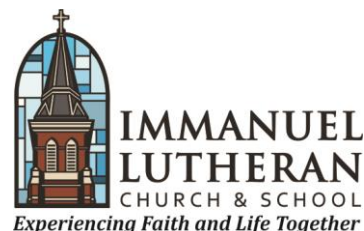


Extended School Care (ESC) Handbook

Tammy Joyce, Program Coordinator
(cell # 586-354-3933)



PURPOSE

Immanuel Extended School Care Program (ESC) will provide the parents and children of Immanuel with a child care service BEFORE and AFTER the school day. Games, craft projects, homework and other activities will give the children a positive experience in a safe, healthy, comfortable, and supervised environment. The program will be staffed by qualified and experienced adults who will share a genuine Christian love for each child on a daily basis.

HOURS OF OPERATION

6:45 a.m. To 8:00 a.m. -- before school

3:16 p.m. To 6:00 p.m. -- after school.

½ DAY OPERATION - on half days listed in the Charger Chatter

LOCATION

ESC will be located in the Chapel lower level and will facilitate the Bride room and the Multi-purpose room. The east side Chapel entrance that flows directly to the lower level will serve as the main entry and exit for signing your child in or out. During the hours that extended school care is operating, the caregivers have been given sole authorization for the use of the playground, gym, & media room.

ELIGIBLE CHILDREN

The ESC will serve students enrolled in Immanuel Lutheran School in grades Kindergarten - 8th grade. We are licensed for these ages only, and therefore cannot assume the responsibility for children that are at a younger age.

EMERGENCY INFORMATION FORM

Under no circumstances will a child be admitted into the ESC Program if an Information form is not on file. This card must be completely filled out and kept up to date. If the card is missing any information, it will be returned to you and services will be held up until the card is returned and corrected.

ALL extended school caregivers are required to have first aid and CPR training.

WALK-INS

By calling the school office (286-7076) your child(ren) can be placed in the ESC program that day. The office will notify the student and the classroom teacher. Again, the registration form must be on file to use this service. If a family is an occasional user of the ESC program, then payment must be made promptly.

HEALTH INFORMATION

All current health information must be correct and kept up to date. Do not rely on the school office records. The school office is not assessable to the ESC staff after school office hours. *If your child has a medical or emotional problem, or trouble with a medication he or she is taking, please let us know so we can take special steps in each case.* Please include all important information on the extended care form.

FEES

Below is how our ESC fees are charged based on the daily sign-in/sign-out procedures.

A.M. \$5.00 per session (6:45 am - 8:00 am)/\$3.50 for 2nd and 3rd child

P.M. \$4.50 per hour for first child / \$3.50 for 2nd and 3rd child
- billed in ¼ hour increments

VOLUNTEERISM / CONFERENCES AFTER SCHOOL HOURS

Those parents helping with Immanuel work will not be charged for ESC, providing they have a signed voucher for the time period their child is in ESC. These vouchers are available through the teacher or school office. You will be charged if you do not have a signed voucher.

PAYMENTS

The ESC is self-supporting and therefore relies solely on revenues generated from the program to operate. Families will be invoiced as a separate line item through Smart Tuition for their usage of ESC. Any questions regarding payment, please call Debbie Kressbach at 586-286-4231.

BILLING

The morning session is billed at a flat rate (see above). The afternoon sessions are billed based on 15 minute intervals. We do allow for 5-minute carry over. Attendance records will be kept daily. ESC billing will be through Smart Tuition. Please check your Smart Tuition account weekly to see you charges. Balances will be reflected on the next Smart Tuition payment and there will be a \$50.00 charge applied to overdue balances. Please settle any disputes on your statement within a 2-month period. You may choose to mail your payment. If you mail it, please make it in care of "Extended School Care - School Office".

Services of the program may be denied if payment is not received from regularly serviced families. Report cards will also be held by the school if payments are not current at the quarterly marking period.

Please refrain discussing your ESC bills with your children.

LATE -- PENALTY CHARGES

The ESC program closes at 6:00 pm. Therefore if a child is not picked up by closing, a late charge will be assessed at a rate of \$5.00 per child for every 5 minutes until the child is picked up. If after 6:30 pm the child has not been picked up, the staff person will contact the person designated on the emergency form to arrange for pickup.

