

**Policy Category: Students and Student Services**  
**Policy Title: St Mark After School Care Policy**

**St. Mark Before and After School Care Handbook**

St. Mark Lutheran School is providing both before-school care and after-school care as a service to our school families. We recognize the challenges that working parents face with childcare arrangements and strive to provide options for our school families as an extension of our school's mission statement:

*The mission of St. Mark Lutheran School is to assist parents, both in the congregation and community, in providing their children a Christ-centered education, preparing them for life with their Savior here on earth and eternally in heaven.*

With that mission statement as our guide, our Before-School Care and After-School Care Program will follow the applicable policies and procedures as stated in the school handbook.

**Who may attend?**

The Before-School Care and After-School Program will be available for students of St Mark Lutheran School currently enrolled in grades Preschool through Eighth Grade. This program is only available on the days the student attends school.

**When will the care be available?**

**Before-School Care**

Before-school care will be available from 7:00 AM until 8:15 AM. Between 8:10-8:25 AM, all students will be allowed to head to their classrooms. Students arriving at St. Mark before 8:10 cannot enter the school building without attending before-school care.

Anytime that St. Mark Lutheran School or Kindergarten classes are canceled, (including snow days) the Before-School Care Program is also canceled. Before-school care will still take place on late start days. If St. Mark experiences a "two-hour delay" due to weather, Before-School Care will begin at 9:00 AM. Regular rates will still apply on these days.

This program relies on parents signing up for care. Even though care will be offered every day school is in session, the coordinator will only schedule staff on the mornings the care will be used. In the event no child is signed up, there will be no staff working.

**After-School Care**

St. Mark After School Care hours is from 3:25 PM to 5:30 PM, Monday through Friday. After School Care is only offered on full school days. If school is off or releases early for any reason After School Care will not be offered on those days.

**How much will it cost?**

**Before-School Care**

Before-School Care will cost \$6 per student for those arriving between 7:00-7:30 AM. It is \$4 per student for those arriving between 7:30-8:00 AM. For students arriving after 8 AM, the cost will be \$2. Please note the following special circumstances:

- If a child is scheduled for care and the parent does not notify the coordinator of any changes by 10 PM the night before via email, there will be a \$5 scheduling fee charged.
- Parents **cannot** just show up for before-school care without notifying the coordinator by 10 PM the night before. If this happens, a \$5 scheduling fee will be assessed along with the regular hourly fee. Keep in mind that if no students are signed up for care that morning, there will not be any staff working.
- In the case of no-shows, a \$5 "no show" fee will be charged. The coordinator or staff will also call the parent or emergency contacts to find out why the child is not in care. This firm policy is for the protection of your child – if they are scheduled to be in the care of St. Mark Before-School Care and they are not there, we must be able to know that they are safe and accounted for.
- Families with multiple children in before school care can get a discounted rate. A maximum of \$15 per morning will be charged per family.

### **After-School Care**

St. Mark After-School Care charges at a rate of \$5.00/hour/child. Any part of the hour will be charged as follows: \$3.00 for 30 minutes. Please be prompt in picking up your children. You will be allowed a 10-minute grace window from 5:30-5:40 PM. If you arrive after 5:40 PM, you will be charged \$1 for every minute after 5:40 PM. Pick-up time should be no later than 5:30 PM.

Also note, that your child will be sent directly to After School Care if they are not picked up by 3:40 PM after school charges will begin at that time.

Finally, if an After School program (athletics; academics) is scheduled to begin before 4:30 PM and children will be staying after school, children are to report to After School Care. They will be released at the appropriate time. The St. Mark athletic fund will cover the necessary expenses. If the children stay after school for an After School program (athletics; academics) that begins after 4:30 PM, parents are expected to pay the normal After School Care rates.

### **Is food available?**

#### **Before-School Care**

St Mark Before-School care will not provide breakfast for students. The Before-School care will have a microwave and toaster for students to make their own breakfast. All students using Before-School care are encouraged to eat before arriving or to bring something to eat, especially those arriving before 7:30. Milk can be ordered for students in before school care if they sign up at the beginning of the year.

