

ST. JOHN'S LUTHERAN

# **EXTENDED SCHOOL PROGRAM**

2009 – 2010  
PARENT HANDBOOK



ST. JOHN'S LUTHERAN SCHOOL  
[www.stjohnsmg.org](http://www.stjohnsmg.org)  
9141 COUNTY ROAD 101  
CORCORAN, MN 55340

St. John's Lutheran School offers an Extended School Program (ESP). ESP 'extends' the school day for children after school and ensures that the child is cared for in a safe, caring environment. It is staffed by a Director and program assistants who all work under the direction of the Principal of the school and the Board of Education. It serves only children regularly enrolled in kindergarten through eighth grade at St. John's School. The program will operate on regularly scheduled school days.

### **Philosophy**

It is our purpose to provide a safe, positive, supervised environment for students after school hours with a structured program that will include activities such as art, music, sports, drama, recreational activities, and quiet homework time. We will lead children to discover their talents and interests and to take pride in their accomplishments.

All staff will be positive roll models for students, first by general conduct, and second by participating in activities with students.

### **Communication**

Staff will keep lines of communication open with parents by sharing positive accomplishments of children. Staff will enlist the support of parents when dealing with a difficult discipline situation.

The ESP voicemail box can be reached by dialing the school number at 763.420.2426 X 35 and after 3 PM X 37 Youth Room.

### **Days and Hours of Operation**

#### **After School:**

ESP will operate Monday through Friday from 2:05 until 5:30 p.m.

#### **Location:**

The ESP program will take place in the fellowship hall, auxiliary room, and outside.

#### **School Holidays/Teacher Workdays:**

ESP will not operate during school holidays, teacher workdays, or days that school is called off.

#### **Snack:**

A snack will be provided each day during the first hour of the program.

### **Registration Fee**

There is a **nonrefundable** annual registration fee of \$15 per student before the 1<sup>st</sup> day of school, and \$20 per student for registration after the 1<sup>st</sup> day of school. **We encourage all parents who think they may use the program to register before school starts.**

### **Hourly Fees**

The hourly fee for this program is \$3 for one student, \$5 for two students, and \$7 for three or more students. The full hourly fee will be charged if more than 5 minutes of the hour has been used. The hours will be charged based on the following schedule:

2:05 – 3:00 = 1 hr.

3:00 – 4:00 = 1 hr.

4:00 – 5:00 = 1 hr.

5:00 – 5:30 = 1 hr.

A minimum charge of \$3 will be assessed for a day that was signed up for unless the director is notified by 8:00 a.m., of that day, that the child will not be attending the program. If a child is ill and not attending school that day the \$3 charge does not apply.

### **Drop In Emergencies**

We realize emergencies and last minute situations may arise. We are happy to accommodate this situation however, it is imperative that the director be notified as soon as possible so the program may be properly staffed. The director should be notified by calling the school voicemail at ext. 35. If the director is not notified by 8:00 a.m. a \$10 drop in fee per family will apply.

### **Billing/Payment Process**

The Director will keep a calendar for each family that uses this program. The calendar will be sent home the 3<sup>rd</sup> Tuesday of the month and will be due the following Monday. Families must fill out the calendar with the name and pick up time for each child including what days they will be using the program.

A statement will be sent home during the first Tuesday of the month showing used and unused hours for the previous month. If a credit exists, it will be applied to the next bill and if there is deficit, it is due by the 2<sup>nd</sup> Tuesday of the month. Payment not received by the 2<sup>nd</sup> Tuesday will be subject to a \$5 late fee per day.

The calendars and billing cycles will run on a four week system versus following the calendar month. This allows the director to more easily staff for the entire week.

### **Arrival and Departure of Students**

Parents/guardians must enter the building to pick up and sign out their child from the Extended School Program. The sign-out location is in the fellowship hall. Children will only be released to persons authorized in writing by the custodial parent and listed on the file. Persons on file, but not known by the staff, who are picking up children will be asked to show identification. Students not signed up for the day will be sent to the school office until direction is received from the parents.

**Late Pick-Up Fees**

Beginning at closing time, late pick-up fees will be charged. The rate is \$10 per child for every 15 minutes (or fraction thereof) you are late picking your child up.

Habitual tardiness in picking up children will result in dismissal from the program. Parents must call the director to notify staff of any extenuating circumstances.

**Emergencies/Illness**

In the event of a medical emergency, reasonable effort will be made to contact parents/guardians for specific instructions. If parent cannot be reached, the coordinator will take necessary actions. The action on the part of the program personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. If a child becomes ill while attending ESP, the child's parents/guardians will be contacted to pick the child up from the program.

**Since this is an extension of the St. John's Lutheran School program, all policies and procedures will apply. Please refer to the St. John's Lutheran School Parent Handbook.**

4/22/09