



Liberty Christian School
Extended Care Registration

2018 - 2019

Extended Care is offered for students in Kindergarten (minimum age 5) through 6th grade on a first-come, first-served basis. Application submission does not guarantee acceptance. **Hours of operation:** morning 6:30 a.m. – 7:45a.m / afternoon 3:00 p.m. - 6:00 p.m.

Please Check one: **(Important: See Next Page for Fees)**

_____ Extended Care Frequent Use Program: *Annual Fee of \$100.00/child is due at the time of registration*

_____ Extended Care Infrequent Use Program: *No Annual Fee for Infrequent Use Program*

Please indicate: Special Instructions

Before School Care Circle Days: M T W Th F _____

After School Care Circle Days: M T W Th F _____

Child's Name: _____ Grade: _____ Teacher: _____

Address: _____

City: _____ State: _____ Zip code: _____

Home Phone: (____) _____ - _____ Date of Birth: ____/____/____ Age: _____

Mother's Name: _____ Employer: _____

Mother's Cell#: (____) _____ - _____ Mother's Work#: (____) _____ - _____

Email: _____

Father's Name: _____ Employer: _____

Father's Cell#: (____) _____ - _____ Father's Work#: (____) _____ - _____

Email: _____

Special concerns(medical or other): _____

Regular Medications: _____

Allergies: _____

People Authorized to pick up child:

Name	Relationship	Emergency Contact	Phone
_____	_____	_____	(____) _____ - _____
_____	_____	_____	(____) _____ - _____
_____	_____	_____	(____) _____ - _____
_____	_____	_____	(____) _____ - _____

Funds must be in your Extended Care Account before your child may be allowed to attend. Once your account reaches below \$20 an email will be send notifying you of your balance. Monthly statements will be sent on the 1st of following month.

Parent Signature: _____ Date: ____/____/____

Date Turned in: ____/____/____ Staff Initial _____ Registration Paid: \$ _____ Cash _____ Check # _____



Any family utilizing the Extended Care Program **MUST** complete the Extended Care Registration Form prior to use.

Grades: Kindergarten (Age 5 or older) THROUGH 6th Grade:

Extended Care - Infrequent Use	
No Annual Fee	Rate (per child): \$7.00/hr.
Extended Care - Frequent Use	
\$100.00 per child annual fee	Rate (per child): \$5.00/hr.

All hourly fees will be billed in fifteen-minute increments.

Extended Care is offered on a first-come, first serve basis.

Unless the \$100.00 annual fee is paid, the INFREQUENT USE SCHEDULE will be applied to all students using the program.

A family may switch to the FREQUENT USE PROGRAM at anytime. However, any previously paid fees cannot be applied to the \$100.00 Annual Fee for frequent usage.

Extended Care opens at 6:30am on school days. Students will not be admitted into the EC classroom before 6:30am.

After school, students are checked in to extended care at 3:00 pm. **There is a Mandatory 15 minute charge for any student entering extended care after school.**

For staffing purposes, parents must let the office (946-0602 or jmount@libertychristian.net) know by 2:00 pm if their student will need to be in extended care that day.

The Extended Care Program ends at 6:00 pm. A late charge of \$1/minute will be levied for any student not picked up by 6:00 pm. The Extended Care Program uses the school clock in room 113 for official time. Please check that clock.

If an emergency arises and you are unable to pick up your child by 6:00, please call 942-9786, to assure both the staff and your child that you are on the way. State law requires us to notify CPS when children are left in a program without notification from families and when no contacts can be reached to pick up the child.

These guidelines are followed in response to late pick-up:

- 1 Staff notifies the family and/or emergency contacts to ensure that someone is on the way to pick up the child.
- 2 If the family and emergency contacts cannot be reached, the child is taken to the principal's office.
- 3 As required by state law, if parents and emergency contacts are not reached, the school will be required to call the police.