#### **After-School Care**

St. Mark After-School care will provide a small healthy snack to the children that attend.

### **What are the scheduling procedures?**

#### **Before-School Care**

Parents need to fill out a Before-School Care schedule **by Friday** of the preceding week. The schedule can be found on the St. Mark website. Click on the link to sign up, and submit the form. If parents will have a set schedule each week, they only need to fill out the schedule once and contact the coordinator via email to notify them their schedule will be the same until further

notice. The same no-show and scheduling fees will still apply if parents do not notify the coordinator of changes to their schedule.

It is important that the parents fill out their schedules by the previous Friday whenever possible. If a parent needs to schedule care during the week care is needed, the coordinator needs to be notified by 10 PM the night before care is needed to avoid any scheduling fees. ***It is vitally important that parents realize the importance of the program schedule as it relates to scheduling staff for the program.***

### **After-School Care**

Parents are also asked to complete the After-School Care schedule **by Friday** of the preceding week. The schedule can be found on the St. Mark website. Click on the link to sign up, and submit the form. If parents will have a set schedule each week, they only need to fill out the schedule once and contact the coordinator via email to notify them their schedule will be the same until further notice.

If the need arises for After-School care during the school day, please contact the school secretary and/or program coordinator.

All children remaining at school after 3:40 PM will be brought to After School Care to sign in.

### **What are the payment procedures?**

The Before-School Care and After-School Care coordinator will be in charge of billing families that use the Before-School Care and After-School Care program. The payment policy will follow these steps:

1. The family will receive a monthly invoice via e-mail which will include a breakdown of charges.
2. An e-mail notification from TADS should be received informing the family that they have a pending amount that will be withdrawn from their account. Funds are scheduled to be removed no earlier than the 15th of each month.
3. The applied school care charges will then be automatically withdrawn through the TADS payment option and the existing bank account on file. There is a \$1.00 electronic processing service fee that will be applied.

### **What if I am late or have to cancel?**

Please contact the coordinator for any schedule changes as soon as they are known. Please email [lmicheel@smwels.org](mailto:lmicheel@smwels.org) with any changes. Changes in the schedule must be received by 10 PM the night before to avoid the \$5 "late schedule change" fee. The one exception to this rule is in the case of a sick child. If your child is sick, please email the coordinator at [lmicheel@smwels.org](mailto:lmicheel@smwels.org) .com or text (414)856-5965 even if it is the morning of the scheduled care. If the child is unable to attend school, the fee will be waived. ***Please remember, with a small program like ours, schedule changes can have significant impact on the staff and other parents.***

### **Who will staff the program?**

The program will be staffed by the Before-School Care and After-School Care coordinator. As needed, additional staff will be used on days the coordinator is unable to work. The coordinator and any additional staff have gone through a thorough background check. All workers will be 18 years or older and a member of a WELS/ELS congregation.

## **What are the Drop Off and Pick Up Procedures?**

### **Before-School Care**

The students can be dropped off at the church entrance (Door #1) by the parent/adult and gain. The program coordinator will open the door for the children to enter. Before-School Care will take place in the Gym from Monday-Thursday. On Fridays kids will meet in the lower grade wing or gym in relationship to men's Bible study.

### **After-School Care**

Children are to sign-in immediately after arriving at the After School Care. Children will remain in After School Care until a parent / guardian / alternative pick-up person signs them out. Alternative pick-up persons will need to be communicated to the program coordinator. After School Care will also take place in the Gym.

### **Discipline Policy**

Discipline of children will be carried out in a God-pleasing manner. We will not use discipline that is abusive, frightening, humiliating, or neglectful. We believe that we must lovingly guide and redirect the children to cooperate with their peers, while learning self-control and respect for others. If a child demonstrates behavior that is inappropriate, several methods can be used to try to change the behavior. The child will be asked to stop the inappropriate behavior and be directed to another appropriate activity. Behaviors that have a high degree of intensity or cause injury to other children are cause for immediate concern and intervention. Parents will be notified, and disciplinary action will be taken in connection with the St. Mark Lutheran School discipline policy.

