

Morning Star Lutheran School ~ Extended Care Guidelines

A. Participation Guidelines

1. Extended Care is available Monday-Friday, 6:30 AM - 7:50 AM and 3:15 - 6:00 PM. Extended care is not available on days we do not have school. After school care on half days may be available, please inquire.
2. If there is a late start or early release due to weather, extended care will be offered on the same schedule. With a 2 hour delay we would have care available starting at 8:30 AM. If we have an unscheduled early dismissal, care will be available for 3 hours after the dismissal time. Late pick-up penalty would be stressed.
3. Students arriving on school grounds **before 7:50 AM** must report to Extended Care. **Any student not picked up by 3:25 PM must report to Extended Care and is NOT allowed to stay unsupervised on school grounds.**
4. Students involved in after school practices that **don't** start immediately following dismissal must be in Extended Care if they remain on school grounds. Siblings of students in after school activities need to attend Extended Care if they stay on school grounds. **Students cannot make use of Extended Care at the end of their practices.** Arrangements must be made for them to be picked up at the conclusion of their practice.
5. After School Care will be provided during Advent and Lent. Depending on numbers and staffing we MAY take students to the 3:30 service. **It is our prayer that families will attend worship together.**
6. Should the student become ill during Extended Care, parents will need to make arrangements to pick up their child.

B. Enrollment

1. Enrollment is limited to children enrolled in Morning Star Lutheran School.
2. Emergency phone contacts and medical information must be provided.
3. Student to staff ratio will be kept to 15:1 as often as possible. Where the ratio consistently exceeds 15:1 another care provider will be hired. A ratio of 15:1 may be exceeded on a temporary basis only.
4. **Please reply by email to the request for your scheduled needed days of care each month. Contact the office to with any changes of your planned schedule so we have appropriate staffing available.**

C. Child Care Rates

1. \$4.00 per hour, per child.
2. There will be a minimum charge of 1 hour per week, per child for using Extended Care. Rates will be charged in 15 minute increments thereafter.
3. A Late Pick-up Rate of \$20 will be charged if a child is not picked up by 6:05 PM.
4. Billing will be entered every week. Statements will be sent home when the family account reaches \$25 or at an agreed upon (between the family & the office) time period.
5. **Two weeks after the monthly statement is issued, any family with an unpaid balance may not use the Extended Care program until the statement is paid in full.**
6. A \$25 fee will be added for any returned checks.

D. General

1. Discipline issues will be dealt with by the caregiver and will be communicated to the parent and coordinator/principal (school board). **Repeated discipline issues may result in your child not being able to use the program.**
2. Electronic Devices will **NOT** be allowed. Students with their school Chromebook will be allowed to use it during after school care as long as they are logged in with their Morning Star account and it is being used for school work purposes ONLY.