

## EXTENDED SCHOOL CARE PROGRAM

### GENERAL PROGRAM

Christ Lutheran School provides a before and after school care for all children enrolled in Christ Lutheran School. The service is provided for a fee. All children on the premises before 8:10 a.m. and after 3:20 p.m. will automatically be placed in the Extended School Care Program.

### TIME:

The program is available from 7:00-8:10 in the morning. The program for kindergarten children is as follows: 12:15 until 6:00 P.M. for 1st and 2nd Qtrs; 1:15-6:00 P.M. for 3rd Qtr. and 3:00-6:00 P.M. for the 4th Qtr. The program for all children in grades one through eight will run from 3:00 until 6:00. On half days the program is available immediately upon noon dismissal.

ESC will be available on certain days when school is not in session. Check school calendar for these days. There will be a flat rate of \$35.00 per day for ESC use on these days. An a.m. and p.m. snack will be provided along with lunch. **Sign ups in advance are required.**

### PROGRAM:

The children will be involved in a variety of scheduled activities during their time in the program. These activities include a rest time (for kindergarten), outdoor play, games, music, arts and crafts, free choice (puzzles, coloring, building, etc.), snack and a time for homework.

### COST:

**Parents will pay for estimated hours one month in advance.** Any prepaid money not used will be applied to the next month. Any shortages of money will be billed. Fees paid may be placed in the Special Delivery Envelope, brought or mailed to the school office.

**The rates are as follows:**

- \$ 3.25 an hour pre-paid monthly**
- \$ 3.75 an hour not pre-paid**
- \$ 20.00 late pick up charge at 6:00 p.m.**
- \$1.00 per minute every minute after closing.**

**Fees will be charged by the quarter hour.**

### HOMEWORK:

Children will be provided a designated "homework" area apart from other activities. It is, however, the child's responsibility to acknowledge the existence of homework and to do it. The teachers will be available to answer occasional questions but must remain with the group activities at all times. One-on-one homework assistance is not available in this program.

### PROCEDURES:

The Extended School Care program will serve both regular and occasional participants. ALL children must have a registration form on file to participate in the program.

**BEFORE SCHOOL:** All children must be signed in at the ESC Room. At 8:10 a.m. children K-3 will be taken to their classroom by ESC staff and children in 4-8 will go directly to their classrooms.

**AFTER SCHOOL:** Kindergarten students will go directly to ESC when their class ends.

Grades 1-8 are to report directly to the ESC Room as soon as they are dismissed from class.

Parents or other designated adults listed on your enrollment form must sign the children out when picking them up from Extended School Care.

PLEASE RETURN THE ESC REGISTRATION FORM TO THE SCHOOL OFFICE.

If you anticipate only occasional use you still need this form on file. Then just contact the school office on the morning of the day your child(ren) is to be included in the program.

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Registration Form

Basic Information:

Child's Full Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

Expected use of the program:

\_\_\_\_\_ Regular use of the program - from \_\_\_\_\_ to \_\_\_\_\_ M Tu W Th F (Circle)

\_\_\_\_\_ Occasional use of the program, daily M Tu W Th F (Circle) or perhaps \_\_\_\_\_ days a month.

Other Information:

Please note any food allergies, special health needs, or other information which would be helpful in working with your child.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_

Snacks:

Please check if you would be willing to send snack items occasionally during the year.

_____ <u>Food</u>	_____ <u>Drink</u>
Crackers	Sugarfree
Chips	Fruit Juices
Fruit	
Cheese	_____ <u>Paper Cups</u>
Popcorn	8 oz.
or whatever	5 oz.
	_____ Napkins

(6/09)