

## **ST. JOHN'S LUTHERAN SCHOOL AGE EXTENDED CARE POLICIES**

Extended care is the childcare offered before school, after school, and most half days/no school days and summer day camp. In this document these 4 entities are referred to as "St. John's Lutheran Extended Care" or "Extended Care".

### **St. John's Lutheran Mission Statement**

St. John's Lutheran Church's mission is to connect people to Jesus by creating a culture that values people and raising up people to love them. This encompasses the school's purpose of creating a caring Christian learning community that inspires families to walk with Jesus and challenges each student to personal excellence.

### **Childcare Mission**

We want as many children as possible to be connected to Jesus through loving relationships with students, parents, and staff.

### **Participation and Registration**

Before and After School Care is open to children in kindergarten through 8<sup>th</sup> grades. All children who attend St. John's Lutheran K-8 school are eligible to register and may attend after completing the necessary forms. Children from the community may attend if space is available and the necessary forms have been completed. Summer camp is available to children exiting kindergarten through entering 8<sup>th</sup> grade. Children from St. John's Lutheran School and children from the community are welcome to attend summer camp after completing the necessary forms. For summer camp, registration is on a first come, first serve basis.

### **Hours and Holidays**

We are open Monday through Friday. Hours for all our programs are as follows:

Before School Care	7:00 am – 8:00 am
After School Care	3:15 pm – 6:00 pm
School Day Out	7:00 am – 6:00 pm
½ School Day Out	11:30 am – 6:00 pm
Summer Day Camp	7:30 am – 6:00 pm

The childcare programs are closed on the following days per the academic calendar:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Easter Monday
- Field Day for 1<sup>st</sup>-8<sup>th</sup> grade (optional depending on need)
- The week of Memorial Day (due to summer camp training)
- Independence Day—July 4
- One week between summer camp and the first week of school
- Labor Day
- Thanksgiving Break—1/2 day on Wednesday, Thanksgiving Day, and Friday

Christmas Break—Christmas Eve, and the week between Christmas and New Year's

With the exception of the days listed above, school day out care or ½ school day out care is available when school is not in session including breaks and early release days.

**Registrations, Procedures, and Fees**

All payments are made through Smart Tuition, a 3<sup>rd</sup> party vendor. Smart Tuition assesses a yearly fee. Acceptance into the program will be granted after all registration forms are fully completed and applicable fees are paid in full.

Before and after school care fees are billed retroactively on the 10<sup>th</sup> of each month for the previous month. They are due on the 20<sup>th</sup> of the month. Summer Day Camp is billed prior to use on June 1<sup>st</sup> and July 1<sup>st</sup>. A \$25.00 charge will be assessed for checks that are returned to us due to insufficient funds. A charge of \$1 per minute per child is charged for late pick-up after 6:05 pm.

**FEES:** (Additional Special Activity Fees may apply during the school year)

Before School Care (7:00am – 8:00am)

- Drop off between 7:00-7:25: \$6/day
- Drop off between 7:25-7:45: \$4/day
- Drop off between 7:45-8:00: \$2/day

After School Experience (3:15pm – 6:00pm)

- Pick up before 4:30pm or arrival after 4:30pm = \$9.00/day
- Pick up after 4:30pm = \$14.00/day

School Day Out—(7:00am – 6:00 pm)

- no school days when we provide care as indicated on the before/after school care calendar
- \$55 a day

½ School Day Out—(11:30 am – 6:00 pm)

- ½ school days when we provide care as indicated on the before/after school care calendar
- \$30 a day

Summer Day Camp (7:30 am – 6:00 pm)

- \$45 registration fee (one time fee included in first payment)
- Weekly rate: \$210 (attending 4-5 days per wk)
- Daily Rate: \$55
- Transportation Fee: \$20 per wk if attending chartered bus field trip day

**Withdrawal from our Childcare Programs**

All children who attend St. John Lutheran School are eligible to use before and after school care on a drop-in basis provided they have turned in registration forms and there is room in the program. Withdrawal from St. John Lutheran School automatically withdraws a child from the childcare program. For before and after school care, families may withdraw from the program at any time with no advance notice. For summer camp, a 30 day notice is required, and added days must be approved in advance.

