

# Prince of Peace Lutheran School

## Extended Care Program Plan

### A Helpful Guide to the Schedule, Policies, and Procedures

We are glad that you have chosen Prince of Peace (POP) Extended Care Program to provide care for your child. We believe an open relationship between parents and teachers helps ensure the success of each child's experience, therefore we encourage a close interaction between home and our program.

Our program strives to foster creativity and independence in each child. Your child will be participating in a structured, stable program combining regularity and flexibility to meet your child's needs.

The welfare of your child is of paramount importance to us. Please feel free to contact us with any questions or concerns at 320-237-4011 or [extendedcare@princeofpeacels.org](mailto:extendedcare@princeofpeacels.org)

### **Prince of Peace Extended Care Philosophy**

It is our belief that our program should provide a safe, understanding, and stimulating environment. Our activities are planned to develop children's creative expression and to provide opportunities for both socialization and time for individual pursuits. Whether children are playing an organized game, participating in arts and crafts, or spending time with friends, it is our goal for them to gain confidence while enjoying themselves. We strive to provide a positive environment in a loving and Christian atmosphere.

### **Children's Expectations of POP Extended Care Program**

1. To have a safe, supportive and consistent environment
2. To receive respectful treatment
3. To be disciplined fairly
4. TO HAVE FUN!

### **POP Extended Care Expectations of Children**

1. To be responsible for their own actions
2. To respect school rules
3. To care for and respect the equipment of the facility and program.
4. To be respectful to teachers and each other

If frequent discipline concerns arise a meeting will be scheduled for parents, program staff, and child.

### **Billing**

At the end of each month, Parents/ Guardians are expected to go online to our school software, *Fast Direct*, to check your amount owed. This amount is due 5 days after receiving your invoice.

(*Fast Direct website: <http://fastdir.com/princeofpeacels>) Call the POP Office if you forget or lose your screen name and/or password at 320-251-1477.*

**Please understand if your account is outstanding, your child may not be allowed to attend the Extended Care Program until account is brought current.**

### **Activities**

This program is designed to include the use of the lunch room, gym, and the playground (weather permitting). Gym shoes are required to play in the gym (same requirements as for PE). Some activities that your child may partake in include Legos, board games, kickball, dodge ball, arts and crafts.

### **Nutrition**

We are not equipped to offer breakfast. However, your child may bring granola bars, fruit, juice boxes or anything easy! The teacher does not have the time needed to help your child prepare their breakfast. When attending on Early Dismal Days, children MUST bring their own lunches. **Please do NOT send energy drinks or pop, they are not allowed in our program.**

A variety of snacks will be provided afterschool. Healthy snacks will be provided whenever possible and eaten in the lunch room. Parents of children with food allergies are asked to notify POP immediately!

### **Schedule**

#### ***Before School (7:15am – 8:15am)***

As children arrive they pick their activity. They can play in the gym or choose from activities set up in the lunchroom. It is more informal than the afternoon, as everyone arrives at different times.

#### ***After School (2:4pm – 5:30 pm) subject to change***

2:45pm – 3:15pm	Arrival of children and Open Gym
3:15pm – 3:30pm	Snack
3:30pm – 4:00pm	Homework or quiet activities for those that do not have homework
4:00pm – 5:30pm	Homework (if needed)/Free Choice/Crafts/Outside (weather permitting)

**\*\*Homework\*\*** *Children need to unwind after school, but we understand that evenings can be busy and getting some homework done at school can make the evenings easier, so all children are asked to work on at least some of their homework. This is also an opportunity for the children to ask questions while their teachers are still available. If you have any questions or concerns, please contact the Extended Care Coordinator.*

### **Arrival/Departure**

The parent or authorized person is also required to sign children in and out each day. We are not responsible for your child until you or an authorized person signs your child in. If the parent desires, their child may be allowed to sign themselves in or out on a regular, pre-determined basis. This arrangement must be made in writing to the Extended Care Teacher or School Administrator.

Children will be released **only** to their parent or to another adult authorized in advance by the parents on the Emergency Form. If a child is to be picked up by someone other than a/ parent/guardian or preauthorized adult, written permission from the parent or guardian noting whom that person is, will be required. That individual will be required to show identification before any child is released.