

**Lower School
EXTENDED CARE**

**2020-2021**

***They will soar on wings like eagles; they will run and not grow weary,***

 ***they will walk and not be faint.***

***Isaiah 40:31***

**Lower School Extended School Care Hours**

**2:30 p.m. to 6:00 p.m. – Grade 2-6**

**Mrs. Marie Hermano
Lower School Extended Care Director**

**mhermano@jupiterchristian.org**

**(561) 356-2515**

**School Phone Number – During School Hours**

**(561) 746-7800**

 **(For Emergency Closing Information, dial 1 after the recording picks up)**



August 12, 2020

Dear Extended Care Families,

Welcome back to another school year. The Extended Care team is excited to see you soon!

This letter is to inform you that some of the students enrolled in the Extended Care Program for the school year have food allergies. As many of you know, food allergies are a growing health issue among today’s children. Since it has always been a policy of Jupiter Christian to make the safety and well-being of our students a top priority, the Extended Care Staff is graciously asking for your assistance in minimizing the allergic exposure to the Extended Care setting and students.

Food allergies that are sever include peanuts and tree nuts.

Please keep the above in mind when sending in snacks for your child while he/she is in Extended Care. Children may be asked to wash their hands or use a hand wipe during snack time. Also, please remind your child not to share food.

Your help in keeping all of our children safe and healthy is greatly appreciated.

Sincerely,

Marie Hermano

Director of Extended Care

Jupiter Christian School

**PROGRAM OVERVIEW**

**GOAL**

Lower School Extended Care offers a safe and nurturing environment where students in 2nd through 6th grade are provided a quiet place to study after school. Lower School students will also be provided with a snack time, active outdoor play, indoor games, and a reading time. Additional activities with specialized instruction may be offered throughout the year depending on student interest (additional charges may be required for participation). Our goal is to mirror Jupiter Christian School's commitment to excellence in teaching the mind, reaching the heart and serving our world for Jesus Christ to the glory of God.

**OBJECTIVES**

The Lower School Extended Care will provide opportunities for students to:

* Continue their daily education process with homework study time.
* Build friendships within various age groups.
* Interact with mature, Christian adults who will nurture positive growth through fun activities, homework assistance and group fellowship (LS).

**AGE GROUPS**

* **2nd through 6th grade:** Students will be in age appropriate groups based on the scheduled activity.

**ACTIVITIES**

**Quiet Study Time**

* Unfinished class work and homework are worked on in a quiet setting. Families can also contact the school to arrange private tutoring with individual teachers. Students with no homework may bring a book to read quietly.

**Snack Time**

* Parents of **all students in Lower School Extended Care** **must send in a daily, healthy snack** **and drink** for their student. We recommend that parents send an additional healthy snack as a supplement. Please **AVOID** any **PEANUT BUTTER OR NUT SNACKS** due to possible student allergies in the room.

**Free Play and Outdoor Play Time (LS only)**

* Students need both free play and organized playtime to develop interpersonal skills and build healthy relationships. Lower School Extended Care offers playground, outdoor activities, toys, and games that are supervised by trained leaders. Organized activities with outside vendors may be offered throughout the school year at an additional cost.

**POLICIES AND PROCEDURES**

Enrollment and continuation in Lower School Extended Care programs constitutes an understanding that students will adhere to the policies listed below.

**SECTION I – EXPECTATIONS**

A) Lower School Extended Care Parents’ Expectations

 Parents may expect that:

* Their children are cared for in a safe, supportive environment.
* They may visit with a director about concerns related to their child or the

overall program.

* They will be told about any misbehavior on the part of their child, and will visit

 with a director in order to bring about improvement in the situation.

* They will be regularly informed by a director about program activities.

B) Lower School Extended Care Expectations

 The program expects that parents will:

* Keep the child’s records up to date as explained in Section II - Forms.
* Pick up their children on time as explained in Section III - Daily Operations.
* Follow health policies as explained in Section VII - Health and Safety.
* Contact a director if their child will no longer be attending.
* Pay attention to any communications from the directors regarding a child’s

 behavior, and cooperate in efforts to bring about improvement in the situation.

