

### STATEMENT OF PURPOSE

The purpose of the Wheaton Christian Grammar School Extended Care Program is to provide students and their parents/guardians with a safe, nurturing alternative for before and after-school care. This program is in place to provide childcare for working families and in case of emergencies.

### STAFF

The program staff will be employees of Wheaton Christian Grammar School who support the mission and objectives of the school, have undergone the prescribed background checks, and are trained in basic safety and first aid procedures.

### HOURS AND DAYS OF OPERATION

**\*There will be NO Before-school care on the first day of school.\***

1. Before-school care is available from 7:45 a.m. to 8:40 a.m.
2. After-school care is available from 3:25 p.m. to 5:00 p.m.
3. Extended Care will only be offered on days when school is in session.
4. Extended Care (PM) will not be available on all half days.
5. Extended Care (PM) will not be available on Grandparents' Day.
6. If there is a delay in the start of school, Extended Care will not be available before school but will be available after school.
7. If there is a school closing, Extended Care will not be available for that day.
8. Children must be picked up by 5:00 p.m. A late fee of \$20.00 per child will be charged for every 15-minute increment that a child is picked up late.

### REGISTRATION

1. **A parent or guardian must register each student by completing the WCGS Extended Care Registration Form every school year.** This form is available on the school's website, in the school office, or by contacting [extendedcare@wheatonchristian.org](mailto:extendedcare@wheatonchristian.org) or calling 630-668-1385.
2. It is the parent's responsibility to update emergency phone numbers and names of people who are authorized to pick up their children. Updates require a parent's signature and must be made in writing.

### DROP OFF/PICK UP

1. Drop off for before-school care is at **Door #1** and pick up for after-school care is at **Door #14**. For entry through **Door #14**, press the Extended Care intercom button, identify yourself to staff, and you will be admitted through **Door #14**. Parents must sign out their child electronically/on the tablet.
2. Students will be released and signed out electronically/on the tablet in the afternoon only by those listed on the parent-signed registration form.
3. Students must sign in for both before-school care and after-school care on the daily log sheet.
4. It is the parent's responsibility to update the names of people authorized to pick up their children. Updates must be made in writing and given to the Extended Care Supervisor.
5. If parents need to reach Extended Care staff during hours of operation, call 630-668-1385. If we are unable to answer at that time, please leave a message and we will return your call promptly.

### ATTENDANCE

1. Parents must notify Extended Care staff if their child will be attending. They can do so by emailing: [extendedcare@wheatonchristian.org](mailto:extendedcare@wheatonchristian.org).
2. If school is not in session (scheduled full days off, snow days), Extended Care will not be available.
3. Students attending Extended Care after school are to go directly to **Room 308** and sign in by 3:40 p.m.

## **TYPICAL SCHEDULE**

1. Before-school care (7:45 a.m. to 8:40 a.m.) will be held in **Room 308**. Please drop off students at **Door #1** (main entrance). Students are dismissed from before-school care at 8:40 a.m.
2. After-school care (3:25 p.m. to 5:00 p.m.) will include snack time, physical activity outside as the weather permits, free time to read, complete homework, draw, or play any games provided.

## **SNACKS**

1. Students attending before-school care may bring a snack.
2. Students attending after-school care should bring a snack.
3. Parents are responsible for notifying the staff of any food allergies on the registration form.

## **DISCIPLINE**

The Extended Care program is intended to provide a safe, nurturing alternative for before/after school care:

1. Our goal is prevention and positive approaches to handling disruptive behavior. We will do our best to work through minor problems that may occur. Please feel free to contact any Extended Care staff with concerns or suggestions of effective discipline for your child.
2. If a child has a repeated discipline problem, the parent will be notified. If the problem persists, a conference will be scheduled.
3. All school policies and procedures will apply.

## **FEES**

1. Before-school care will be charged at a flat fee of \$5.00 per student, per day.
2. After-school care will be charged at a fee of \$5.00 per half hour per student.
3. Children must be picked up by 5:00 p.m. A fee of \$20.00 will be charged for every 15-minute increment when a child is picked up late.
4. Fees will be charged to your school account once a month. It is expected that Extended Care charges will be paid within a month of the billing date.
5. Failure to keep your account current may result in the loss of Extended Care services.

## **INSURANCE**

Parents/Guardians are responsible for medical insurance coverage.

## **EMERGENCY CLOSINGS**

1. If there is a delay in starting school, Extended Care will not be offered before school.
2. If there is an emergency early school closing, Extended Care will not be offered after school.
3. If school is cancelled, Extended Care will not be offered.

## **MEDICAL EMERGENCIES**

1. Basic first aid supplies are available.
2. A nurse is not on duty.
3. Parents/Guardians will be called if the student needs emergency care. In the event the parent/guardian is unavailable, the emergency contact will be called.

Wheaton Christian Grammar School reserves the right to amend any aspect of this program as needed. A student's continued participation in the program will be contingent on cooperation with the goals and parameters of the program as set forth in this document.