## **Daily Schedule in Before School Care**

7:00-8:00 gym free play, cafeteria games and free play, crafts, or homework

## **Daily Schedule in After School Care**

### K-2

3:15-3:35 check in and cafeteria and outside free play (cafeteria and playground)

3:35-4:00 snack

4:00-4:30 outside free play

4:30-5:00 outside free play or stations in cafeteria and homework check-in

5:00-6:00 outside and cafeteria free play; will use gym if available

### 3<sup>rd</sup>-5<sup>th</sup>

3:15-4:00 check in and cafeteria and outside free play

4:00-4:30 snack and homework check-in

4:30-5:15 cafeteria stations, outside free play, or homework

5:15-6:00 cafeteria stations, outside free play; will use gym if available

### 6<sup>th</sup>-8<sup>th</sup>

3:15 – 3:35 check-in and snack

3:35-4:00 outside free play

4:00-4:30 snack and homework check-in

4:30-5:15 cafeteria stations, outside free play, or homework

5:15 – 6:00 outside freeplay or cafeteria stations; will use gym if available

## **General Daily Schedule for Summer Camp**

7:30 – 8:00 Free play in cafeteria

8:00 – 9:00 Breakfast and free play in the gym

9:20 – 10:00 Outside freeplay at St. John's/Wash Park

10:00 – 12:00 Rotate through the following stations:

- Group time and Bible time
- Organized games in the gym or outside
- Crafts, science experiments, or board/trivia games
- Computers

12:00 – 12:45 Lunch at Wash Park or St. John's

12:45 – 1:15 Outside free play at St. John's/Wash Park

1:15 – 3:15 Depending on the day, groups will do the following:

- Movie of the Week, Rated G (1<sup>st</sup>-8<sup>th</sup>) or PG (3<sup>rd</sup>-8<sup>th</sup>)
- Bonnie Brae Ice Cream/Public Library
- Swimming at Wash Park Rec Center
- Water games and climbing wall

3:15 - 3:45 Afternoon snack

4:30 – 6:00: Free play outside and cafeteria and optional organized crafts or games

### **Chartered Bus Field Trip Day Summer Camp Schedule**

7:30 – 8:00: Free Play in the cafeteria

8:00 – 8:30/9:30: Free Play in the gym and cafeteria

8:00/ 9:00: Breakfast and get ready for field trip

8:45/9:45 – 2:30/3:30 Field trip

Weekly times will be posted.

LV: between 8:45 and 9:45

RE: between 3:00 and 4:30

3:00 - 3:30 Outside Freeplay

3:30 - 4:00 Afternoon snack

4:00 – 6:00: Free play outside, gym, cafeteria, or computers and optional group games offered

### **Meals and Snacks**

Daily snacks will be provided in the afternoon for After School Experience and ½ School Day Out. For School Day Out and Summer Camp both breakfast and afternoon snack will be served. The food is plated and served by the kitchen and extended care staff during specified hours every day. Cool water will always be available for the children.

A child can choose not to eat the food that is offered, but substitutions will not be made. Food allergies will be taken into consideration when selecting snacks; no foods containing nuts are served. For children who have special food needs, parents are asked to provide what is necessary for good health. Food or beverages will never be withheld as punishment.

Children and their families are responsible for providing a nutritious lunch when it is required. Food items should not require refrigeration or microwaving. During Summer Camp, ½ School Day Out, and School Day Out, the family must send a lunch from home. If no lunch is provided, the staff will offer food to the child and a fee will be assessed. For children who have special food needs, parents may be asked to provide what is necessary for good health.

### **Children's Location**

Each child must be checked in by their parent, guardian, or a staff member when they enter extended care. The adult responsible for dropping off or picking up a child needs to accompany the child to their care location. Parents and adults listed on the child's registration form, extended care staff members, and school officials are the only persons eligible to sign a child in or out of the program.

Staff members are given a daily checklist of children under their care. We count the children several times throughout the day as part of our supervision procedures. Sign-in/out sheets are reviewed at the end of each day and parents contacted if needed.