C) Lower School Extended Care Students’ Expectations

 Students may expect:

* To have a safe, supportive and consistent environment.
* To use all the program equipment, materials and facilities on an equal basis.
* To receive respectful treatment.
* To have discipline that is consistent with school policies.
* To receive nurturing care from staff members who are actively involved with them.

D) Lower School Extended Care Expectations for Students

 The program expects that the student will:

* Be responsible for their actions.
* Respect the same rules that guide them during the school day.
* Remain with the group and Lower School Extended Care staff at all times.
* Take care of materials and equipment properly and return them to their place

 when finished.

* Arrive at the program promptly, according to the enrollment information.

**SECTION II - FORMS**

Annual Registration

* At the beginning of each school year, any parent that desires for their child to regularly attend Lower School Extended Care **should complete and submit the online registration form. This will give our directors access to emergency contact information, allergy/medical concerns, and information about who has been designated to sign-out your child.**

Enrollment & Eligibility

* A child may be registered for enrollment in the program at any time. JCS students in grades 2nd through 6th grade are eligible for enrollment in program.
* We ask that all enrollment forms be submitted prior to the first day of care, if you know you will be using the service this year. Again, the packet provides critical, time-sensitive information to the directors.
* **Regardless of whether a student has been “officially” enrolled in the program or not, any student that is not attending a designated event or under the direct supervision of a faculty member will have their student account billed accordingly.**

Parents are asked to do the following:

* Complete an On-line Enrollment Form.
* Keep information on the enrollment form current. (A director should be notified of any changes in emergency contacts/pick-up, phone numbers, or allergy/medical information.)

**SECTION III – DAILY OPERATIONS**

Hours of operation will occur every Monday – Friday when school is in session**.** Parents are encouraged to watch for information on the calendar, school newsletter, website, and school correspondence concerning early release days. The regular hours of operations on a typical day for each grade level are as follows:

**2nd – 6th Grade 2:30 p.m. – 6:00 p.m.**

**2nd – 6th Grades**

The program closes at 6:00 pm. **Parents whose children remain past 6:00 p.m. must pay** **overtime fees of $1.00 for every minute after 6:00 p.m.** All fees will be billed to your account at the end of the month.

**Schedule**

Lower School Extended Care is in operation after school on all scheduled school days and on **select** Early Release Days.

Scheduled for Non-School Days

* The programs **ARE NOT OPEN** on non-school days.

Unscheduled “*No School*” Days

* Neither of our supervision programs will operate on days when school is canceled due to government rulings, severe weather/severe weather warnings, air conditioning/heating failure, electrical problems, etc. The school always reserves the right to close for events deemed to be an emergency that will negatively impact the facilities, staff/students, or general operations.

Scheduled Early Release Days

* The Lower School Extended Care will only be in operation for select Jupiter Christian School Early Release Days. Please watch for correspondence regarding which Early Release Days where this service will be available or contact the school office for more details. There will be a $25 fee for half-day care.

Unscheduled Early Release Days

* If school is dismissed due to inclement weather or any other emergency situation,

 the Lower School Extended Care programs WILL NOT BE OPEN.

* Please arrange to have your child picked up as soon as possible.

Weather conditions that may exist during our normal hours of operation may alter our

regular schedule. Please call the school emergency information line (746-7800 and dial 1

after the recording picks up) and/or tune to local radio/ TV news programs for

up-to-date information. The Lower School Extended Care will follow Jupiter Christian School's emergency procedures.

**Fees**

* The daily fee for the Lower School Extended Care program is:

\*$6.00 daily morning care

\*$15.00 daily rate (regardless of the duration your child receives care)

\*$800.00 yearly morning care

\*$2000 yearly rate (parents can choose to pay the annual fee in monthly payments)

\*$2500.00 combined Care

\*$25 for each Early Release Day (This is available to LS students only.)

\***Lower School parents wishing to have their child take part in Extended Care on an Early Release Day must have a completed Lower School Extended Care enrollment packet on file in order to participate in half-day activities**. We ask that this be done one week in advance in order to appropriate staff our need.

