

Extended Day Handbook

2023-2024



It is the mission of Our Savior Lutheran School to build character and instill values through a quality Christ-centered education in a nurturing environment.

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EXTENDED DAY CARE PROGRAM GUIDELINES AND POLICIES FOR PARENTS

PURPOSES AND GOALS

Our Savior Lutheran Church views children as a precious resource – given by God – and acknowledges its responsibility, along with parents, for their care and nurture.

Therefore, Our Savior Lutheran Church attempts to fulfill its mission by establishing and maintaining a program of Extended Day Care for children enrolled in Our Savior Lutheran School. This effort is designed to provide Christian care within a setting that is safe and secure. It is a ministry intended primarily for children whose parents, due to work-related responsibilities, need before and/or after-school care. In addition to providing for the physical care of children, the program of Extended Day Care will attempt to provide opportunities of Christian nurture for children and for their parents.

In order to fulfill its purpose, the following goals have been set for our Extended Day Care program:

1. To provide a caring environment before and after school through the following:
 - Creative opportunities
 - Nutritional snacks
 - Active recreation
 - Quiet times
 - Homework space and assistance
2. To provide a knowledgeable and supportive staff team who will:
 - Work within the budget
 - Take self-improvement classes
 - Apply Christian philosophy of the school to the day care experience
 - Exercise discipline and promote Christian conduct
 - Be responsive and available to talk to parents
3. To remember our Ministry by means of:
 - Prayers before snack
 - Bible stories and religious games, puzzles, videos etc. that are available to children

GENERAL POLICIES

Policies that have been established for Our Savior Lutheran School also apply to the Extended Day Care program. These policies are stated, for the most part, in the general Parent's Handbook. They include, among others, admissions, behavior/discipline, medication, dress, accident/injury and illness.

In addition, the following policies have been adopted which apply primarily to the Extended Day Care program.

1. **Enrollment:** Extended Day Care is available to any child enrolled in K-8th grade at Our Savior Lutheran School upon receipt of the registration requirements.
2. **Registration Requirements:** Before a child can stay in the Extended Day Care program, the following must be returned to the school office:
 - Completed copy of the Extended Day Care application form.
 - Proof of identity (new students only)
3. **Visitors:** Parents are encouraged to visit the Extended Day Care program at any time. We do ask that parents contact the Director or Supervisor before entering the Extended Day Care room.
4. **Volunteers:** If anyone wishes to share their time and talents with the Extended Day Care program, he or she is asked to contact the Director or Supervisor and work out a plan or

schedule most convenient for all involved. Individuals may help with general program, giving additional help to the staff, or with special programs such as teaching a craft, game, or presenting a special program to the children. While volunteers can always be used, coordination with the Director or Supervisor is necessary.

Procedures for Removing Children

If, for any reason, a child must be removed permanently from Extended Day Care by parent or guardian, the following procedures will be followed:

1. A two-week notice must be given by the parent or guardian.
2. If monthly bills have already been paid, the parent/guardian will be reimbursed for any part of the month the child did not attend.

Policy for the Daily Release of Children

Children will only be released to their parents, or legal guardians, and any adults with whom the Extended Day Care program has **written** authorization. This is covered on the application for Extended Day Care. If any staff member does not recognize the adult picking up the child, an official picture I.D. will be required before the child will be released. If the person picking up the child is not on the Extended Day Care registration as an authorized person, *then there must be a written note given to the Extended Day Staff from the parent giving permission before the child will be released. If a parent wishes a school age child age 13 and older to leave the program unaccompanied, written permission must be secured from the authorizing parent and must be maintained in the center attendance records. (22 VAC 15-30- 110)*

Policy for Dropping Off and Picking Up Children

During morning Extended Day Care children may be dropped off **inside the** church fellowship hall doors. They will be greeted upon arrival. Each child should make sure the supervisor has greeted them.

During afternoon Extended Day Care parents, guardians, or authorized people **MUST** exit their car to pick up their child and walk back to the car with their child.

Food Policies

Food will not be served during morning Extended Day Care. Children are expected to eat breakfast before they arrive.

A snack will be served during afternoon Extended Day Care, usually right after school ends. A drink will accompany each snack.

Please alert the Extended Day Staff if your child has special dietary needs.

