

Wheaton Christian Grammar School
Extended Care Program
Parent Handbook
2010-2011

STATEMENT OF PURPOSE

The purpose of the **Wheaton Christian Grammar School Extended Care Program** is to provide students and their parents/guardians with a safe, nurturing alternative for before and after-school care.

STAFF

The program staff will be employees of Wheaton Christian Grammar School who support the mission and objectives of the school, have undergone the prescribed background checks, and are trained in basic safety and first aid procedures.

HOURS AND DAYS OF OPERATION

1. Before-school care is available from 7:45 a.m. – 8:40 a.m.
2. After-school care is available from 3:30 p.m. – 5:30 p.m.
3. Extended Care will only be offered on days when school is in session.
4. Extended Care will be available on all half days, with the following exceptions:
 - Tuesday, August 24 (the first day of school)
 - Tuesday, November 23 (Grandparents' Day)On half days, student must bring a lunch in addition to an afternoon snack.
5. If there is a delay in the start of school, Extended Care will not be available before school but will be available after school.
6. If there is a school closing, Extended Care will not be available for that day.
7. Children must be picked up by 5:30 p.m. A late fee of \$5.00 will be charged for every 15 minute increment that a child is picked up late.

REGISTRATION

1. A parent or guardian must register each student by completing the WCGS Extended Care Registration Form. This form is available online, in the school office, or by contacting Trisha Sellers at tsellers@wheatonchristian.org, 630-668-1385 ext 243.
2. It is the parent's responsibility to update emergency phone numbers and names of people who are authorized to pick up their children. Updates require a parent's signature and must be made in writing.

DROP OFF/PICK UP

1. We have an open door policy. Parents are invited to visit the program at any time.
2. Students will be released and signed out in the afternoon only by those listed as an authorized person (including siblings) on the parent-signed form.
3. It is the parent's responsibility to update the names of people authorized to pick up their children. Updates must be made in writing.
4. Drop off for before school care and pick up from after school care is through the main entrance. The Extended Care room is Room 208. (This classroom is located in the K-4 wing.)

5. Parents **or** students must sign in for both before-school care and after-school care. The Sign-In Sheet is located in Room 208.
6. If parents need to reach Extended Care Staff during hours of operation, call 630-668-1385 ext. 243.

FEES

1. Before-school care will be charged at a flat fee of \$5.00 per student, per day.
2. After-school care will be charged at a fee of \$3.00 per half hour, per student.
3. Children must be picked up by 5:30 p.m. A fee of \$5.00 will be charged, for every 15 minute increment a child is picked up late.
4. Fees will be charged on a per use basis and will be added to your school account.

ATTENDANCE

1. If school is not in session (scheduled full days off, snow days), Extended Care will not be available.
2. Students attending Extended Care after school are to go directly to Room 208 and sign in by 3:40 p.m.

DISCIPLINE

The Extended Care program is intended to provide a safe, nurturing alternative for before and after school care:

1. Our goal is prevention and positive approaches to handling disruptive behavior. We will do our best to work through minor problems that may occur. Please feel free to contact any Extended Care staff with concerns or suggestion of effective discipline for your child.
2. If a child has a repeated discipline problem, the parent will be notified. If the problem persists, a conference will be scheduled.
3. All school policies and procedures will apply.

INSURANCE

Parents/Guardians are responsible for medical insurance coverage.

SNACKS

1. Students attending after school care should bring a snack. Cups for water will be provided.
2. Students attending before school care may bring a snack.
3. Parents are responsible to notify the staff of any food allergies on the registration form.

EMERGENCY CLOSINGS

1. If there is an unscheduled delay in starting school, Extended Care will not be offered before school.
2. If there is an emergency early school closing, Extended Care will not be offered after school.
3. If school is cancelled, Extended Care will not be offered.

MEDICAL EMERGENCIES

1. Basic first aid supplies are available.
2. A nurse is not on duty.
3. Parents/Guardians will be called if the student needs emergency care. In the event the parent/guardian is unavailable, the emergency contact will be called.

TYPICAL SCHEDULE

1. Before school (anytime between 7:45 and 8:40) will be free time to read, complete homework, draw, or play any provided games in Room 208.
2. After-school activities will include:
 - Student/parent provided snacks in Room 208
 - Physical activity outside as weather permits, or inside when possible.
 - Free time to read, complete homework, draw, or play any provided games in Room 208.

Wheaton Christian Grammar School reserves the right to amend any aspect of this program as needed. A student's continued participation in the program will be contingent on cooperation with the goals and parameters of the program as set forth in this document.