

**King of Kings Lutheran School  
Extended School Care Program**

**2017-2018**

**PARENT HANDBOOK**



**King of Kings Lutheran School  
2330 North Dale Street  
Roseville, MN 55113**

**[www.kingofkingsluthेरanschool.org](http://www.kingofkingsluthेरanschool.org)**

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## **Mission Statement:**

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

## **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, first by general conduct, and second by participating in activities with students.

## **Registration:**

We encourage all parents who think they may use the program to register for the program before school starts. Please contact the school office or the Extended Care Supervisor (information on page 6) to register. This will enable ESC to have the proper paperwork on file before a child starts in the program.

## **Days and Hours of Operation:**

### **Before School:**

ESC will operate Monday through Friday from 7:00 a.m. to 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 ESC.

### **Morning Bus Riders:**

Students who arrive prior to 8:00 a.m. on a Roseville Dist. 623 bus must also go to Extended Care. Students who arrive on the bus are not charged for this time. A few times per year, the district buses do not run and, as a result, parents must drive their children to school. Regular bus riders are not charged for these days because it is not under 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, but have need of Extended Care.

### **After School:**

ESC will operate Monday through Friday from 3:00 p.m. to 5:30 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 go to ESC.

Students in grades K-8 who wish to attend "on campus" athletic events may do so if they bring a signed permission note from their parents excusing them from ESC. Students involved in sports should proceed to the designated area that the team is meeting. Students registered for a sport do not need a signed permission slip from parents to be excused from ESC. Following the event, students not picked up immediately will need to go directly to ESC. They will only be charged for the time they spend in ESC.

## **Location:**

The ESC program will be housed in a room just outside of the gymnasium. Students are expected to report here for both the before school and after school programs.

### **Arrival and Departure of Students:**

Parents/guardians must enter the building to sign in, pick up, and sign out their child from the Extended School Care program. The form will either be in the gym, the ESC room or with the supervisor. Children will only be released to persons authorized in writing by the custodial parent and listed on the file. Persons on file, but not known to staff, who are picking up children will be asked to show identification.

Children who are allowed to go home with another student on a particular day are required to give a signed note from the parent or guardian stating this fact to the ESC worker.

### **Hourly Fees:**

**\$4.50** per hour with rounding up to the next ½ hour. (7:00 – 8:00 a.m. and 3:00 – 4:30 p.m.)

(**NO** charge for students who arrive on the a.m. bus.)

**\$10.00** per hour (4:30 – 5:30 p.m.)

**\$1.00** per day for the 15 minutes before or after school (7:45 – 8:00 a.m. and 3:00 – 3:15 p.m.)

### **Billing/Payment Process:**

Statements are posted monthly and payable through your TADS account. When applicable, late fees are charged as per your TADS billing agreement.

### **School Holidays/Non-school Days:**

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

### **Late Pick-Up Fees:**

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 you are late picking up your child.

Habitual tardiness in picking up children will result in dismissal from the program. Parents must call to notify staff of any extenuating circumstances.

### **Discipline:**

ESC 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 time out method for students as prescribed by ESC workers. The ESC worker 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 ESC workers shall be reported to parents and administration. Repeated offenses may be a cause for dismissal from ESC.

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

### **Emergencies/Illness:**

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 ESC, the child's parents/guardians will be contacted to pick up the child from the program.

### **Medication:**

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

### **Snack:**

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

ESC does encourage parents to donate healthy snacks which will be given occasionally to students.

### **Personal Property:**

Children are to respect each other's property. ESC discourages students from bringing toys and games from home. All toys/games must be approved by ESC supervisors. Supervisors 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.

### **Cellular Phones and iPods:**

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

For children grades 4-8 consideration for portable music playing devices, including iPods, mp3 players and personal CD players may be allowed on the conditions that the volume is at a respectable level and that the device does not cause problems for the other children in the program. Supervisors hold the right to disallow electronic devices at any time.

## **Contact Information:**

### **Dave Cook**

Extended Care

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### **Troy Cook**

Extended Care

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### **Nathaniel Schmidtke**

Extended Care

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**2017-2018 Parent Statement of Acknowledgement**

This is to acknowledge that I have read a copy of 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 by September 5, 2017.

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

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

