

# *Extended School Care Program Family Handbook*

*“Make known the love of Christ by word  
and deed.”*



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## **Section 1 - Mission Statement**

King of Kings Lutheran School Extended School Care program ensures that every child is cared for in a safe, caring and structured environment.

### **1.1. Philosophy**

It is our purpose to provide a safe, positive, supervised environment for students before and after school hours with a structured and supervised program that will include activities and quiet homework time. All staff will be positive role models for students in their general conduct and participation in activities with students.

## **Section 2 - Registration**

All parents who think they may use the program should register for the program before school starts. Please contact the school office or the Extended School Care Supervisor to register. This will enable having the proper paperwork on file before a child starts in the program.

## **Section 3 - Hours and Operation**

### **3.1. Before School**

Extended School Care will operate Monday through Friday from 7:00 a.m. - 8:00 a.m. All students arriving before 8:00 a.m. who are not involved in a teacher supervised activity are required to go to Extended School Care.

### **3.2. Morning Bus Riders**

Students who arrive prior to 8:00 a.m. on a Roseville ISD 623 bus must go to Extended School Care. Students who arrive on the bus are not charged for this time. When the Roseville ISD 623 does not provide a bus service on a particular day, regular attended riders are not charged to attend Extended School Care since this is out of parents control.

However, parents occasionally find it necessary to drive their children who normally ride the bus. These students are charged the regular rate for the days they do not ride the bus and need to attend Extended School Care.

### **3.3. After School**

Extended School Care will operate Monday through Friday from 3:00 p.m. - 5:00 p.m. Students remaining in the building 15 minutes after school and who are not

involved in an adult supervised after school activity are required to attend Extended School Care.

Students involved in sports should proceed to the designated area that the team is meeting. Following the event, students not picked up immediately will need to go directly to Extended School Care and will only be charged for the time they spend in Extended School Care.

#### 3.4. School Holidays and Non-School Days

Extended School Care will not operate during school holidays, teacher workdays, half days or days when school is not in session.

### **Section 4 - Location**

The Extended School Care program will meet in the classroom across from the gymnasium.

#### 4.1. Arrival and Departure of Students

Parents/guardians must enter the building to pick up and sign out their child from Extended School Care program. Children will only be released to persons authorized in writing by the parents/guardians and listed on file. Persons on file, but not known to staff will be asked to show identification.

Parents/guardians must notify Extended School Care staff to give permission for their child to go home with another student.

### **Section 5 - Billing**

#### 5.1. Hourly Fees

\$5.00 per hour with rounding up to the next ½ hour during the morning hours and 3:00 p.m. - 4:30 p.m.

\$10.00 per hour with rounding up to the next ½ hour between 4:30 p.m. - 5:30 p.m.

#### 5.2. Payment Process

Statements and late fees are posted monthly and payable through your TADS account.

### 5.3. Late Pick Up Fee

Beginning at closing time, late pick up fees will be charged. This fee is paid directly to the person who is with the child. The rate is \$5.00 per child for every 5 minutes late. Habitual tardiness in picking up children will result in dismissal from the program. Parents must call to notify staff of any extenuating circumstances.

## **Section 6 - Medical**

### 6.1. Emergencies and Illnesses

In the event of a medical emergency, reasonable effort will be made to contact parents/guardians for specific instructions. If parents cannot be reached, the staff will take necessary actions. The action on the part of staff does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. If a child becomes ill while attending Extended School Care, the child's parents/guardians will be contacted to pick up the child from the program.

### 6.2. Medication

Students that have medications or Epi-pens must inform supervisors of the medications beforehand. Medications will only be given to students that have their name on the prescription.

## **Section 7 - Code of Conduct**

Since this is an extension of King of Kings Lutheran School, all policies and procedures will apply. Please refer to the King of Kings Handbook.

### 7.1. Discipline

Extended School Care staff will handle discipline in a positive manner that promotes the physical, psychological and spiritual well-being of each child.

Most rule infractions will be handled using a time-out method for students as prescribed by Extended School Care staff. The staff will assist the students in discussing problems and promoting forgiving relationships with peers. Repeated discipline problems, physical abuse to other students and/or disrespect to Extended School Care staff shall be reported to parents and administration. Repeated offenses may be a cause for dismissal from Extended School Care.

## 7.2. Personal Property

Children are to respect each other's property. Extended School Care discourages students from bringing toys and games from home. All toys/games must be approved by Extended School Care staff. Staff will use their discretion in situations they think toys/games should no longer be used. Trading of personal items is not allowed at any time. Hand held video games are not allowed at any time.

## 7.3. Cell Phones and Other Electronics

It is the policy of King of Kings Lutheran School that cell phones are not allowed except by special permission. Cell phones used without permission will be confiscated. The phone will be returned to the parent/guardian following a personal conversation with them at the time of pick up.

Grades 4-8 may listen to music on an electronic device, as long as children are using earbuds/headphones with the volume at a respectable level and the device does not cause problems for other children in the program. Staff hold the right to disallow electronic devices at any time.

## **Section 8 - Snack**

Children are encouraged to bring healthy snacks and drinks. Students will not be allowed to share snacks with other students. No gum, candy, pop or energy drinks are allowed.

Extended School Care does encourage parents to donate healthy snacks which will be given occasionally to students.

## **Section 9 - Contact Information**

Dave Cook  
Extended School Care Director  
[dcook@kingofkingsroseville.org](mailto:dcook@kingofkingsroseville.org)

Troy Cook  
Extended School Care Supervisor  
[tcook@kingofkingsroseville.org](mailto:tcook@kingofkingsroseville.org)

## Parent Statement of Acknowledgment

This is to acknowledge that I have read a copy of the King of Kings Extended School Care Handbook, and have read the rules and procedures of King of Kings Extended School Care.

I understand that it is my responsibility to read, understand and become familiar with, and comply with the standards that have been established.

I further understand that King of Kings Lutheran Extended School Care reserves the right to modify, supplement, or rescind portions of this handbook, as it may become necessary.

Please sign and return to the school office or the King of Kings Extended School Care Director.

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Student Name \_\_\_\_\_  
Grade \_\_\_\_\_

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