



ST. PETER MACOMB

Extended Care Program

Deb Lowry-Extended Care Coordinator

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(Extended care direct line)

“The child is the Center of Care!”

LOCATION & HOURS

Extended Care is Available for Children Enrolled
in Kindergarten – 8th Grade at St. Peter Lutheran School

Extended Care is Located in Kaiser Hall, Narthex and Lounge.

Extended Care children may be dropped off and picked

Up at Door #12

EXTENDED CARE HOURS

6:30 a.m. – 7:45 a.m. and 3:00 – 5:30 p.m.

Extended Care will follow the same schedule as the K-8
School regarding vacation time and days off. Only morning
(before school) care is available on half days of school.

ROLE OF EXTENDED CARE

The role of extended care is to give families of St. Peter a
before and after care school program that is an extension of
the beliefs and values of St. Peter Lutheran Church and School.

STAFF

All employees have undergone and passed the Child Care Background Check required by the State of Michigan. In addition, employees have had CPR training and must obtain 16 hours of continuing education each year. St. Peter Extended Care will fully comply with the State of Michigan ratio of 1 adult to 18 children.

Extended Care Staff

Sandy Linnenbrink

Taylor Ladson

Kendall Green

Jennifer Petitta

SAFETY

A child will **ONLY** be released by signature to parents or those persons Authorized on the CHILD INFORMATION RECORD. Please be Advised that whenever there is a change to the Child Information Record, It is your responsibility to let the staff know.

ILLNESS

Children who are too ill to attend school are too ill to attend Extended Care. If your child becomes ill while in attendance, You will be called and expected to pick him/her up as soon as Possible.

ACCIDENT POLICY

Our staff will do everything possible to provide a safe atmosphere for your child while he/she is attending St. Peter Lutheran. However, should an accident occur, our staff will take the following steps:

1. An adult will remain with the child at all times.
2. Basic first aid will be administered.
3. The parent will be notified immediately by phone
4. If necessary, an emergency rescue service or ambulance will be called.

*NOTE: St. Peter does not carry accident or athletic insurance on the students. Under the Affordable Care Act all individuals are required to have healthcare insurance coverage. If an injury accident occurs on St. Peter's campus it will ONLY be covered by your own medical insurance plan. No out-of-pocket costs will be reimbursed.

DISCIPLINE

AT ST. PETER LUTHERAN WE USE CHRIST-CENTERED MEANS OF DISCIPLINE

If Disciplinary action is required, children will be

- A. Given a Warning
- B. Encouraged to engage in a new activity/quiet time

IF NEGATIVE BEHAVIOR CONTINUES:

Formal written notifications will be given and parents must sign and return before children will be permitted back into the program

Suspension from the program may result if there is:

1. More than three written notifications in one month
2. If child shows a repeated pattern of disciplinary concerns
3. Deliberately destroys materials, supplies, or equipment
4. Displays behavior that endangers the health and safety of others
5. Bullies other children

Please read, discuss, and sign the Extended Care Behavior Expectations with your child. Please make yourself a copy for your home reference

SCHEDULE

Our Extended Care program strives to create a safe non-threatening environment that is structured and unstructured, informative and creative, active and quiet, indoor and outdoor.

6:30-7:45 Free Play, Board Games etc.

3:00-5:30 Large motor, homework, arts and crafts

ELECTRONICS

Electronic devices such as cell phones, ipads, etc., MAY NOT BE USED at Extended Care

St. Peter is not responsible for loss, damage, theft, etc. of any devices brought to Extended Care.

FEES

All Extended Care fees will be billed through TADS tuition Management system

Families will be charged \$5.00 per hour, or any part of an hour For EACH child.

Parents will be charged a \$10.00 late fee PER CHILD for every 10 Minutes after 5:30 p.m.

SNACKS

Parents must provide PEANUT/TREE NUT free snacks for their children daily. All snacks must be in original package with listed ingredients, with the exception of fresh fruits and vegetables, and will be approved by extended care staff before children may eat.

ADDENDUM FOR 2020-21

DROP OFF - Children and Adults will be monitored for signs and symptoms of COVID-19 daily:

- Parents are asked to self-evaluate children's health, and take temperatures at home.
- Parents and Children will enter through door #12, sanitize hands, turn in a health screening and have their temperatures taken upon entry.

Children will be asked to stay home or return home if any of the following applies:

- Fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19 such as shortness of breath or persistent dry cough, within the last 24 hours.
- Have come in contact with others who have tested positive for or have symptoms of COVID-19

PICK UP

- Parents will wait outside door #12 to pick up their children.
- St. Peter extended care staff will help children gather their belongings.

PREVENTING THE SPREAD OF COVID-19

- All staff will be monitored for symptoms of COVID daily using the same requirements as students.
- Children will bring their own snacks to extended care.
- Children will sanitize their hands before entering and after leaving the extended care area.
- Children must wear masks while in extended care.
- In the event an extended care worker should become ill, a substitute, who has been background checked through the CCBC system, will be present at all times.
- Symptomatic students and staff sent home will remain home until they have tested negative for COVID-19, or are symptom free and no longer need to be isolated in accordance with the CDC guideline (10 days free of symptoms, and fever free for 24 hours without medication).
- In the event a teacher or paraprofessional should become ill, a substitute, who has been background checked through the CCBC system, will be present at all times.

If an Enrolled Child or Employee displays symptoms of COVID-19

- In the event a child becomes symptomatic while in extended care, a sick room located behind the director's office will be used to isolate the child (with mask) until he/she is picked up by a parent/guardian.
- Symptomatic students and staff sent home from school will remain home until they have tested negative for COVID-19, or are symptom free and no longer need to be isolated in accordance with the CDC guideline (10 days free of symptoms, and fever free for 24 hours without medication).

STAFF AND CHILDREN RETURNING AFTER SUSPECTED COVID-19 SYMPTOMS

Any staff members or children who display symptoms of COVID-19, or has been in close contact with someone who has tested positive for COVID-19, may return to the facility only if the following conditions are met:

- Staff and students who have fevers, cough or shortness of breath, and have not been around anyone positive for COVID-19, may return to St. Peter after they have been fever free for 24 hours (without fever reducing medicine), and other symptoms have subsided. If symptoms worsen, contact your health care provider to determine if you will need to be tested for COVID-19(CDC recommendation)

RESPONSE TO STAFF AND STUDENTS WHO TEST POSITIVE FOR COVID-19

- St. Peter will contact and cooperate with the Health Department and LARA (licensing and regulatory affairs).
- Local health officials, staff, students, and families (through email) will be notified immediately of any positive cases of COVID-19.
- Anyone who was in close contact (less than six feet apart) for more than 15 minutes, will be asked to self-quarantine for up to 10 days after exposure.
- Students and staff with a confirmed case of COVID-19 may only return to work/school after they have tested negative for COVID-19.
- Any are where students or staff who have tested positive will be cleaned and sanitized in accordance with the guidelines put forth by the CDC.

I have read and agree to all rules, policies and fees as they are explained in the Extended Care Handbook.

(Print Name)

(Signature)

(Date)