**SECTION IV – RELEASE OF CHILDREN**

Students will be signed in for Lower School Extended Care with a time noted. The time students are picked up will be noted along with a parent/guardian signature.

**Anyone picking up a student other than the legal parent/guardian must be recorded on the student's Lower School Extended Care form as a person authorized to pick up this student. This individual must show a valid identification if not known to the Lower School Extended Care staff.**

Students picking up siblings from Lower School Extended Care room **must be 16 years old and recorded on the registration form** as an authorized pick up person. Parents/guardians or authorized pick-up person must pick up their preschool students first before signing out older siblings from Lower School Extended Care.

**If a one-time exception is made to this pick-up plan, the parents should provide a director with a written note.** The note should explain who will be picking up the child, and it must include the parent’s business and personal telephone numbers, signature and date (in case of emergency).

Students involved in sports activities, tutoring or other extracurricular activities after school will report to car line and be picked up by their coach, tutor or activity leader from there. If the student is registered for the Lower School Extended Care, he/she will be returned to the Extended Care room and signed in with the time noted and must be signed out by the parent/guardian or authorized pick-up person. The parent must provide the Lower School Extended Care Director with an updated list of coaches, tutors or activity leader names and times that he/she will be returning to the Lower School Extended Care room.

**SECTION V-MEDICATIONS**

Whenever a student is to be given prescription or an over-the-counter medicine, the parent must provide the director a completed, signed Medication Authorization Form. The medication must be provided in the original container, or a container accompanied by the doctor’s direction. **Students with severe allergies must provide medication and an EpiPen (if applicable) to leave with the Lower School Extended Care Director when their student is in attendance.**

**SECTION VI – STUDENT’S PERSONAL PROPERTY**

Your child’s personal property, jackets, clothing, school bags, lunch boxes, etc. must be

cleared from the Extended Care room after each day is over. Any personal property which remains after the day is done will beplaced in the school’s lost and found. Although the program attempts to help children stay organized, the program cannot be responsible for lost property. **Please label all of your child’s school items and clothing articles.**

Please note that students should first check with a director before bringing toys or other

items from home. **Lower School students should keep their** **cell phones stored away in their backpack during Lower School Extended Care.**

**SECTION VII – VISITORS & OBSERVATIONS**

Parents and community members who are screened by a director are welcome to

observe the program. Due to liability and supervision reasons, it is not possible for

children who are not registered to take part in activities. Only students enrolled at JCS

can enroll and participate in the Lower School Extended Care program.

**SECTION VIII – DISCIPLINE & DISCHARGE FROM PROGRAM**

Students are entitled to a pleasant and harmonious environment in the program.

However, we cannot serve students who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may

Include, but are not limited to such behavior that:

* Requires constant attention/seeks to leave room or wander halls
* Inflicts physical or emotional harm
* Abuses and/or disrespects staff members
* Ignores or disobeys rules of the program
* Damages or destroys property

If a student cannot adjust to the program setting and behave appropriately, the child

may be discharged. Reasonable efforts will be made to assist children to adjust to the

program setting. Disruptive behavior will be dealt with in the following manner:

* The student will be given a short time-out in order for him/her to cool off

 and think about his/her actions.

* A second offense in the same day will result in a little longer time-out and an

Incident Report may be written by the extended care associate. This report is to be given to the parent or guardian to read and sign. Continued behavior concerns may result in the student being suspended from the Lower School Extended Care program.

* If a student receives **three** written behavior related Incident Reports in the same

quarter, the principal may opt to suspend the student from the program or institute an appropriate school consequence.

* If a student is reinstated in the program and continues to have incidents of

misconduct, the director or principal would have grounds for removing a student from the Lower School Extended Care program for the remainder of the school year. **The student would then be required to be picked up at the end of the school day for the remainder of the year.**

A student **may be discharged for non-payment of fees.**

***Administration Dismissal Prerogative: JCS reserves the right to refuse any applicant to the Lower School Extended Care programs or dismiss any child at any time for unacceptable conduct and any other reason deemed necessary.***