### **Child Pick-up**

Parents/Guardians must sign their child(ren) out. Non-parent adults who are allowed to take a child out of the program are listed on the registration form. Parents are asked to give their permission by email or in writing if their child is permitted to leave with anyone

who is not listed on the agreement form. These notes will be attached to the child's registration form.

If an unfamiliar person is picking up a child, a staff member will confirm the identity of the person by asking for photo identification. The child cannot leave with the adult until it is determined that the adult is listed on the registration form.

If an adult picking up a child is not listed on the agreement form, the child will wait while the parents are contacted for clarification. Children may be released with verbal approval from the parent.

### **Late Pick-up**

Staff members will remain on the premises if a child remains after closing. At 6:05 pm, staff will call the parents. If a parent cannot be reached within 10 minutes of closing, staff will begin to call the emergency contacts in order of preference. The staff will continue trying to reach the adults listed on the agreement form until a connection is made. If no contact is made by 6:20, the staff will notify the Director or Acting Director. If no contact is made by 6:30, staff members will contact the Director/Acting Director about the need to place the child in shelter care with the Denver Police. Staff members will not ever transport children in their own vehicles.

At no time will extended care close for the day if any child is still present.

### **Discipline Philosophy**

The extended care program follows the same disciplinary guidelines as the K-8 school. It is based on Ephesians 6 and Colossians 3, which focus on matters of attitude and relationships between parents/guardians and children, which also applies to staff members and students.

In using the positive behavior management approach of Love and Logic, staff seek to provide a loving, firm, logical model that will guide the students to become godly, responsible, participating members of society. We encourage children to make wise choices and decisions after understanding the expectations. Children who choose differently may be asked to leave program.

Staff will make every effort to earn students' trust and respect through consistency and honesty, and to establish a positive relationship with each student. Staff members will consistently use positive reinforcement, praise, and encouragement to increase students' positive behaviors.

The staff's task is to be sure that the children are safe and well cared for at all times, and are encouraged to be proactive and prevent problems before they occur. When a problem does occur, staff members will assist the child in making decisions that lead toward a healthy resolution.

We ascribe to these general and obvious principles:

- **No** physical harm, fear, or humiliation may be used to discipline a child.
- **No** child is to be isolated in a locked room, closet, or bathroom.
- **No** physical punishment or ridicule may be used such as spanking, shaking, or rough handling.
- Verbal abuse is **not** allowed (i.e. – derogatory remarks about a child, his faith, race, or culture).
- Food, drink, rest, or restroom privileges will **not** be withheld.

### **Inappropriate Behavior**

General disciplinary action involving such things as lack of courtesy, abuse of permission, disrespect, bullying, general disturbances, etc. will generally be handled by the staff member in the area where the disturbance occurs. Normally, first offenses for minor infractions will be given a warning, time out, loss of privilege, or other admonition at the discretion of the staff member.

### **Automatic Removal from the Program**

Should any of the following occur, a child has forfeited the right to be a part of the program and the family will be contacted:

- Severe, overt disrespect for rules or staff
- Possession or use of any form of tobacco, alcohol, controlled substances, pornography, or weapons.
- Setting off a false fire alarm
- Serious and willful destruction of property
- Intentional bodily harm to another

St. John's currently has a working relationship with a certified family counselor who meets with clients on site and is available for guidance and referrals for students and families.

### **Field Trip Procedures**

No child will be allowed to participate in an off campus field trip without the consent of his or her parent/guardian. This is listed in the registration form.

A staff member will carry a list of all children on the trip during the excursion and leave a copy of those participating in the Director's office. For trips by school van or charter bus, a copy will also be left in the K-8 and ELC offices.

Basic first aid supplies, emergency information, waivers for the children, emergency phone numbers, and emergency medications for those who need them will be taken and carried by staff.

Transportation will be by chartered bus, church/school van, or on foot. Safety, seating, emergency procedures, and behavioral expectations will be discussed prior to departure. Adequate supervision will be provided by childcare staff. If at all possible, carpooling with individual family vehicles will not be utilized.

While supervising the children on field trips, the staff will watch the children for signs or symptoms of exhaustion, distress, sunburn, heatstroke, and threat of drowning. Swimming will be done in approved pools with qualified lifeguard staff.

