least 2 weeks before a student's requested first day of attendance. Please note that prior to attending both parents' signatures are required on the enrollment forms. Should the form be unavailable due to space or time of the year, please email the director with the subject line: Waitlist Enrollment.

The schedule you submit for your student will be used to determine their billing rate and should be as accurate to their attendance needs as possible.

Should your child be placed on a waitlist, more information will be shared with you by the director as spots may become available during the course of the session.

Registration Fee

A non-refundable registration fee of \$30.00 is needed to enroll a student at St. Paul Lutheran Extended Care. For families with 2 or more children attending Extended Care, we will offer a family rate of \$45.00. The Registration Fee will be charged to your TADS account upon confirmation of your child's spot in extended care. Payment of this registration fee will lock in your child's spot as detailed in the confirmation email. This fee covers Summer - School Year, roughly June - May based on school year dates. This fee does not apply towards tuition fees and is an additional charge.

Charges & Payments

Weekly fees for each child are computed by rates quoted on Extended Care Fee Sheet based on your child's weekly schedule submitted at the time of enrollment. All charges and payments will be processed through TADS. The charges will be posted weekly, normally on Mondays. The billing cycle will run from the 15th of the month through the 14th of the next month. Charges will be applied at least 10 days prior to the due date. All Extended Care payments will be DUE the 25th of each month. When fees are not paid on time, TADS may charge late fees.

Please note: In the case of divorced or other non-married family type situations, each case will be reviewed individually to determine payment requirements.

Unpaid Accounts

If a family's account remains unpaid and attempts have been made to resolve payment collection, your privileges to attend may be suspended. A 48-hour notice of this suspension will be given. After privileges have been suspended and a payment plan option has been agreed upon by both school officials and family, the child(ren) may return to Extended Care. If compliance with this agreement does not take place, children can be permanently removed from the program. No additional notice will be given. Charges for a check returned for non-sufficient funds will be determined by bank charges and added to your billing statement.

Weekly Schedules / Schedule Cancellations / Voucher Days

Your child's weekly schedule is set based on the information from their enrollment form. Long term changes schedules need to be emailed to the director as a new message at least 2 weeks in advance. Families will be granted voucher days (see allotment below) to apply if a child will be absent due to vacation, appointments, or other reasons. Use of a Voucher Day must be requested via email no later than 9:00 am the day it is being requested for. If you would like to use one of your child's

Voucher Days for short term absences, it must be stated in the initial email letting staff know of the child's absence. (Ex 1: you know you will be gone for a trip, request Voucher Day/s as far in advance as possible. Ex 2: If your child wakes up sick or Grandparent decides on a surprise visit, you may email the director by 9:00 am to request a voucher day be used). Voucher Days will not be applied retrospectively or without request by a parent. Voucher Days will not be applied if extended care staff have to reach out to inquire if your child will be in attendance on a given day. **A late notice fee (\$5) will be applied if notice of absence comes in after 9:00 AM**, your voucher day will not be applied, and you will be responsible for your daily attendance fee. If you do not give any notice of your student's absence, the late notice fee will be applied to your daily charge as well.

Voucher days cannot be used for special school closure dates (No School Days, Thanksgiving Break, Christmas Break, half days)

Voucher Days Allotment (August - May)

Enrolled 2 Days a week - 4 Voucher Days
Enrolled 3 Days a week - 6 Voucher Days
Enrolled 4 Days a week - 8 Voucher Days
Enrolled 5 Days a week - 10 Voucher Days

Voucher Days Allotment (June - August)

Enrolled 2 Days a week - 1 Voucher Days
Enrolled 3 Days a week - 2 Voucher Days
Enrolled 4 Days a week - 3 Voucher Days
Enrolled 5 Days a week - 4 Voucher Days

Voucher Days cannot be carried over from one session to the next. (ie Summer to School Year, or School Year to Summer)

Late Pick-up Charges

Extended Care closes at 5:15 p.m. Late penalties will be charged for parents who retain teachers past 5:15 p.m. A late fee of \$5.00 will apply for the first 10 minute interval and \$1.00 per minute after 10 minutes. If there is a continuation in late pick-ups, the director will ask that you make other arrangements. We need to ensure we respect staff hours and personal obligations.