Policy for Suspecting Child Abuse

According to federal law, it is our obligation to report to the proper authorities any suspected child abuse. If Extended Day Care suspects that any child in its care is a victim of abuse, the matter will be brought up with the school principal. It will be his/her responsibility to consult with the child's teacher and then report his or her findings, along with the Extended Day Care findings, to the proper authorities.

In Case of Illness

Parents or guardians will be called to pick up their children under the following circumstances of illness:

1. if they have a temperature of 100° F or more.
2. if they are vomiting or have recurrent diarrhea; or

3. as recommended in the VA Dept. of Health's current communicable disease chart.

Policy for Administering Medication

Medications, over the counter or prescription, will not be administered during Extended Care hours.

Discipline Policy

As previously stated, discipline rules and procedure that apply to the school also apply to the Extended Day Care program; however, because of the nature of the program, which includes more free time and children of many ages, a few specific rules are necessary.

General Rules

1. Each child should go directly to the designated meeting area for Extended Day Care once their class has been dismissed.
2. Each child shall respect others at all times, being a friend to peers and following directions given by adult supervisors and aides.
3. Children will not be allowed to run and shout inside, or fight, push, use bad language, or name call either inside or outside.
4. Children will be expected to put all toys, games and supplies away after use.
5. No child will be permitted to leave the playground area or Extended Day Care room without permission.
6. Children shall always stay within the staff's sight.
7. Children may not go inside or outside without permission.
8. Children must obey all school playground rules.

Discipline Procedure

In the event that a child in the Extended Day Care program does not follow these rules, that student will immediately be removed from the group for a period of time. If misbehavior continues, the child will be sent to the principal who will determine the appropriate action to be taken. If necessary, parents will be contacted by phone and/or writing.

At no time will corporal punishment be used to discipline children. However it should be noted that *any child may be asked to leave the Extended Day Care program if warranted by lack of cooperation.* This would occur after 2 written warnings (Notification of Inappropriate Behavior form) and a conference.

Parents have the right to petition the Board of Education for a hearing if discussions with the Director and Principal do not result in satisfaction.

In Case of Emergency

In the event of a fire a staff member or adult volunteer will sound the fire alarm by pulling the emergency lever located near the exit.

Children will line up in an orderly fashion at the Fellowship Hall doors and immediately exit onto the playground and assemble in a line at the basketball hoop. There they will remain in a quiet line until all children are accounted for and further instructions are given.

Staff members will assure that authorities are notified, all fire doors are closed and the attendance book is taken to the meeting place.

These procedures will be practiced once a month.

Plan of Injury Prevention

1. The center will document any injury that requires first aid or other medical attention in the accident log.

2. The staff will be alert to any situation that might result in injury. Any kind of inappropriate play will be redirected or stopped entirely. Any loose articles of clothing that could be caught or tripped over will be secured.
3. The center will make a weekly survey of all inside and outside grounds for any safety hazards.

Playground Safety Plan

1. Whenever the number of children present exceeds 20, 2 staff members shall supervise the playground.
2. Staff shall walk the entire area of the playground periodically to interact with the children and make sure they are playing safely.
3. Staff will take a head count every 10 minutes.
4. Staff shall intervene anytime a situation appears hazardous to a child's well-being.
5. The program director shall survey the playground weekly to make sure it is safe for use.
6. The program director shall, in cooperation with the school, maintain all playground surfaces and equipment to make sure all VA standards are being met.
7. Resilient surfaces shall be maintained by periodic raking by staff or volunteers.

Policy for Ill or Injured Children

Any child who is too ill to stay with the rest of the children will be sent to an isolated area to rest. There the child can lie down and still be monitored by a staff or faculty member. The child's parents will be notified and asked to pick up their child as soon as possible.

If a child is injured at the center, a staff member will attend to the child immediately and, if necessary, document it in the accident log. If the injury is more serious and requires more than basic first aid, the child will be kept calm and safe while EMS and parents are notified respectively.

Policy for Lost or Missing Children

If during a check of all the children, a child is unaccounted for, the staff member in charge will assemble and count all the children. If a child remains missing, the staff member will question the others as to the whereabouts of the missing child. Another staff member will search both buildings and check to see if the child's belongings are still there. A phone call will be made to see if the child was picked up. If the child is still unaccounted for, a staff member will call the police to assist in the search while the other staff member remains with the other children.

