

# First Lutheran Wrap-Around Care

## **MISSION STATEMENT**

First Lutheran Church and School is committed to providing an outstanding education in God's Word and a Christ-centered academic program which prepares students for a life of service to God and others.

## **PHILOSOPHY & PURPOSE**

The Lord has given parents the primary responsibility for the Christian training of their children. Our Christian congregation has also been given the responsibility to train its children according to the Scriptures. First Lutheran School exists as an important part of First Lutheran Church to assist and support parents with the Christian education and training of their children. Through this Christian congregation, the Lord has divinely called our school's teachers to assist parents with the Christian training of their children.

### **First Lutheran Church and School**

1. Teaches the inspired Word of God as the foundation of its education program
2. Provides a quality Christian education for its students, equipping them with the knowledge needed for eternity and for lives of active service to the Lord
3. Considers its called, Christian faculty, and dedicated staff necessary components of a quality Christian education
4. Values outreach to the congregation and the community as an important element of Christian education
5. Partners with the parents and congregation members in providing a Christian education for its children
6. Appreciates every child as a gift of God with unique talents and abilities
7. Encourages its faculty, families, and students to be lifelong learners

### **Wrap-Around Care**

First Lutheran School recognizes the need for providing before and after school care for our school families. The purpose of our childcare program is to offer a Christ-centered, safe, structured environment for children of our school.

The staff will keep a structured, yet flexible schedule, providing a setting where students can complete their homework. Time will also be allocated for indoor play, outdoor play (weather permitting), quiet time, etc.

## **CARE AVAILABILITY**

Wrap-Around care is open all days that school is in session from 6:30-7:20 A.M. and from 10:45-6:00 P.M. as needed. In cases of inclement weather, wrap-around care will follow First Lutheran school closings. If children are already in the center when closing is announced, staff will be available to stay with children until they can be picked up safely.

## **REGISTRATION / FEES**

A non-refundable annual registration fee of \$25.00 per family is due upon registration. The rate is \$4.00 per hour for the first child and \$3.00 for each additional child. Families with outstanding balances from the previous year will be required to make full payment before using wrap-around care the upcoming school year. Late payment may result in removal from the program.

Please provide the staff with days and times we can expect your child, so we can schedule staff accordingly. We request 24-hour advance notice for any schedule changes. If your child attends wrap-around care without 24 hours prior notice the hourly rate will be \$5.00 per child. If your child is scheduled to attend wrap-around care on a specific day and does not attend, and the parents don't provide 24 hour notice, a minimum fee of \$5 will be charged. This is necessary to ensure that wrap-around care is staffed appropriately.

Any child who is picked up after closing at 6:00 P.M. will be charged a late fee of \$1.00 per child for every minute after closing.

## **SIGNING IN AND OUT**

When you bring your child to wrap-around care, you must sign him/her in with the staff. Upon departure, you must also sign your child out with the staff. Children may not be dropped off outside and left to walk in on their own. Please use the main gym doors facing the playground for dropping off and picking up children from wrap-around care.

## **BILLING**

Billing will be done to the nearest quarter hour. Billing will be done on a weekly basis. Parents will receive the bill on Monday for the previous week. Checks should be made out to First Lutheran Church. Payment is due on the upcoming Friday. Please notify the director if you have extenuating circumstances and need to make special arrangements. We will make every effort to work with our families.

Please keep in mind our wrap-around care is completely self-supporting. Any profits are used to provide improvements to the program.

## **DONATIONS**

To help keep the cost of wrap-around care down, donations of snacks, drinks, supplies, gently used games, toys, etc. are always welcome and very much appreciated.

## **SNACKS AND LUNCH**

Wrap-Around care will provide a healthy after-school snack for each child. We will **not** serve any breakfast or snack in the morning. If additional snacks are desired, students should bring these from home.

Those 4K students who attend wrap-around care should bring a lunch everyday. Microwaves are available so that 4K students can bring a heat-up any day of the week.

### **HOMEWORK**

On a normal day, students with homework will be given time to work. While the wrap-around care staff will be available for any needed help, students will be encouraged to work independently. The wrap-around care program is designed to provide a structured environment for students to work and play, but it is not a tutoring program.

### **HEALTH POLICY**

If your child becomes ill while at wrap-around care, he/she will be removed from others. Parents will be notified and expected to pick up their child or authorize another adult to do so in a timely manner. Please consider the comfort of your child and the health of other children in the center. If your child has a communicable disease, such as strep throat, please notify the staff, so we can inform families. Head lice cases will be handled in accordance with the First Lutheran School policy.

### **MEDICATION / ALLERGIES**

If your child needs medication administered, we will follow procedures of First Lutheran School. A medication form must be filled out, along with instructions on dosage bearing the child's name. A written record will be kept by all staff. Please notify staff of any food/drug/environmental allergies your child has.

### **CELL PHONES / TOYS / GAMES**

We understand that some of the older children may have cell phones. However, cell phones should be placed and left in backpacks at all times. If a child feels they need to use the cell phone to contact a parent, permission must be granted by staff on duty. There are no electronic devices (music, games, toys, etc.) allowed to be brought from home to wrap-around care, as we don't want them to be disruptive, lost, stolen, or broken. If cell phones are misused, or items are brought to the center, they will be taken and kept with the staff or school administrator until the parent arrives for departure.

### **DISCIPLINE**

Our discipline procedures will be consistent with those described in the school handbook. When handling discipline situations, staff will demonstrate and apply Christian love based on scripture, providing correction and forgiveness. Children will be redirected to another activity when being uncooperative.

Redirection and positive correction will be used for unacceptable responses. If a child continues to exhibit inappropriate behavior, they may be removed from the group for a time to gain control of their emotions. Staff members will communicate any discipline problems to the parents. The principal and Board of Education will be notified of any persistent problems.

### **GRIEVANCE POLICY**

Should differences arise in the perception or application of our policy, every effort shall be made to settle them promptly and professionally under the provisions below:

1. Discuss the grievance with the wrap-around care director.
2. If after doing so, the issue is not resolved, continue to discuss with the school administrator.
3. If the matter is still not resolved, the issue will be brought before the Board of Christian Education.

For any policies not addressed here, please refer to the First Lutheran School Handbook.