

# IMMANUEL LUTHERAN SCHOOL IMMANUEL CARE HANDBOOK

## **PURPOSE**

Immanuel Care (previously known as Extended Care) offers quality Christian-based childcare for our school parents. Immanuel Care is available before school, after school, and limited midday spots available to preschool students. Guidelines presented in this booklet are essential to operate a program that will provide a safe, comfortable, and enjoyable atmosphere for your children to become involved.

## **ADMISSION**

Any students enrolled at Immanuel in Preschool – 8th grade may attend the Immanuel Care Program. Parents/ Guardians are welcome to use the program at their convenience - everyday or periodically. Registration with emergency contact information is required prior to attendance.

Immanuel Care follows the same policies and procedures regarding health, safety, and behavioral programs outlined in the Immanuel Lutheran School Student and Parent Handbook.

## **HOURS OF OPERATION**

Immanuel Care is available each school day before school 6:30-7:30 am, after school 2:10-6:00 pm, and limited space for preschool 8:15-2:00 pm. All students remaining at school after 2:20 pm and not involved in a supervised after school activity are required to go to the Immanuel Care Room. If a student is not picked up 15 minutes after a school activity ends (such as an athletic practice), they are required to go to the Immanuel Care Room and must be picked up from the Immanuel Care entrance. All regular Immanuel Care fees apply.

## **REGISTRATION**

Parents/Guardians must register for Immanuel Care using the Immanuel Care Registration Form. The registration form is available on the Immanuel School website or in the office. Student(s) attending Immanuel Care must schedule your spot(s) no later than 2:00pm the Friday before to ensure that we have enough staff. Students will be allowed to attend Immanuel Care if they are not scheduled, however after three unscheduled attendances each trimester, families will be charged an additional \$1.00 per hour per student.

## **FEES**

A \$50 registration fee will be charged upon after the third day your child attends the program. The charge for using the Immanuel Care program will be \$6.00 per hour per student. All fees and charges will be assessed on the day(s) a student is sent to the Immanuel Care Room in the case of a late pick-up by the designated family driver.

Fees for non-attendance holidays or breaks will be \$7.00 per hour per student. Sign-up prior is required and Immanuel Care will only be open if four (4) or more students are signed up for the day. If a student is signed up for care on a day off and Immanuel Care is open, the family will be charged for the times signed up or time attended, whichever is greater.

Fees and charges for using the Immanuel Care program will be posted to the family's TADS account and are due on a monthly basis. Late fees will be applied to any unpaid balance. If a family balance remains unpaid, the family will lose Immanuel Care privileges.

## **LATE PICKUP FEES**

We ask our parents/guardians to please be considerate of our Immanuel Care Room workers and observe opening and closing times of our program. In the case of inclement weather or emergencies please contact the Immanuel Care Staff by 4:30 if you will not be able to arrive by or before the 6:00 pick up time. Late pickup fees are \$1.00 per minute.

After five (5) late pickups, the late pickup fee doubles. After eight (8) late pickups within the same school year the student(s) will no longer be allowed to use the Immanuel Care program. Staff are not allowed to transport children home in their private vehicle.

## **SIGNING IN AND OUT**

Staff will sign-in and sign-out the children upon entering the Immanuel Care Room. Parents/Guardians should utilize the staff parking lot and enter through the door directly attached to the Multi-Purpose Room. Please make sure that an Immanuel Care staff member sees you when you pick up your child.

If it is necessary to have someone other than those listed on your emergency information pick up your child, Immanuel Care must be notified by phone or email. Identification will be checked for those persons with whom the Care Room staff is unfamiliar. If that person is not listed on your Registration Form, a note will need to be brought into the school with the designated person. Staff do have the right to call the parents/guardians if they do not feel comfortable with the child leaving with someone they are not familiar with.

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 Immanuel Care worker.

## **SNACK**

Immanuel Care will provide one snack in the afternoon, approximately at 2:45 p.m. If your child requires more than the one snack provided, please send them with additional snacks in their lunch. Also, if they do not like what is being served please have them bring their own snacks.

Please be sure that Immanuel Care staff are aware of any food allergies. Staff will offer allergy safe snack options. No gum, candy, or soda is allowed.

## **MEDICATION**

If a child is to receive medication during Care Room hours, the parent/guardian must provide Immanuel Care with a completed, signed Medication Authorization and Release form found in the Student and Parent Handbook.

## **HEALTH AND SAFETY**

If your child has a known medical condition (asthma, diabetes, etc.) Immanuel Care must be given instructions of what to do if a problem occurs. If a child has any of the following conditions the parent/guardian will be notified to pick up the child immediately: Contagious disease, vomiting or diarrhea, or an accident requiring medical attention.

