

## Morning Star Lutheran School ~ Extended Care Guidelines

### I. Participation Guidelines

1. Hours – 6:45 - 8:00 AM & 3:15 - 6:00 PM (M, W, F) 6:45 AM - 6:00 PM (Tues. & Thur.)
2. There is no after school care on half days or on no school days. If there is a late start or early release due to weather, care will be offered on the same schedule. With a 2 hour delay we would have care available starting at 8:45 AM instead of 6:45 AM. If we have an unscheduled early dismissal, care will be available for 3 hours after the dismissal time. Late pick-up penalty would be stressed.
3. Students arriving **before 7:55 AM** other than a chimes player must report to Before School Care. Siblings of students in chimes will be welcome to attend Before School Care and will pay the regular rate.
4. **Any child not picked up by 3:25 PM must report to After School Care and is NOT allowed to stay unsupervised on school grounds**. Regular rates apply.
5. Students involved in after school athletic practice that doesn't start immediately after school are welcome to attend After School Care until their practice time (or 6:00 PM) and will pay the regular rate. Siblings of students in after school athletics are welcome to attend After School Care and will pay the regular rate.
6. Students involved in after school activities that start immediately after school **cannot make use of the After School Care program at the end of their practice**. Arrangements must be made for them to be picked up at the conclusion of their practice.
7. After School Care will be provided during Advent and Lent. Students will not be taken to the service. It is our prayer that families will attend worship together.
8. Arrangements will need to be made to pick up children who are ill.

### II. Enrollment

1. Enrollment is limited to children enrolled in Morning Star Lutheran School.
2. All children will formally register
  - i. Information regarding emergency phone contacts and medical emergency information will be given
3. Using these guidelines, enrollment size limits will be used.
  - i. Student to staff ratio will be 15:1
  - ii. Where the ratio consistently exceeds 15:1 another care provider will need to be hired
  - iii. A ratio of 15:1 may be exceeded on a temporary basis only
4. **Please reply by email to the request for your scheduled needed days of care each month. Contact the office to with any changes of your planned schedule so we have appropriate staffing available**.

### III. Child Care Rates

1. \$4.00 per hour, per child.
2. There will be a minimum charge of 1 hour per week, per child for using Extended Care. Rates will be charged in 15 minute increments thereafter.
3. A \$25 fee will be added for any returned checks.
4. A Late Pick-up Rate of \$20 will be charged if a child is not picked up by 6:05 PM.
5. Billing will be entered every week. Statements will be sent home when the family account reaches \$25 or at an agreed upon (between the family and the office) time period.

### IV. General

1. Discipline issues will be dealt with by the caregiver and will be communicated to the parent and coordinator/school board. **Repeated discipline issues may result in your child not being able to use the program.**
2. Personal Electronic Devices will **NOT** be allowed. Students with their school Chromebook will be allowed to use it as long as they are logged in with their Morning Star account and it is being used for school work purposes **ONLY**.