Arrival and Departure

In an effort to increase the safety of your children while they are attending St. Paul, we have installed a secured entrance. The outside entry doors will ALWAYS be locked. In order to access the building, you will need to use an electronic fob (key) when you drop off and pick up your child. With this fob, you only will have access to the lower lot entrance. Access will be allowed between the hours of 6:45 a.m. and 5:15 p.m. Your fob will not open any other doors in the building. Key fobs are to remain in the possession of the adult to whom they are assigned. If a grandparent or other pickup person needs a fob, please email the director.

The cost of each FOB is \$10.00. Please inform the Director of how many your families require. Payment is due prior to issuance of the fob. Access will be electronically recorded and any misuse of the fob will result in deactivation. Please note that your fob is not transferable and should not be shared with others. Parents must accompany their children into the school building and sign their children in and out. If the child requires special instructions for the day, these should be told to the teacher at this time.

A child may not leave the school building until a parent or other designated adult signs them out from the teacher. Your child may only be released to adults listed in his/her file. Our staff will require identification for anyone picking up children whom they do not know.

Nap/Quiet Time

All PreK children attending in the afternoon are required to sleep or rest. The rest period is from

approximately 1:00 p.m. - 2:30 p.m. Please send your child with a sleeping bag or nap mat with an attached blanket. Examples will be shared in our Welcome Letter. Your child is also welcome to bring a small stuffed animal.

Sanitation

Extended Care strives to keep the environment as sanitary as possible. Toys, tables, and surface tops are disinfected at least weekly. Bathrooms are sanitized daily.

We strive to teach children to wash their hands and faces after using the bathroom and before eating. We also stress using Kleenex and covering their mouths when they cough or sneeze. Please help us by reinforcing these practices at home.

Discipline

St. Paul Lutheran School has an established discipline policy that has been established in the School Handbook. At Guardian Angel Extended Care, we have many children of preschool age. As a result, we choose redirection as our primary correction tool. Stated below is the adapted discipline policy Guardian Angel Extended Care will follow when guidance is needed.

Children will be redirected in a Christian manner, using God's Word as our guide. In general, we will use the following steps toward behavior improvements.

1. Staff will redirect children when needed.
2. Explanation is given to the child as to why he/she has been redirected, and if needed a warning will be given. We will frame redirections with Be Kind, Be Safe, Be Respectful.
3. After a child is warned twice, they will serve a quiet time out within the classroom.
4. If misbehavior shows no improvement, parents will be notified.
5. If measures in the classroom are not effective, the child will be taken to the principal.
6. A parent – teacher conference will be arranged where a plan can be set up for attempting to deal with inappropriate behavior.
7. A follow – up conference will be scheduled for six weeks after the initial conference where parents and teacher will evaluate progress.
8. If the problem persists, suspension from Extended Care is possible.
9. At any given time, the Director has the ability to inform parents of their child's immediate removal for the day due to unsafe actions towards staff, children and/or themselves. This behavior includes biting, hitting, kicking, swearing, inability to control anger, or other violent actions.
10. While on summer field trips, if staff members have problems with a child, the child forfeits their chance to take part in the next scheduled field trip. If this occurs more than once, the child will not be permitted to attend any of the remaining field trips.

We have established this policy in order to ensure that your child/children as well as Extended Care staff have an enjoyable time while participating in Guardian Angel Extended Care.

Student Illness / Injury

*Extended Care will follow the school policy for all illness. Your child must be illness/fever/diarrhea free for 24 hours prior to returning to class (**without the use of medicine**). Students with a persistent cough or heavy nasal congestion may be sent home even if there is no fever. If a student is not well enough to participate in daily activities, they should remain at home.*

In case of illness or injury while at school, staff will attend to the injury as appropriate. The parent or guardian is consulted when decisions have to be made in cases of injury or illness. The school will use the information from the enrollment forms for parents and emergency contacts. It is important for parents to keep the information up to date. Email the Extended Care Director if there is a change in information.

