

Immanuel Lutheran School



Wrap-Around Care Handbook

Purpose: Immanuel Lutheran School exists to assist the families of our congregation and community in preparing their children, both spiritually and academically, for a lifetime of Christian service here on earth continually focused on the joys of heaven.

Philosophy: In Christian love, Immanuel Lutheran School and Preschool offers Christ centered wrap-around care for its students.

It is our belief that the best situation for wrap-around care is that of the child in his or her own home under the supervision of Christian parents. However, when such a situation is not possible, it is our desire, as members of the family of Christ, to assist and support parents. To this end, Immanuel Lutheran School and Preschool welcomes the opportunity to serve brothers and sisters in Christ who are unable to provide care immediately before and after the school day.

Financial Stewardship: Wrap-around care is supported by Immanuel Lutheran Church and School as a loving service to families enrolled in Immanuel Lutheran School and Preschool. In its desire to assist in this Christian service, Immanuel Lutheran School and Preschool support our wrap-around care program by offering the use of their facilities and maintaining such facilities for use.

As parents are given the primary responsibility for providing care for their children, they are responsible for the costs incurred to compensate wrap-around care providers and also cover the incidental costs of supplies.

Administration: Immanuel Lutheran School and Preschool's wrap-around care program is administered by the school board, principal, after care director, and staff. If parents have questions or concerns, they are encouraged to share them in accordance with the following steps as laid out in Matthew 18:

1. Speak first with the wrap-around care worker involved. If you do not feel your ideas or concerns were addressed to your satisfaction by the wrap-around care worker; then,
2. Speak first with the wrap-around care director. If you do not feel your ideas or concerns were addressed to your satisfaction by the director; then,
3. Speak to the principal. If you don't feel your ideas or concerns were addressed to your satisfaction by the principal; then,
4. Speak to the school board member overseeing the wrap-around care program. If you do not feel that your ideas or concerns were addressed to your satisfaction by the school board representative; then,
5. You may request agenda time to express your ideas or concerns to the entire school board. All parents are expected to submit themselves in love to policies and decisions made by the school board and implemented by the principal and wrap-around care director.

Eligible Students: Wrap-around care is available to students accepted for enrollment in Immanuel Lutheran School and Preschool.

Days in Session: Wrap-around care will be provided on all full days Immanuel Lutheran School and Preschool are in session as per the school calendar unless otherwise noted.

Times in Session: **Before school** care is provided from 6:40-7:40 am before the beginning of the school day with no exceptions.

After school care is provided until 6:00 pm on days school is in session.

NOTE: Children who are not picked up from school by 3:15 pm will automatically be sent to wrap-around care and their parents will be billed for service.

Wrap-Around Care Fees: Parents will be charged based on the time their children are in wrap-around care. Wrap-around care providers will keep a log using the TADS program app.

Wrap-around care fees are:

\$4.50 per hour for the 1st child

\$3.50 per hour for the 2nd child

Wrap-around care staff will log children into the system as they are dismissed from class and at the time of pick-up.

Late Rate (for pickup after 6:00 pm) – *See Pick-Up Policy below.*

Fee Payments: All payments will be made through the TADS program.

Pick-up Policy:

1. Only the enrolling parent(s), guardian(s) or individuals specified by the parents on their family's Student Pickup Authorization Form are allowed to pick-up children from wrap-around care. Individuals arriving to pick up children will need to enter the building through the designated wrap-around care entrance at the main doors. If children are playing outside, parents or guardians must let the wrap-around care staff know they are picking up their child.
2. Wrap-around care providers plan for their supervision to end by 6:00 pm each day, and children look forward to seeing their parents no later than 6:00 pm each day. In recognition of these facts, parents are expected to pick up their children no later than 6:00 pm.
3. As a reminder to parents of the importance of prompt pick-up and as compensation to the wrap-around care providers, an assessment of \$1.00 will be made for each minute after 6:00 pm a child remains in wrap-around care. Regular late pick-up may result in a suspension of, or dismissal from, Immanuel's wrap-around care program.
4. If a child has been suspended or dismissed from wrap-around care, and the child is still left at Immanuel after 3:15 pm, the wrap-around fees will be doubled for the time the child is in wrap-around care.

Discipline: In response to Christ's love for His church, children are to show honor, love, and respect to their wrap-around care providers and fellow students. It is the Christian duty of the wrap-around care provider to provide loving discipline to misbehaving students according to the discipline policy as it is outlined below:

- A. Students must listen and follow directions.
- B. Students must remain within eyesight of the supervising wrap-around care provider at all times during outdoor recess breaks.
- C. Students should only leave the classroom or recess area with the provider's permission.
 1. Students are only to use the restrooms in the wrap-around care wing of the building.
 2. Students are not to return to classrooms or work on computers in the classrooms without the consent and direct observation of a teacher or provider.
- D. Students must only work on assignments, read, or participate in provider approved activities during study periods.
- E. All Immanuel Lutheran School rules apply to the wrap-around care program.

If a student receives three wrap-around care discipline notes for a similar offense during the same semester, a suspension from wrap-around care may be given. Continued misbehavior will result in further disciplinary action. Parents will be given the opportunity to provide input to the wrap-around care director and principal before a decision to dismiss a child from wrap-around care is made. A

student may be suspended from wrap-around care while a decision is being made.

Medication: Medication will only be given to students if parents have completed a Consent to Administer Medication Form. This form and the appropriately labeled medication must be given to the wrap-around care provider by the parent. Please do not send the form and the medication to school with your children.

Snack: Moderate snacks are provided to the children in wrap-around school care. Parents may also send a snack with their child if they so desire. Snacks are not meant to replace an evening meal.

Telephone: All arrangements between children and parents should be made prior to arrival at wrap-around care. Children will only be allowed to use the telephone in an emergency. Children are not to use or display their cell phones during wrap-around care hours without permission of a wrap-around care provider or a teacher.

Illness: Children are not to participate in wrap-around care if they have a fever or have a contagious illness. Children who become ill during wrap-around care will be moved to a separate room, and the parents will be contacted. Parents will be asked to pick up their child promptly.

Homework: Proper use of study time in wrap-around care and completion of homework are student and parent responsibilities. Parents will be informed if their children are not utilizing their study time during wrap-around care productively. Regular misuse of study time will result in a student discipline note.

Wrap-Around Care Schedule:

3:00-3:15	Backpacks put away, restroom use
3:15-3:45	Study time/free activity time for younger students
3:45-4:00	Snack time
4:00-6:00	Free activity time (outside/gym, centers, art projects, games, etc.)

Lunch (preschoolers): If children will be eating lunch in wrap-around care, it is important for them to have healthy lunches. This lunch should include a main entree' (sandwich, leftovers, soup, etc.), a fruit and/or vegetable, a healthy drink and possibly a dairy product (cheese, yogurt). Sweet treats should be limited to one small treat (fruit snack, cookie, chips, snack cakes, etc.) per day.

Nap time (preschoolers): There will be a daily nap time for preschool students. Parents should send a small (camp type) pillow and a blanket or towel to cover up. These items will be sent home periodically for laundering.