FEE SCHEDULE

Extended Day Care is provided by OSLS as a service to parents who work or are otherwise unable to drop off and/or pick up their children at the regular school hours. This program is made available to all children attending OSLS on either a monthly, occasional, or drop-in basis. Because this is a supplemental program for, its existence was approved with the understanding that it would be financially self-sustaining.

Any family who owes a balance for daycare fees from previous school terms will not be allowed to enroll a student in daycare until the balance has been paid in full.

The school has the right to terminate family's usage of the daycare facility if they fall behind in their payment of daycare fees until the balance owed has been paid in full.

Monthly Fees

1. Will vary depending on the time a child is dropped off or picked up from school.
2. Will be charged for September through May. Drop-in rates will be used for August and June.

3. Are payable in advance and are due on *the 1st of each month*.

A return check fee of \$25.00 is charged when a bank returns a check to us. Return checks are the responsibility of parents and will not be resubmitted by the school office without direct request. If two checks are returned, all subsequent payments must be paid by cash or money order. Failure to repay tuition within two weeks of notification from the school office will be cause for removal of the student from Extended Day Care rolls.

- If two checks are returned for lack of funds all subsequent payments to the school must be made by money order or cashier's check. No personal checks will be allowed.
- A second child (using the same or fewer hours) will be charged 10% less.
- When children use Extended Day Care regularly, parents are expected to pay the monthly fee. Hourly charges will cost more and are intended for occasional users.

Daily Fees (Drop-in or occasional users of the Extended Day Program)

1. Will be charged for children using Extended Day Care on an occasional or drop-in basis using the current hourly rate, indicated on the fee schedule.
2. Are calculated on the number of hours or half hours Extended Day Care is used between the hours of 7:00 – 8:15 AM and 3:05 – 6:00 PM.
3. Parents will be billed at the end of each month.

Early Arrivals and Late Pick-Ups

1. Children who are dropped off before 8:15 AM or who are picked up after 3:20 PM will be placed in Extended Day Care and will be charged the daily rates.
2. Parents who are running late must call the school number (703) 892-4846 to notify the staff in charge.
3. Parents arriving after 6:00 PM by the Day Care clock must come in to pick up their children regardless of prior arrangements. From 6:00 - 6:15 PM a flat rate of \$10 per child will be charged. Parents arriving after 6:15 PM will be charged an additional \$10 per quarter hour or any part thereof. All late fees are due upon arrival and pick up of the child/children.

SNOW DAYS/SCHOOL CLOSINGS

Delayed Opening

When school opens 2 hours late because of snow or other inclement weather, Extended Day Care will be available before school at 9:00 AM without additional charge to those who pay for monthly morning care.

Scheduled Early Release Days

When school early dismissal is on the calendar, Extended Day Care will be available after school without additional charge to those who pay for monthly afternoon care. **However, the last day before Christmas break and the final day of school Extended Day will operate until 3:30 PM.**

Non-scheduled Early Release Days

For the safety of our families and staff when school closes early because of inclement weather, Extended Day Care will NOT be available after school. All students should be picked-up from school at the announced dismissal time.

School Closing

When school is closed because of snow, there will be No Extended Day Care and no reimbursement of fees.

DAILY PROCEDURES

Morning Schedule

1. Children arrive at staggered times through church fellowship hall doors.
2. The supervisor signs the children in – noting the time of their arrival.
3. Children are free to play, talk, or work on homework.
4. At 8:10 AM preparations are made to leave the Extended Day Care area.
5. At 8:15 AM students are dismissed to the playground or to their classrooms

Afternoon Schedule

1. At 3:05 PM dismissal students are to gather in the designated meeting area under a teacher's supervision.
2. Children proceed, under Extended Day Care staff supervision, to the Extended Day Care area where they store their belongings.
3. A bathroom break provides children the opportunity to wash hands prior to snack.
4. Students gather in the Fellowship Hall of the church for snack.
5. Weather permitting, children are permitted to use the playground for an appropriate period. In inclement weather, children will be permitted to use the Family Life Center (gym) for large motor activities.
6. After outdoor recreation, children in grades 3-8 must attend to their homework while others have indoor quiet play. As children complete their homework, they may join the others at indoor quiet play.
7. As parents arrive, the time a child is picked up is recorded in the attendance.

STAFF

Director: Andrew Tsang- Morning and Afternoon

Employees: Irene Doorville- Afternoon

Jenell Smith- Afternoon