



***Grace Lutheran Church & School
Menomonee Falls, Wisconsin***

***Extended Care Program
Policies and Guidelines***

May 2025

CONTACT INFORMATION

Extended Care Office - 262-251-7140 extension 110 / Extended Care Area - extension 109

Extended Care Email: graceextendedcare@gmail.com

Extended Care Director: Kim Stiller kstiller@gracemenomoneefalls.org

MISSION STATEMENT The Grace Lutheran Extended Care Program (ECP) will offer Christ centered care to children who are in need of before and after school supervision, proclaim the Gospel through a variety of activities and events, and minister to the physical and spiritual needs of all who participate in the program and come under its service.

GOALS

- To provide a safe, secure, and loving environment where the Lord is always present.
- To provide a structured program at a relaxed pace with time for children to unwind.
- To provide a variety of age appropriate activities that are different from the school day.
- To employ loving and caring staff who listen to the child's needs, give support and encouragement.

POLICIES AND PROCEDURES

ECP closely follows the same guidelines in place in the school handbook. The following policies and procedures are in addition to those found in the school handbook.

A. Admission

Parents must complete and submit a registration form. A \$36.00 per child/\$72.00 per family, per year, fee must accompany the registration form or the registration will be considered incomplete. Children must be enrolled students of Grace Lutheran School. Families who have a negative balance remaining on their account at the end of the school year will not be able to register their child/children for the Summer Sizzlers program or for subsequent school years until the balance is paid off or a payment arrangement is agreed upon and fulfilled. Families who are registering with ECP for the first time must purchase a minimum of 10 hours (\$69.00) per child to open their account and be eligible for their child(ren) to attend the program.

B. Program Hours

The program is available when school is in session Monday through Friday from 6.30 a.m. – 5:30 p.m. ECP is only open for before school care (6:30-8:00) on Monday, August 25th (first day of school), Friday, May 8th (Grandparent's Day) and Friday, May 29th (last day of school). ECP is closed on all days off of school. This includes any added days throughout the school year (unused snow days, etc).

C. Fee Structure

The hourly rate is \$6.90 per child. Fees will be calculated to the 1/2 hour. Any part of a half-hour is charged as a half-hour. ECP is a prepaid program. Hours can be purchased by online payment, or by leaving a check in the ECP Mailbox or with the School Office. Low balance alerts will be sent out through Sycamore. Any overdue payments of 30 days without a payment agreement in place will result in suspension from the program. Checks/online payments issued with insufficient funds may result in your account being charged a \$30.00 service fee, which must be paid prior to your child returning to the ECP. Account balances and hours are non-refundable upon leaving the program, and fees are subject to change. ECP balances are not available for transfer to other school accounts. It is your responsibility to monitor all

of your school account balances and adjust payments accordingly. It is your responsibility to monitor your recurring online payment account activity. Refunds will not be issued for recurring online payments that are not canceled upon decreased usage or leaving the program. Notification of increases will be sent to parents prior to the start of a new calendar year. ECP keeps no change for incorrect cash amounts given. ECP is not set up for credit card payments online unless arrangements are made to pay the credit card charge. You may do this by checking the box online to donate the credit card fee. If the box is not checked online, the credit card fee will be deducted from your total payment.

D. Late Pick Up Fees

The following structure will be followed for pick ups after 5:30:

First offense: Written warning (up to 5 min late - pick up after 5:35 will result in \$1 per minute per child)

Second offense: A late fee of \$1.00 per minute per child will be enforced. This will be collected in cash before attendance can resume and given to the person working past their scheduled shift.

Third offense: A late fee of \$5.00 per minute per child will be enforced. This will be collected in cash before attendance can resume and given to the person working past their scheduled shift.

Fourth offense: A late fee of \$10.00 per minute per child will be enforced. This will also result in suspension of use of the program.

All late fees are above and beyond the regular hourly rate. Offenses will reset to zero each trimester.

E. Scheduling

Extended Care strives to be a flexible program. Accounts are only charged for actual time used and there is no penalty for schedule changes or minimum attendance requirements. With that being said, we do staff depending on schedules that are recorded on registration forms. If your child's schedule will be deviating at all from the norm, a phone call or email is required. If you need to permanently change your schedule, please do that in writing (email is preferred) as soon as possible. If your child is involved in sports or clubs after school, please make sure you update schedules for that season, or keep ECP informed of practice/game schedules.

3K students are welcome to attend ECP Monday-Friday. Please indicate hours on the registration form.

E. Location

All sessions from 6:30 a.m. through 5:30 p.m. Monday through Friday will be located in the Extended Care Rooms in the Fellowship Hall. There may be a rare occasion when the Program will be moved to another location because of a previously booked event. Parents will receive notification if there is a new pick up point.

F. Arrival and Pick Up

In the morning, families should ring the bell by the glass doors by the kitchen/gym. Then, please turn around and walk towards the last set of doors along that wall. You will be greeted, at the door, by a staff member. Between 8:00 a.m. and 3:00 p.m. please use the main school entrance when dropping off or picking up your child(ren). Report to the office and an Extended Care staff member will meet you/your child. When picking up children from the Program after 3:00 p.m., the same procedure as drop off should be used (ring bell and walk to doors). If someone other than those people listed in Sycamore as an authorized pick up person, will be picking up your child(ren), please provide a note/email/call stating who the person will be. Please ensure that this person has proper ID in case there are questions.

All sign ins and outs will be conducted by the Extended Care staff member who meets you at the door.