The after 6:00 pm penalty charge will be enforced. If an EXTREME emergency arises and you cannot pick up your child by 6:00 pm, please call Tammy Joyce, the director of ESC at 586-354-3933. This is for emergency purposes only.

COMMUNICATIONS

All things are to be dealt with Christian love and concern. It is important that the lines of communication between parents and staff be kept open and that information flows both ways. Ordinary situations and simple questions usually can be handled by a note, phone call, or brief conversation. Please try to refrain from making these inquiries during the hours while the program is running since it takes the Caregiver away from her role of watching over the children. Both parents and staff are encouraged to contact one another if a conference is felt necessary.

Contact [Tammy Joyce \(cell # 586-354-3933\)](tel:586-354-3933). We want to *be sensitive to the special needs, sometimes just knowing a child has lost a loved one, just moved, changed medications etc. can make us aware that "special attention" needs to be shown.*

SNACKS - Nut Free Snacks Only

Each child is asked to provide their own snacks (including a drink) from home so that upon arrival at the Care Site after school, they can relax from school activities and enjoy something to eat and drink. The ESC will provide snacks at a \$0.25-0.50 cost, and on rare occasions may for special interest days or celebrations. (Please encourage your child not to use this snack as their morning school snack or as part of their noon lunch. Packing it in a separate bag should help to keep them from using it before ESC) A water bottle is an excellent idea and may be refilled.

Helpful Hints

Warm clothing such as mittens, leggings, boots, and possibly extra socks are needed in the winter months or rainy weather. A change of shoes or slippers are fine. Shorts are okay after school in warm weather. Again, dress code does apply. We do try to venture out to the playground as often as possible.

A water bottle may be a good idea during the warmer months.

Avoid giving your child an exact time that you will pick them up. Children tend to worry and become upset if you do not arrive at that time. Be conservative in time estimates.

Toys brought from home will probably be shared with other children. Think twice before saying yes to expensive toys that may break or get lost. These toys are better left at home.

Electronics that are brought to ESC will be monitored & will be asked to be put away after extended use. Your child is solely responsible for these items and we ask that parents help us monitor appropriate content.

Note: No pictures or snaps are allowed.

There will be consequences if rules are not adhered to.

ATTENDANCE

Our program will not be responsible for any child until he/she is officially signed in. If a child is found unsupervised on the school premises prior to 7:55 am or 10 minutes after the conclusion of the school day, normally 3:25 pm, they will be placed by a staff member into the ESC program and will remain there until a parent personally comes to the Care Site to pick them up. The parent will then be charged the normal rate per half hour for this child. **We do not call parents for permission to place them in ESC as a student of Immanuel this is automatic for their safety.**

Children will not be allowed to wait unsupervised outside, in the school hallways, or after school for a brother or sister involved in extra-curricular activities such as athletics or musical practice. These individuals will likewise be placed into ESC.

SIGN-IN & SIGN-OUT PROCEDURES

Mornings:

Doors will open at **6:45 am**. The State of Michigan Department of Social Services and Immanuel School must insist that no child be left outside the facility alone until the facility opens. The parent **MUST** sign-in the child after walking them into the room each time. The care-taker will sign-out the children and walk them over to school at 8:00 am which gives them ample time to prepare for the day. A note from the teacher will be the only excuse accepted for the child to leave the ESC room early.

Afternoons:

Caregivers have a designated spot where all ESC meet. As a group, they walk over to the chapel lower level. There they are then signed in by the caregiver. The parent or designated adult is then responsible for signing each child out of the ESC facility. **THIS IS ALSO A DEFINITE MUST.** Failure to do so results in the Caregiver assuming that the child was there for the total two and half hours and will be assessed as such. When signing your child out, we request both **SIGNATURE AND EXACT TIME OF PICKUP.**

A child will only be released to a parent or person whose name appears on the child's information form. Please be sure to inform us if it is anyone not listed on the information form. For the safety of the child, any

persons picking up the child may be asked for proper identification.

If there is a situation where the child is not to be released to a particular person, notification in writing will be required to the Caregiver, as well as the School Office. Copies of Court Orders are required to be kept in the School Office and also at the Care Site. Please note: Older siblings may NOT sign out their brother or sister if they are younger than 9th grade or attending Immanuel. Siblings older than this may if they are listed on the white card. Another parent, who is not on the card, cannot sign out a child unless arrangements have been pre-arranged. In this case, the Caregiver must have proper written permission. *Do not expect caregiver or child to call while in ESC to make these arrangements.*

AFTER SCHOOL ACTIVITIES

If your child will use the ESC and will be active in sports, music practice, choir, or tutoring ...the following procedure will be taken.