In all instances of illness where a child cannot remain at school, a school representative will call you and request that you come for the child. You will be given directions as to where you can pick up your child. If you or a designated representative cannot come for the child, the school has a number of options it can use, including the use of local rescue or ambulance service. Parents must pay for this service. Contact the principal if you have any questions concerning the illness or injury policies.

All medications must be brought in the original container with the child's name, name of medication, and dosage instructions clearly labeled. Over-the-counter medications must be clearly labeled with the child's name and dosage. A medication authorization form must be filled out and signed by the parent.

Parents will also be required to provide sunscreen for their child during the summer months.

All injuries which occur at Extended Care, minor or major, are recorded in our medical log. You are also informed daily of any injury, and/or incident relating to your child by means of our Incident Reports. These reports are kept in your child's file. These, as well as all other information in the file is confidential. If your child has had an accident, please read the incident report and sign it. A copy will be given to you to take home and a separate copy will remain in your child's file.

Every child's daily behaviors, especially regarding accidents and incidents, are confidential. We will not release the children's names if involved. Please respect this policy.

If your child is injured at the center and you do not receive an Incident Report, please contact the Director as soon as possible so that he/she can research the problem and correct it.

Food Program

St. Paul Extended Care serves breakfast with milk from 6:45 a.m. – 7:30 AM, lunch around 11:30 AM and afternoon snack at 2:50-3:15 p.m. Snacks are included in the fee you pay for childcare. Students should bring their own, labeled water bottle each day. Water will be available for those who forget their water bottles.

Lunches may be purchased through the school hot lunch program or bag lunches may be brought from home. Milk may also be purchased through the hot lunch program.

No hot lunch or milk services are available on non-school days and early release days. All children will need a lunch and beverage brought from home.

If a family chooses to contribute a special snack for a birthday or surprise celebration, this participation is welcomed. Please let the teacher know of your intentions in advance.

During summer, children are required to bring a healthy lunch and beverage.

Clothing

Two complete changes of appropriate seasonal clothing (labeled) are mandatory for each child (i.e., pants, shirts, socks, underwear). Extra clothing is required for many reasons:

- 1.) A child may get wet or dirty outside during play.
- 2.) Spills during lunch, snack, and art on themselves or others.
- 3.) Toileting accidents.

Appropriate outdoor clothing must also be brought to Extended Care for each day of the

attendance. A backpack with your child's name must also be brought every day in order to take projects home.

Child Abuse Responsibilities

Any employee who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county welfare agency, or local law enforcement agency in compliance with s. 48.981, Stats.

Holidays

The Extended Care calendar will be shared with families prior to the start of the school year to allow planning for school closure dates. A Google Form will also be sent out to parents to submit their needs for care on the dates where school has a half day or Extended Care is open and school is closed. Dates through October will be locked in and closed as of 9/5. November/December dates will be reviewed in October and closed by 10/15. January/ February dates will be reviewed and closed by 12/5. March/April/May dates will be reviewed and closed by 2/15. This will allow enough time to ensure proper staffing for these dates. In the event adequate staffing is not confirmed by a week in advance, Extended Care reserves the right to close or limit hours to ensure student and staff safety.

At the end of summer, Extended Care will close a few days in preparation for the new school year. The dates of these closings will be shared at the start of the summer session. A summer calendar will also be made available to families with the summer session enrollment information.

St. Paul Extended Care will close in observance of these holidays:

Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Fourth of July, and Labor Day.

Due to Extended Care being closed on these days, you will not be responsible for fees on these dates. If a holiday falls on a weekend, alternate days off may be scheduled.

Emergency Closings

Extended Care will follow St. Paul school closures in the event of snow, ice, or inclement weather.

Withdrawing Your Child

A two-week notice is required prior to withdrawing your child from Extended Care. Without prior notice, an extra week's fee will be charged at the time of termination. To terminate enrollment, please notify the Director in writing.

If Extended Care and the parent mutually agree that placement is inappropriate, the two-week notice may be waived.