If a parent arrives late when dropping off a child and the group has left the premises, the parent will remain responsible for their child for the day.

When the group leaves the premises, a staff member will have the extended care cell phone or be in contact with the staff member who does. The cell phone for extended care is 720.215.0193.

### **Children with Special Needs**

We will not discriminate against anyone because of a disability. We will work with each family in the best interest of the child in our program on a case-by-case basis. We are willing to make reasonable adjustments in our program to meet the needs of all children, their families, and staff. The Director and the family will work together to make sure that the child can be properly cared for by the staff before the child is allowed to attend.

### **Inclement Weather**

If St. John's Lutheran School is closed due to inclement weather or a problem with the facility, extended care programs will also be closed. The announcement will be made on our website, on television channels 4, 7, and 9, and on KOA Radio AM 850. When possible, the decision to close school will be made the evening before, so that families may make appropriate arrangements.

In normal ranges of cold weather (20 or above), children must be dressed properly before going outside. In extreme hot weather, 100 or over children will not be taken outside for long periods of time. Sunscreen will be applied by staff and/or supervision of sunscreen application.

### **Procedure for Handling Emergencies and Evacuation:**

- **Fire:** In case of fire or suspicion of fire, children will be removed from the building immediately. Fire drills are conducted periodically during the school year and summer.
- **Tornado:** If a tornado has been reported as sighted in the area, children will be removed from classroom immediately and taken to the church basement. If time does not permit going to the church basement, children will be taken to the nearest inside brick wall, where there are no windows.
- **Lightning Procedures** Outdoor activities will be curtailed whenever the possibility of lightning storms exists. When lightning is sighted, all students and staff are required to go inside the building, regardless of how distant the lightning may seem.
- **Lost Child:** If a child is missing, the adults in the building will be informed and a search will occur. If the child is not found, the parents/guardians will be notified and authorities called. If the parents are unavailable, the proper authorities will be informed. If a child is missing while not on the campus of St. John's Lutheran, the entire group of children will be asked to stay in one location together with

staff members. The other staff members will make a search of the immediate area. If the child is not found, they will follow the procedures listed above. Children on field trips are required to wear a St. John's T-shirt. If a child is separated from his/her group, s/he is instructed to find a facility staff member and ask him to call St. John's.

- **Evacuation** In the rare case of the need to evacuate the school, St. John's school/student body and staff have permission from the Denver Fire Department and the City and County of Denver Department of Parks and Recreation to relocate to the Fire Station at Virginia and Franklin or the Washington Park Recreation Center.
- **Crisis Emergency Plan**  
The school has a crisis emergency and management plan to guide the school personnel in the event of an emergency, lockdown, or major event.

### **Cell phone/Computer/Electronics Usage**

All school year students must adhere to the signed agreement, "St. John's Lutheran School, Online Services—Philosophy and Policies" and the IPad/Chromebook agreement specific to their grade level.

Students are allowed to contact their parents and/or ride using their cell phones. They must first ask a staff member so we are aware. No texting, calling with other persons, using social media, or emailing is allowed during extended care.

If students are using their cell phones to text or call persons other than their ride/parents/guardians or are electronics to play games outside of designated times, they are forfeiting their electronics time for that day. The student is asked to put the electronics away in their pocket or backpack, or it can be kept safe for him/her in the extended care storage closet or the director's office. If any student is repeatedly using their electronics for social media, e-mail, or texting, their phone may be confiscated by staff and returned to the parent when they are picked up.

During the school year on Monday through Thursday, 4th-8th grade students are allowed to use their electronics for homework. Sixth-Eighth grade students may use their electronics during additional times if they have staff permission and are at a separate table or in a separate room from the Kinder-5<sup>th</sup> grade students.

During the entire year, Friday is a "free day" where all students are allowed to bring a toy/item from home. If students bring electronics, they are allowed to use them during designated times as directed by staff.

All cell phones and electronics that are being used must be placed on the table or held in full view of extended care staff.

### **Personal Property/Items Brought From Home**

Children will use laundry baskets to store their personal belongings. Our program is not liable for lost or stolen property.

