

# CARE GUIDELINES

**EXTENDED CARE: 3 PM – 5:30 PM (till 6 PM for emergencies only)**

**Mrs. Christy Benning, Director**

**Locations: Playground, Gymnasium, & Art Room**

**Cost: \$5.00 per child per hour.**

Students in extended care will report to the gymnasium at dismissal time. All students remaining after 3:15 PM, regardless of age, must report to Extended Care.

Parents, if you use this service, it is very important to send your children to school with clear instructions about their after school plans. Students are asked first thing each morning about their plans after school. All students who indicate a need for extended care will be accommodated. Those who need to be added during the course of the day, must have a parent call the office.

Families are billed on FD on the 15<sup>th</sup> and last day of each month. Payment is expected to St. John Lutheran School within 30 days of the receipt of the bill. Failure to do so will result in the loss of service until payment is made in full. If your balance exceeds \$25 at the end of the school year, you will not be able to utilize the service the following school year until the balance is paid in full.

## **PROCEDURES**

Pick-up – Please check the center lobby doors to locate where the children are.

**P = Playground, G = Gymnasium, A = Art Room.** If the children are in the Gym, you may enter the lobby doors. If they are in the Art Room, you may enter the lobby doors until 4pm. The office closes at 4pm., so after that, you must drive around to the Hunter Rd. entrance and use the buzzer at door C-9. If the students are outside, please drive around to the playground, but park in the school parking lot, **DO NOT DRIVE UP TO THE PLAYGROUND.** IF you need to reach the extended care workers, their cell phone number is – **317-432-5259.**

Please arrive to pick up your children no later than 5:30 PM. We reserve 5:30 – 6:00 PM for emergencies, traffic jams, etc. If you arrive after 6 PM, you will be charged an extra \$10 for the first 10 min. Every additional 10 minutes adds another \$10. To avoid this, please have emergency plans in place for the pick-up of your child(ren), such as a relative or friend on stand-by if necessary.

## **CONDUCT**

Students who misbehave in extended care may receive a written disciplinary note.

Parents are expected to deal with these situations immediately. A third notice may result in loss of extended care privileges for time periods of 3 days – to a full semester.

## **BILLING**

<b>FROM</b>	<b>TO</b>	<b>PER CHILD</b>
<b>3 PM</b>	<b>4 PM</b>	<b>\$5.00</b>
<b>4 PM</b>	<b>5 PM</b>	<b>\$10.00</b>
<b>5 PM</b>	<b>6 PM</b>	<b>\$15.00</b>
<b>6:01 PM</b>	<b>6:10 PM</b>	<b>\$25.00</b>
<b>6:10 PM</b>	<b>6:20 PM</b>	<b>\$35.00</b>