

WELCOME!

Welcome to Christ~~o~~s Greenfield Lutheran School~~s~~ Extended Care program! We are honored that you have entrusted us to serve as caregivers for your child.

We look forward to working with your child and if there are ever any questions or concerns, please feel free to stop by the school office or give us a call.

MISSION STATEMENT

The mission of Christ~~o~~s Greenfield Lutheran Extended Care, a ministry of Christ~~o~~s Greenfield Lutheran School.

Christ~~o~~s Greenfield Lutheran Extended Care provides a structured and safe environment that includes nutritional snack, homework time and supervised play.

AFFILIATION

Christ~~o~~s Greenfield Lutheran School and Preschool is affiliated with Christ~~o~~s Greenfield Lutheran Church of the Pacific Southwest District, Lutheran Church-Missouri Synod. Christ~~o~~s Greenfield Lutheran School and Preschool are under the direction of the School Board. The Board meets once a month. Board meeting minutes are available upon request from the school office.

The extended care program admits students of any race, color, national and ethnic origin to all rights, privileges, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies.

FEES AND HOURS OF OPERATION

A non-refundable registration fee of \$25.00 is charged and collected at the time of registration.

The fee structure is as follows: \$4.00 per hour per child, with a minimum charge of .5 hour. Our typical morning hours are 7:00am till the beginning of school (8:10), at which time the children will be dismissed to their classrooms. Our typical afternoon hours are from the end of school (3:20) until 5:30pm. Out of consideration for our caregiver staff we ask that children be picked up by 5:30pm. Children who are not picked up by closing (5:30 pm) will be billed \$10.00 for the first five minutes and \$1.00 per minute for time spent after 5:35 pm. This fee will be given to the Extended care worker to compensate for his/her time.

CALENDARS AND COMMUNICATIONS

A monthly snack calendar will be posted in snack service area. Daily schedule is posted. Rules and policies are posted.

ARRIVAL

Parents, caregivers or guardians must:

1. Accompany their child to the Extended Care classroom.
2. Sign the child in for the day on the roster.
3. Full signatures must be used.

DISMISSAL

Parents, caregivers, siblings or guardians must:

1. Come in to get the child.
2. The child must be signed out.
3. Full signature must be used.
4. Verbalization of departure to staff is appreciated.

For your child's safety, an adult who is not recognized by the staff must show photo identification.

It is imperative for parents or guardians to notify the school office of any changes in the child's health, changes in phone numbers or addresses, as well as changes in the person(s) who are authorized to pick up the child in the absence of the parents or guardians.

Parents or guardians have a proactive obligation to immediately inform the Director or teacher of any changes by virtue of court processes or agreements of those individuals who are authorized to pick up the child. Upon request, a copy of the appropriate documentation will be furnished to the school.

DISCIPLINE

The Extended Care's attitude toward discipline is one of loving concern. All of God's children are very special and unique. The following steps will be followed in administering ongoing unresolved discipline problems:

1. The caregiver will use positive reinforcement with the child.
2. The child will be encouraged to redirect his/her negative reactions to constructive activities.
3. The child will be required to take a very short time-out.
4. Any recurring problem or concern will be discussed with parent or guardian.
5. Caregiver and Assistant Director will document inappropriate behavior.
6. Caregiver will arrange a formal meeting with the parent and present discipline policy of the Extended Care.
7. Director and assistant director will each conduct an observation of student.
8. Director meets with the Caregiver to develop an improvement behavior plan and plan of implementation.
9. This plan is then presented to Parent. Goals are listed. These goals will be put in form of a letter. Director, Caregiver, and Parent will sign off on this letter.

If behavior has not improved in two weeks, a meeting will be held with the Parent, Caregiver, and Director. Director will bring concerns and all documentation to the School Board. The School Board will decide if the student is to be prohibited from attending extended care.

CONFIDENTIALITY

Your privacy is valued. No records are disbursed to outside sources without your permission.

SLEEPING

Napping is not a scheduled activity at Christ's Greenfield.

ILLNESS

A child must be kept at home if he/she has had a fever over 99 degrees in the past 24 hours, a rash, diarrhea, vomiting, heavy or discolored nasal discharge or has a communicable disease. The parent or guardian must notify the Director at once if their child has a communicable disease or has been exposed to one.

State regulation requires that parents call the school office if a child will not be attending school because of illness. Please call the office at (480) 892-8314 ext. 130.

MEDICATIONS

Medication will be only given in an extreme emergency. Dispensing of medication must be pre-arranged with the school office with appropriate forms completed. Non-emergency medications (such as amoxicillin, cough medicine and the like) will not be dispensed by school staff or kept on campus.

EMERGENCIES

In the case of an extreme emergency; a first aid qualified staff member will administer first aid to the child while another staff member calls 911. Parents will be notified immediately. A staff member will accompany the child to the medical facility. It is imperative for parents or guardians to notify the school office of any changes in the child's health, changes in phone numbers or addresses, as well as changes in the person(s) who are authorized to pick up the child in the absence of the parents or guardians.

HEALTH FORMS and IMMUNIZATIONS

A verifiable immunization record must be provided at the time of registration. If the immunization record is not complete or current, the child may not be allowed to attend extended care until immunizations are updated. State regulations require us to keep this information updated.

FIRE DRILLS

There will be monthly fire drills for children during school hours. Fire drills are required by State regulations.

TRANSPORTATION

Christ's Greenfield Lutheran Extended Care does not provide transportation.

SPECIALIZED NEEDS

Christ's Greenfield Lutheran Extended Care does not have the facility to attend to the needs of children who are severely handicapped.

OPEN DOOR POLICY

Parents or guardians are encouraged to visit your child's classroom anytime during the day.

HEAD LICE

Our school has a NO NIT policy following an infestation of head lice. For further details or clarification on this, please see the Director. The office must be informed immediately about a live infestation.

INSURANCE

Christ~~o~~s Greenfield Lutheran School and Preschool carries liability insurance to cover children during extended care hours.

SCHOOL CALENDAR

Christ~~o~~s Greenfield Lutheran Extended Care is open during normal school days and early dismissal days.

SNACKS

Snacks are provided. Snacks follow state guidelines for nutrition and appropriate serving size.