For Kinder-5th graders, personal items such as electronics and toys may be brought on Fridays only. Sixth - eighth graders may bring electronics any day to be used at designated times. Playground equipment (basketball, Frisbees, football, etc.) and books to read may be brought any day.

### **Television Viewing/Videos/Video Games**

Television will not be viewed during extended care, with the exception of remarkable world events that are age appropriate and educational in nature. DVD's shown will be rated "G" (K-8<sup>th</sup> grades) or "PG" (3<sup>rd</sup>-8<sup>th</sup> grades). All video games must have an "E" rating, with any exception approved by the director.

### **Volunteer Policy**

Volunteers are utilized under the direct supervision of a staff member or director. Opportunities for one time, short term, or long term volunteering are available. Please see the Director for volunteer opportunities and requirements.

### **Visitor Policy**

All visitors must sign in and wear the appropriate visitor badge to be granted access to the campus. The visitor sign-in log and badges are kept in the K-8 school office.

If an unknown individual enters the area where the children are, the staff members are asked to immediately introduce themselves to the person and ask to see identification. If the person does not have just cause to be in the area, the staff members will ask the individual to leave. If the individual does not leave in a reasonable time and manner, the staff will remove the children to another area and call the police for assistance.

### **First Aid Supplies**

First aid supplies will be kept in the Extended Care storage closet, kitchen, and school office. Traveling first aid packs are provided for on-campus activities that occur away from regular supplies and off campus outings.

### **Illness/Injury/Accident**

Every possible step will be taken to provide a safe environment for children who participate in extended care. If a child is injured, the staff will use their best judgment to care for the child's needs. For minor injuries, the staff will administer first aid and will fill out a child incident/accident report, which will be signed by the parent/guardian who picks up the child. A copy will be made for the family upon request, and the original put in the child's file.

The director/acting director/assistant director will call the parent/guardian if needed. If the injury is severe, medical emergency personnel will be called, and then the parent/guardian will be contacted.

If the child sustains an injury that requires attention from medical personnel, a child/incident accident report will be filled out and kept in the child's file. An online report will be sent to the Colorado Department of Human Services.

The Director and program leaders will be First Aid and CPR certified and review First Aid annually.

If a child is ill, they will be made comfortable and the parent will be contacted. The child will be given a quiet place to rest, within hearing distance of a staff member.

### **Storing and Administering Medications to Children**

No medications (including over-the-counter medications) will be distributed to a child unless the required medical form posted on the school website has been signed by both the parent/guardian and prescribing doctor. Once the form is received, staff members who have completed medication administration training can distribute the medication per the Nurse Compliance Act. After distributing the medication, the staff member must fill out a student medication distribution form and sign it.

Medication that does not need to be refrigerated will be stored in the Director's office. While the child is present at summer camp, the emergency medicines will be kept with staff members on their person. This will also happen throughout the entire year while the groups are on field trips. If the medication needs to be refrigerated, it will be stored in the kitchen refrigerator, on a shelf for medicine only.

With written parental consent and the authorization of the prescribing doctor, children may carry their own inhalers. The staff will be notified of every child that has permission to do this. If a child that does not have permission is found with an inhaler, the staff member is to keep the inhaler until the child's parent/guardian arrives, release it to the parent/guardian, and explain our policy.

### **Communicable Diseases**

No staff member with a communicable disease may work in our extended care. This includes any illness that is readily transmitted during normal working activities.

When a child has been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella, the extended care staff must immediately notify the local or State Department of Health, all staff members, and all parents/guardians of children in the program. Confidentiality of the child will be maintained.

### **Reporting Child Abuse**

St. John's Lutheran Extended Care is licensed by the state of Colorado, Department of Human Services. We are required to report any evidence or suspicion of child abuse to Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

If you believe that your child has been abused, you should seek immediate assistance from the county department of social services or local law enforcement agency in

which your child resides. In Denver this is the Denver County Department of Human Services or the local law enforcement agency.

The child abuse hotline for Denver County is 720-944-3000.

**Reporting Complaints**

Licensing complaints regarding this facility may be directed to:

Colorado Department of Human Services, Division of Child Care  
1575 Sherman St.  
Denver, CO 80203-1714

Phone number: 303-866-5958