Drop off/Pick up

The extended care entrance and exit will be located in the back of the school. It is the doors which our elementary students use for recess. There is a security camera and alarm that will alert the staff when you arrive. In the morning, extended care children will be in room 113. In the afternoon, the children are separated by grades. Students in grades K5 to 2nd grade will be room 113. Students in grades 3rd to 6th will start out in the library. By the end of the afternoon, all students will be in room 113. When picking up your child from the program **YOU ARE REQUIRED TO SIGN HIM OR HER IN & OUT ON A DAILY SHEET** along with recording the time you enter and leave. No child will be allowed to leave the program with a person who is not listed on his/her emergency contact list. Parent must notify the office of anyone who is not listed who will be picking up your child. Please be prepared to show I.D. upon pick-up.

At 7:45am, students will be walked out front to line up. There will be no staff in the room from 7:45 to 8:00 to answer the door. You will need to drop your student off through the drop off lane and have them line up with their class.

Drop In Students

If your child is not regularly signed up for a day and you need him to go to extended care, you will need to call or email (jmount@libertychristian.net) the school by 2pm.

Billing & Payments

Funds must be in your Extended Care Account before your child may be allowed to attend. Once your account reaches below \$20 an email will be send notifying you of your balance. Monthly statements will be sent on the 1st of following month. Please make sure we have your current email address. Payments can be made at the finance window, put in the drop box by the front window, [over the phone](#), or [through Pre-Pay on ParentsWeb](#). **EXTENDED CARE WORKERS ARE NOT ALLOWED TO ACCEPT PAYMENTS FROM PARENTS.**

Non-School Days and Early Release Days

Extended Care is open during school days only. If school is closed, then extended care is closed.

If school is closed due to snow, extended care is also closed.

There will be no morning extended care if the school is on a 2 hour delay.

Early Release days (11:30): Extended care will be offered to families on early release days. Students will need to be signed up for this ahead of time. You will receive a notice about this the week before the early release day. **2018-2019 early release dates: 9/19, 10/10, 1/16, 2/13, 3/13, 4/17, 5/15.** There will be **NO** extended care offered on the last day of School (6/11).

Lunch on Early Release Days

Parents will provide a sack lunch for their student on early release days. Hot lunch will not be available.

Snacks

Snacks will be provided during the school year to each child enrolled in the extended care program. We will have a morning snack and an afternoon snack. **Please send extra snacks with your student if they will need them.** Snacks will not be shared student to student because of food allergies.



Cell Phones/Electronics

Cell Phones and electronics (iPods, iPads, Kindles, etc.) are **NOT** allowed in extended care. We realize that some teachers permit the use of these devices in their classrooms for educational purposes. They will not be used in extended care. Please help us to enforce this rule.

Language/Behavior Rules

Due to the wide range of ages in extended care, our behavior guidelines are quite strict. Older students will be expected to set good and pure examples for our younger students. Words and phrases such as, "shut up", "stupid", "dumb", "that sucks", etc. **WILL NOT BE TOLERATED IN EXTENDED CARE.**

Students will be expected to follow the same rules and guidelines that they follow in the classroom. Liberty expects full cooperation from both student and parent in the discipline process. If at any time the school feels that this cooperation is lacking, the student may be asked to withdraw from extended care. Also, if the student's behavior or attitude indicates a spirit that is out of harmony with the spirit and standards of the school, he/she may be expelled from the program.

Extended Care Afternoon Schedule

3:00pm Structured group activity
3:30pm Snack/Story
4:00pm Recess
4:30pm Homework/Free Play

Homework Expectations

We have designated homework time every day of the week except for Friday. However, when it comes to homework, we work on the honor system. If your student tells us that he/she does not have homework then we will let them read silently. Typically, K5 - 2nd graders have daily reading homework. We sometimes do not get to your student before he/she is picked up. Although this is rare, we do apologize in advance. If your student reads to us, we will sign their assignment notebook, unless we hear differently from you. Homework time is typically between 4:30 and 5:30. Older students will be in the library during this time. It will be a "study hall" setting in which talking will not be permitted.

Outside Play

Weather permitting, we like to spend as much time outside as possible. Please look to the playground first when you get here to pick up your student.

Lost and Found

Items left in extended care will remain in the room for 48 hours. After that time, all items will be turned in to the school lost and found located in the elementary hallway by the 5th and 6th grade classrooms.

Questions and Concerns

Any staffing or general staffing questions and concerns can be made to Jennifer Mount (jmount@libertychristian.net)
Please contact Carisa VanDerPol (cvanderpol@libertychristian.net) with billing questions.