1. The Caregiver should be notified by written note which states the following:
 - a. List the activity
 - b. Time the activity begins (prep time is given)
 - c. Time the activity ends (time to expect child)
 - d. Approx. when you will pick up the child.

2. The child will be released if that child has someone who is properly designated by the parent to be responsible for them during such an event and a note has been written.

AFTER SCHOOL ACTIVITIES cont...

Siblings and friends may not watch practice sessions or games unless an adult the parent has PREARRANGED takes responsibility for them. If the child is usually in ESC, a note must be in written so the Caregiver is informed.

All students must be in an adult's presence at all times. This is a school rule -- whether in ESC or not. Coaches are responsible for checking students in or out of ESC if the parent has notified the ESC staff and the coaches of their child's sports.

If a child has signed up to be in an activity or other event, they cannot opt to stay at ESC simply because they do not feel in the mood to attend a practice, etc. Once they are committed to a team or play, they must carry out the responsibility of being present. Only if the child is running a fever, will he/she be excused and in this case, the Caregiver will contact the parent to come and pick up the child immediately.

When practice/games/activities are canceled, the students usually have ample time to call home. If by chance the activity was canceled at 3:16 p.m. and no parent was home, the student will be put in ESC.

Coaches, Choir, etc. who let children out from the after school activity early and cannot stay with them, will need to escort the students to ESC caregivers. Children in these circumstances will not be charged until 10 minutes after scheduled practice usually ends.

SERIOUS INJURY PROCEDURES

In case of a serious accident or injury the following emergency procedures will be followed:

1. Basic First Aid will be applied.
2. The parent or "emergency person" will be notified.
3. If the above persons cannot be contacted, the ambulance will be called and the child will be transported to the hospital listed on the child's emergency information card.
4. A written description of the accident will be submitted (one will be given to the parent; another will be kept on record in the ESC files)

*** NO MEDICATION will be given while in ESC, however, if your child has serious allergies or asthma please provide an epi pen or breather for your child in their backpack and be sure to notify us.

DISCIPLINE

The safety and welfare of all children and staff is a great concern. As we find in the regular school setting, positive Christian principles will be used in discipline to encourage self-control, self-direction, and cooperation.

Children will be expected to observe all rules of safety and be exemplary in conduct. The Caregivers are in complete charge of the structure and order in the program as it relates to items such as courtesy, quietness, cleanliness, safety, eating, and use of equipment.

If your child is experiencing difficulty getting along with someone, please alert us and we will try to separate them when possible. We will take measures that all children are treated fairly and respectfully.

If a child is misbehaving, he/she will be taken aside from the others and, in a loving, but firm manner, will be talked to about the problem. If the child's actions continue, the Caregiver will remove the child from the group activity with a time-out, and on the third offense a referral form will be written.

Any child may be denied the privilege of using the ESC program for flagrant or repeated violation of established guidelines and policies.

DISCIPLINE cont..

A child who is reported to the school principal for unsatisfactory conduct in the ESC program will face the following loss of privileges:

- First offense: Written/Verbal warning to parent on referral form of child's action.
- Second offense: Child will be sent to the Principal and there will be a record kept in the office.
- Third offense: Meeting with parent, principal and ESC caregiver.
- Fourth offense: Suspension from program for 3 days (no warning - effective immediately!)
- Fifth offense: Suspension from program for 1 week.
- Sixth offense: Expulsion from ESC for the remainder of the school year.

WITHDRAWAL

Immanuel reserves the right to deny the ESC program to those parents who:

1. Neglect to pay
2. Leave children at ESC past 6:30 pm
3. Neglect normal "sign-in" or "sign-out" procedures.
4. Have children whom the staff cannot provide quality care for, due to a particular disciplinary concern.
In whichever case, we will also provide ample notification for the parent.

ADMINISTRATION

The affairs of the Extended School Care program are administered by the Immanuel School Board.

The principal of the school, Mr. Joel Neumeyer, is the Director in Charge of the program, and the Primary Program Coordinator is [Tammy Joyce \(cell # 586-354-3933\)](#).

Any questions or concerns should be directed to either Mr. Neumeyer or Tammy Joyce.

Thank you and we look forward to watching over you children before and after school! God Bless