G. Leaving the Extended Care Room

On the occasions when children are involved in after school activities, such as tutoring and athletic practices, they will be allowed to leave only with written permission from their parents. Children in ECP

will NOT be allowed to attend any activities, for example a basketball game, unless picked up and accompanied to the activity by an adult. You will not be charged for time that your child is out of ECP at an after school activity that they are signed up for. Extended Care staff do not have access to school classrooms and students must bring all homework and any study materials with them when attending ECP immediately after school. Staff are not able to allow students or parents back into the school building after school hours.

H. Snow Days/School Closure

ECP will not be available on days when school is closed due to adverse weather, furnace outage, etc. ECP follows the school cancellations, and is closed when either the Menomonee Falls OR Germantown school district is closed. Emails will be sent out as early as possible informing parents of closure.

ECP will also be closed if school is closed due to pandemic mandates.

I. Illness

Children who are ill may not attend ECP. Please refer to the Parent/Student Handbook for specifics on illnesses and attendance. Extended Care will follow the same guidelines laid out for school. ECP does not charge families for sick days, so please keep your child home if they are not feeling well.

If children show signs of an onset of illness during the day, staff will call home to have them picked up.

Children may not be kept inside because of illness. If you feel your child is unable to participate in outdoor activities and you want to keep your child inside, we ask that you keep him/her at home as we do not maintain staff to care for a child under these circumstances.

J. Toilet Training Policy

All children enrolled in ECP must be toilet trained before attending. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is not considered being toilet trained. Our program does not have the staffing/facilities to toilet train our students. If a teacher is spending their time with toilet training, then they are not able to work with your child and the other children in our routine daily activities. This is neither fair to your child or to the other children in the program.

We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these incidents, the teacher will help children to change their clothes, encouraging independence as much as possible. A toilet trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the bathroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet.
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the program area.
8. Awaken during nap time should they need to use the bathroom.

We certainly will take your child several times throughout the day and always before nap time to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Extended Care staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end

of the school year. Parents will be notified at pickup if a child had a toileting accident.

A child will not be considered toilet trained for the Extended Care Program if the child continues to consistently have toileting accidents after the first four weeks of school. After the first four weeks of school, the following policies will be in place for children who have accidents:

1. If one or two accidents occur in one week, the parent will be notified with the understanding that the issue needs to be addressed and corrected.
2. If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week, the child will be suspended from the program for at least one week or longer until he/she is completely toilet trained. Parents should contact the director to facilitate the child's return to the program.
3. If multiple accidents occur in one day, the parent will be notified on that day with the understanding that if not corrected by day three, the child will be suspended from the program for at least one week or longer until he/she is completely toilet trained. Parents should contact the director to facilitate the child's return to the program.

K. Nap Policy

All children in 3K will lay down for a nap/rest period in the afternoon. Any child not sleeping within 30 minutes will be allowed to get up and do quiet activities.

L. Technology/Electronic Use Policy

Due to the possibility of students encountering objectionable materials while using the Internet, ECP has instituted the following electronic use policy: Students may not have a cell or smartphone at ECP. These items should be placed in your backpack and turned off during the entire time the student is attending ECP. Permission to use a phone must be given by a staff member. Items that are seen outside of a backpack will be held by a member of staff and turned over to the parent/guardian at pickup. If parents need to contact their child for any reason, please contact them through the ECP phone (262-251- 7140 ext. 109) or through the school office. Cameras and video recording devices and other similar electronic devices will not be allowed. The use of devices with data plans is not allowed. ECP staff is not able to provide one-on-one supervision of students using internet based electronics. An exception will be made for Chromebook use to complete homework. Middle school children may use their own Chromebook for homework purposes. Chromebook use is limited to the open areas of Extended Care, where appropriate supervision can take place. ECP assumes no responsibility for lost, damaged or stolen electronic devices brought to School or Extended Care facilities by students.

GENERAL DAILY ROUTINE-3K Students/After School 3K-8th Grade

Before School : 6:30-8:00 - Children arrive, are greeted by a caregiver and choose a quiet activity, a game, or watch a video. Sometimes, gym time is available.

3K: 8:00-8:45 Arrival-Free Play(Mondays and Fridays)

	8:45-9:00	Bathroom Break
	9:00-9:30	Snack Time
	9:30 - 9:45	Devotions/Bible Story
	9:45- 10:15	Outside/Gym
	10:15-11:00	Art Project/Game Time
	11:00	Walk 3K to ECP (Tuesday, Wednesday, Thursday)
	11:00-11:10	Bathroom Break
	11:10-11:25	Movie/Quiet Time
	11:25-12:00	Lunch
	12:00-12:45	Group activity/Outside
	12:45 - 1:00	Bathroom Break
	1:00 - 1:15	Story Time
	1:15 - 2:45	Nap/Quiet time
	2:45 - 3:00	Bathroom Break/Transitioning to our after school program
3K-8th:	3:00 - 3:30	Snack provided by Extended Care (Gym time if needed)
	3:30 - 4:00	Outside
	4:00 - 4:30	Homework/quiet time
	4:30 - 5:15	Playtime/games/crafts
	5:15 -5:30	Clean up and quiet activities

PLEASE NOTE:

THESE ROUTINES ARE AN OUTLINE OF OUR ACTIVITIES, AS WE ARE FLEXIBLE AND REGULARLY CHANGE OUR ACTIVITIES AND ROUTINE TO MATCH THE CHILDREN'S NEEDS.

May 2025