

RLCA Extended Care

Preschool – Grade 5

2011-12

The staff of RLCA Extended Care would like to welcome you and your child(ren) to our program. Our desire is to provide a safe and caring environment for your child before and/or after school at Red Lion Christian Academy. We have created a relaxed, trusting atmosphere where children are encouraged to pursue their own interests, develop friendships and grow in confidence, independence, and respect for themselves and others. We provide a caring staff, which shows genuine respect for the children and have confidence in each child's potential and promote each child's self esteem. There are a variety of developmentally appropriate activities, including expressive art, construction, active play, sports, games, dramatic play, science, crafts, and reading. A snack is provided each day. The children spend time outside most days throughout the year. Occasionally, we have access to the gym as well

Our aim is to provide affordable care for the students of Red Lion Christian Academy before and after regular school hours and to assure parents that their children will be in a safe, healthy environment where their emotional, social, and physical needs will be met. We hope to provide a quality program complementary to the school experiences of their children. Two-way communication between parents and Extended Care staff is important. We want to ensure that parents are always well informed about the program and their individual children's experiences here; and to ensure that staff is well-informed about the children's home experiences and family values so that parents and staff can work as partners in meeting the needs of the children.

Extended Care Contacts

Should you need to contact us throughout or after the school day, please contact one of the people below.

Elaine White, Extended Care Coordinator 834-2526, ext. 840

Linda Paine, Extended Care Billing 834-2526, ext. 844

Financial Policies and Procedures

There are two ways to pay for the use of Extended Care.

1. **Contract** – As a family, your children may be enrolled in Extended Care on a regular basis in the before-school program; after-school program; or both. This is the most economical way to use our Extended Care service. Payment for contract use is added to your FACTS Tuition payment. A family must sign up for contract by September 23rd.

If Extended Care becomes necessary after September 23rd, the contract would be prorated per marking period.

2. **Regular or Occasional Drop-In** – Extended Care is available for P-5th grade to be used as needed on a drop-in basis. A deposit of \$30.00 per child, which will be applied to your child's year-end usage, is required to utilize drop-in extended care. Any unused money will be refunded after the end of the school year. The charge for this usage is \$6.35 per hour and will be billed to you monthly. Morning care (7:00 – 7:50 a.m.) will cost \$6.35. After Care will be \$6.35 per hour beginning at 3:10 to 4:10, 4:10 to 5:10 and 5:10 to 6:00. On early dismissal days, usage begins at 12:10 and is charged at the \$6.35 per hour rate. Additionally, there will be a late fee of \$1.00 per minute, per student after 6:00 p.m. **Please advise us with a note or email prior to usage if at all possible.**

3. **Staff** – Staff children are welcome to be included in the Extended Care program. When the staff member is working on school related business after 3:10 p.m., there is no fee for use of Extended Care. If Extended Care is needed for personal reasons, please see the drop-in procedure for payment. If you need to use Extended Care on a day that is not your norm, **please let us know with a note ahead of time** so we can

be adequately staffed (i.e. staff meetings). **Also, please sign your child into morning care.**

4. **Year-End Billing** – For Regular or Occasional Drop-In, from May 29th through the last day of Extended Care, all Extended Care charges **must be paid in full each day on the day that the Extended Care service is used.** Report cards are held for all students that have an outstanding Extended Care balance at the end of the school year until full payment is received.

Hours

A.M. Care 7:00 a.m. – 8:15 a.m.

P.M. Care 3:10 p.m. – 6:00 p.m.

Early Dismissal Days 12:00 p.m. – 6:00 p.m.

School policy states that all children enrolled at RLCA must go to Extended Care if not picked up by 3:10 p.m. Being on campus unsupervised is not an option. Any child not picked up by 3:10 will go to Extended Care. Parents will be notified and billed accordingly.

Early Dismissal Days

Extended Care is available on most early dismissal days. If you need Extended Care on an early dismissal day, please notify an Extended Care staff member in advance. Refer to the school calendar to be aware of these days.

