

Details of the Extended Care Program for 2018-2019:

Staffing –The program will maintain a teacher:student ratio of no more than 1:15.

Schedule – The extended care program will follow the LCS school calendar. Before school care begins on the first half day of school. Hours are as follow:

Before School Care is available from 6:30 a.m. – 8:45 a.m.

After School Care is available from 3:30 p.m. – 6:00 p.m.

On early dismissal days, NO extended hours will be available. Before and after care will not be available on school holidays, during breaks or on snow days.

Activities – Children will enjoy a variety of activities including (but not limited to) supervised recess times outside or in the gym (when available), devotions, daily activities, creative play, reading, puzzles, computers, video, and board games. They are allowed to bring their hand held electronic games as well. If students choose to complete their homework while attending extended care, the staff will ensure an appropriate environment for study. A prepackaged snack will be provided. Parents are welcome, however, to send their own snack if the child prefers something other than what is being offered. Water will also be provided.

Registration – Enrolled families who intend to use the extended care program must complete a contact form by **before using it the first time.** **There is a registration fee of \$20 per student or \$30 per family for families who use extended care more than 10 hours per school year.**

Occasional Service - Students are welcome to use the extended care program on occasions when parents find it necessary to use the service: emergencies, running late, special plan, etc. Please call the office and let us know! **Students, accumulating in excess of 8 hours in extended care, will be billed the registration fee.**

Attendance – Children enrolled in grades PreK-8 at LCS are invited to attend. Children attending the extended care program must be signed into and out of the program by their parent/guardian each day. **Any parent/guardian who does not pick up their child by 6:00 p.m. will be assessed an after hours supervision fee of \$1.00 per minute beginning at 6:00 p.m**

Transitions – To ensure a smooth transition to and from school,

- Students in before care will be released to their classrooms at 8:45 a.m.
- Students will be released from classes at 3:35 p.m.

Payment Policies – Because before and after care costs will be added to tuition statements it is important that tuition accounts be kept current. Accounts that become delinquent will result in the removal of the child(ren) from the program.

Fees – The hourly rate for the 2018-2019 school year is \$4.75 for one child, \$7.00 for two children, and \$9.25 for three or more children. Charges will be assessed on the quarter hour. **\$1.00/minute after 6:00 pm.**

Lansing Christian Extended Care Contact Form

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

Home Phone: _____ Cell Phone: _____

Mother's name: _____ Work #: _____

Father's name: _____ Work #: _____

Additional person(s) who may be called in an emergency:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name of person(s) authorized to take child from the facility:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Tentative days that you will need the extended care use: please check all that apply

Before School

After School

Monday _____

Monday _____

Tuesday _____

Tuesday _____

Wednesday _____

Wednesday _____

Thursday _____

Thursday _____

Friday _____

Friday _____

Approximate time of arrival: _____ Departure: _____

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date