- Soap and water will be used to clean superficial wounds and a Band-Aid will be applied for protection. Ice may be used in some situations.
- Please keep Emergency Cards updated at all times in regard to phone numbers and other persons to contact for an emergency pick up of your child.
- Be sure your child has the proper clothes to play outside - hats, gloves, and boots in the winter; safe footwear for playing outside. If they do not have the appropriate gear they will be held to the black top area while outside.

## **CHILDREN'S CONDUCT**

Parents/Guardians have the right to expect that their child will have proper supervision. Immanuel Care has the following expectations of all children so each child's needs can be met:

1. Children must remain in the designated Immanuel Care Room areas and ask permission to take bathroom breaks, drinks etc. that may take them out of the room.
2. Children are to respect the rights and property of others.
3. Children are to act courteously and appropriately, be cooperative, respectful, and follow the instructions of Immanuel Care Room staff.
4. School building and playground rules must also be followed during Immanuel Care.
5. Appropriate and acceptable language is expected.
6. Materials and equipment are to be treated properly and returned to their place when done.
7. Students are to arrive at Immanuel Care promptly after dismissal from their classrooms.

## **DISCIPLINE**

Immanuel Care staff will handle discipline in a positive manner that promotes the physical, psychological, and spiritual well-being of each child which follows the Immanuel Lutheran School Discipline Policy.

Immanuel Care staff will assist the students in discussing problems and promoting forgiving relationships with peers. Repeated discipline issues, physical abuse to other students, and disrespect to Immanuel Care staff will be reported to parents/guardians and school administration. Repeated discipline issues may be a cause for dismissal of the child from the program.

Disruptive behavior will be dealt with in the following manner by the Immanuel Care director/coordinator:

1. An incident report will be given to and discussed with the parent/guardian.
2. Serious misbehavior may result in a one week suspension from Immanuel Care as determined by the school principal or administration.
3. The school principal or administration will determine the conditions for reinstatement to Immanuel Care.
4. Each incident will be individually assessed by the school principal or administration to determine whether the student will be allowed to continue use of Immanuel Care.

## **PHYSICAL CONTACT COURSE OF ACTION**

Immanuel Care is to provide a safe environment for all children. Physical contact will be defined as contact, whether with the body or objects, between children that is perceived as intentional. Consequences for intentional physical contact is the following:

- First offense: The staff will have the child(ren) in a time-out (age appropriate). The staff will contact the parents/guardians. When the parent/guardian arrives the staff, parent/guardian, and child(ren) will discuss the incident. This is a verbal warning and an incident form will be documented.
- Second offense: The staff will have the child(ren) in a longer time-out. The staff will contact the parents/guardians. When the parent/guardian arrives the staff, parent/guardian, and child(ren) will discuss the incident and consequences. The

principal will be notified. This is a written warning and an incident form will be documented.

- Third offense: The staff will put the child(ren) in a time-out until the parent/guardian arrives. The parent(s)/guardian(s) and the principal will be contacted immediately. A meeting with the parent(s)/guardian(s), principal, staff, and child(ren) will be conducted. The child(ren) will be suspended from Immanuel Care for two (2) weeks. This is a suspension from Immanuel Care and an incident form will be documented.
- After the third offense, the child(ren) may not be able to use Immanuel Care for the remainder of the school year. The principal will meet with the parent(s)/guardian(s) to determine the final outcome.

### **DISMISSAL FROM PROGRAM**

The following circumstances may result in your child being dismissed from Immanuel Care:

- Failure to pay for services or pay for a returned check within 30 days of receiving notice.
- Chronic disregard for the 6:00 P.M. closing time (8 late pickups within the same school year).
- A child who does not follow our discipline policy or respecting the decisions and directions of Immanuel Care staff.
- Any child who intentionally physically harms another child or staff member.

### **PERSONAL PROPERTY**

Students in Immanuel Care will not be able to access classrooms or lockers. Students should bring all their books and personal items to the lower level of the school at the end of the school day.

All children should respect each other's property. Toys or expensive items such as handheld electronic games should not be brought to Immanuel Care. Immanuel Care will assume no responsibility for missing or broken toys, games or other personal items.

Students are not allowed to use a personal cell phone unless permission is granted by Immanuel Care staff.

### **STAFF MEMBERS AND VOLUNTEERS**

The goal of Immanuel is to have the involvement of all parent(s)/guardian(s). We would like to make that possible by offering free Immanuel Care to parents/guardians that are volunteering during the hours of Immanuel Care. Parent(s)/guardian(s) volunteering during Immanuel Care hours will be provided free hourly care. Payment of the \$50 registration fee is still required. If volunteers are not on Immanuel property while their children are at Immanuel Care, they will be charged the current Immanuel Care rate.