

Grace Christian School Age Childcare

School Year Annual Registration & Fee Schedule

Parent Information

(Revisions effective 07/15)

The extended Childcare Program is a ministry arm of Grace Christian School and offers an opportunity for families of students of Grace Christian. Under the leadership of qualified and loving adults, children will be able to interact with other students of Grace Christian School through a variety of activities.

PURPOSE AND GOALS:

The program is designed to create a safe environment of Christian love and trust where children can grow emotionally, socially, and physically, while providing their parents with a feeling of security.

Group and individual experiences include:

- Educational activities- homework time, reading, worksheets, arts and crafts, music and dramatic play
- Social activities- large and small group games, role playing and peer relationship development
- Recreational activities- sport activities, Legos and puzzles.

ORGANIZATION

The Congregation of Grace Lutheran Church, through the Christian Education Board is the administrative agency and will set all policies concerning the operation and budget of the childcare program.

SUPERVISION

Qualified Director and childcare staff will be in charge of the day to day operation of the program. A ratio of at least one adult to 15 children will be maintained. Regular school rules and discipline procedures will be followed. See the *Student and Parent Rules and Responsibility Handbook* for further details. Children that are not signed into After School Childcare are not allowed to remain with the Childcare group of students. This is in the best interest of the students and the Childcare Staff supervising students that are signed in. Grace Christian School staff must sign in their children if their child is to be cared for during meetings, and after school staff activities. Children should not be left unsupervised on any part of the property.

DAYS OF OPERATION

The program is in operation when school is in session, as well as on Parent-Teacher Conferences and teacher in-service days. Childcare may be available on some holidays, which will be noted via a flyer and on-line. Pre-registration by announced deadlines will be required for these days. We require at least 8 students register for holiday childcare in order for the service to be available.

SIGN IN /OUT PROCEDURE

For SAFETY REASON please follow the sign-in and out procedures.

All children MUST be signed in by a responsible adult prior to morning outside time. Please walk your child into the Fellowship Hall to sign them in. After the students are escorted for outside release time by the morning Childcare staff you no longer have to sign them in. NOTE: There is no playground supervision prior to outside release time.

All children MUST be signed out and picked up by the parent/ guardian or responsible person designated by the parent. It is required that a written or phone contact be made with childcare director, classroom teacher or school office staff if anyone other than the usual party will be picking up your child. A child MUST NOT leave without the knowledge of the Childcare Staff. If a child is not signed out on the "Sign In / Sign Out" sheet you will be billed daily amount of \$13.75 for after school day or \$23.75 on a Noon dismissal days. This is the full amount of a given day per child.

COMMUNICATION

Open communication is very important so that the best interest of each child may be served. Please contact a Childcare staff member or contact the Principal as soon as a question or concern arises.

ILLNESS OR INJURY and ADMINISTERING MEDICATION

Regular school rules and procedures will be followed. See the *Student and Parent Rules and Responsibility Handbook* for further details.

SUMMER ENRICHMENT CHILDCARE

Grace Christian School offers a program to students that are pre-registered at Grace Christian School. The student must have completed kindergarten in order to be eligible to attend.