On half-days we suggest the following:

- Send a lunch and drink as there is no lunch service available.

Optional: send a change of clothes for outside play (coat, hat, gloves if necessary)

Emergency School Closing Policy

If Red Lion School is closed due to weather, RLCA Extended Care will also be closed. IF SCHOOL IS DISMISSED EARLY DUE TO WEATHER, Extended Care will close TWO HOURS AFTER THE SCHOOL CLOSES (you may request that your child go directly home in case of an early dismissal by calling the school to let us know). If there is a LATE START, Extended Care will also OPEN AN HOUR OR TWO LATER THAN ITS NORMAL TIME. Announcements will be made on WDEL (1150 A.M.), WILM (1450 A.M.), NBC 10, 6 ABC and Fox for Red Lion School closing announcements. You can also check the RLCA website: www.redlionca.org for school delays or closings

Morning Drop-Off

Any student in grades Preschool – 5 that arrive at school before 8:20 a.m. must come to the gym for supervision. Please walk your child in and sign them into morning care in the gym. **Please do not drive up to the gym.** Usage before 7:50 a.m. will be charged. All students should be escorted to the gym. EEC students dropped off after 8:15 a.m. should be escorted to their classroom.

Sign Out Policy

After school we ask that you sign your child out with a staff person so we know that your child has been picked up. Please **note the time of pick-up** according to the school clock. Please inform us with a note or phone call if someone else will pick up your child. If you need to contact us after 4:00 p.m., please call 834-2526, ext. 840.

Late Pick-Up Policy

Extended Care closes at 6:00 p.m. Please attempt to call the staff at 834-2526, ext. 840, if you anticipate being late. Any parent arriving after 6:00 p.m. according to the school clock must pay a fine of \$1 per minute per child. You will be billed accordingly. Consistent lateness may result in a suspension of the Extended Care services.

Accidents

If your child has a **SERIOUS ACCIDENT** the staff person will contact you immediately.

In an **EMERGENCY** when immediate attention is needed, the staff will call 911, and then immediately contact you and your child's doctor. If the paramedics decide your child needs emergency treatment, they will take the child to the hospital.

Illness

A child should **not** attend Red Lion with any of the following symptoms:

- ❖ Fever
- ❖ Vomiting
- ❖ Diarrhea

- ❖ Undiagnosed Rash
- ❖ Inflamed or watery eyes
- ❖ Severe cold or sore throat

If a child becomes ill at Red Lion, the staff will have the child rest in a quiet area of the room, isolated from the rest of the children. We will contact you to pick up your child. If you cannot be reached, the staff will call the emergency contacts on the emergency card.

Medication

Full Day of School Medicine must be administered by 2:50 p.m.

Half Day of School Medicine must be administered by 12:00 p.m.

(must use the field trip medicine policy on half days if your child will need medication after the nurse leaves at 12:00.)

Discipline

The staff of Red Lion respects the dignity of the children in all their dealings with them. The children are expected to respect each other, just as the staff respects them. Most children respond well to a confident and friendly manner in adults.

Positive reinforcement is used to encourage appropriate behavior in children. Repeated disobedience may result in a time-out, issuance of a Think Sheet, or a meeting scheduled with the parent(s), Extended School Coordinator and/or Director of Early Education to discuss the child's behavior. Persistent disobedience and inappropriate behavior may result in suspension or dismissal from Extended Care Services.

Aggressive and Dangerous Acts Policy

This policy is meant for the handling of serious acts of violence or acts of endangering oneself or others (children or adults) within Extended Care. Examples: hitting, punching, kicking, biting, scratching, head or neck locks, use of foul language, uncontrollable rage, shoving with enough force to render someone unconscious, use of matches or anything else used as a weapon upon themselves or others.

The child will be removed from the group. Depending on the circumstances, parents may be called to come to Extended Care and meet with the Coordinator. Suspension or removal from Extended Care may be necessary. Disciplinary actions listed in the Student Handbook will be applied as appropriate according to the student's age and severity of the misbehavior.