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Adopted By the Church Council: 2/11/13; Revised 8/10/21; Revised 7/12/22

Adopted By the Voters' Assembly: 7/23/17; Revised 2/26/20; Revised 10/24/21; Revised 7/24/22

Policy Category: Students and Student Services  
Policy Title: St Mark Wrap-Around Care Policy

### **St. Mark Wrap-Around Care Handbook**

St. Mark Lutheran School is providing wrap-around care to our school families. We recognize the challenges that working parents face with childcare arrangements and strive to provide options for our school families as an extension to our school's mission statement:

*The mission of St. Mark Lutheran School is to assist parents, both in the congregation and community, in providing their children a Christ-centered education, preparing them for life with their Savior here on earth and eternally in heaven.*

With that mission statement as our guide, our Wrap-Around Care Program will follow the applicable policies and procedures as stated in the school handbook.

#### **Who may attend?**

The Wrap-Around Care program will be available for students of St Mark Lutheran School currently enrolled in Preschool. This program is only available on the days the student attends school.

#### **When is Wrap-Around Care available?**

The wrap-around care will be available from 11:55 AM until 3:25 PM. At 3:25 PM, all students will transition to the After School Care Program, be picked up by the parents, or ride the school bus home.

Anytime that St. Mark Lutheran School, Preschool, or Kindergarten classes are canceled or experience a two-hour delay, (including snow days) the Wrap-Around Care program is also canceled for the day. Wrap Around Care is not available on half-day school days.

This program relies on parents signing up for care. Even though care is offered every day school is in session, the coordinator will only work on the days the care will be used. In the event no child is signed up, there is no staff working.

#### **How much does it cost?**

- St. Mark Wrap-Around Care charges at a rate of \$5.00/hour/child. Any part of the hour will be charged as follows: \$3.00 for 30 minutes.
- If a child is scheduled for care and the parent does not notify the coordinator of any changes by 10 PM the night before via email, there will be a \$5 scheduling fee charged.
- Children **cannot** just show up for the wrap-around care without notifying the coordinator by 10 PM the night before. If this happens, a \$5 scheduling fee will be assessed along with the regular hourly fee. Keep in mind that if no students are signed up for care that day, there is not any staff scheduled.

### **Is food available?**

Children bring their own lunch each day. Microwave warm-ups are allowed, however, they must require less than 2 minutes to cook. Milk is available to purchase at the beginning of the year, or they may have water or bring a drink from home. Children are able to purchase hot lunch once a week when it is being provided for the rest of the school. The standard rates for milk and hot lunch apply. Children are provided with a healthy snack in the afternoon during wrap-around care.

### **What does an afternoon at Wrap-Around Care look like?**

- 11:55-12:25 – Lunch in the classroom (in the gym on hot lunch days)
- 12:25-1:00 – Rest Time - The children have an opportunity to nap or rest quietly with a book, puzzle, or other quiet activity. Children should bring a rest mat and/or pillow and blanket.
- 1:00-2:00 – Active Play - The children spend time playing either outside or in the gym depending on weather and gym availability. Children must have appropriate outdoor clothing and shoes/boots every day.
- 2:00-2:30 – Free Play - The children choose from various activities around the classroom.
- 2:30-3:00 – Snack / Read Aloud / and Bible Story Time - Children wash their hands and sit to eat a snack. The caregiver reads aloud Bible lessons and books.
- 3:00-3:15 - Craft/ Group Activity
- 3:15-3:25 - Transition/End Time – Children transition either to After School Care, are picked up by a parent, guardian, or other designated person, or ride the school bus home.

### **What are the scheduling procedures?**

Parents need to fill out a Wrap-Around Care schedule **by Friday** of the preceding week. The schedule can be found on the St. Mark website. Click on the link to sign up, and submit the form. If parents will have a set schedule each week, they only need to fill out the schedule once and contact the coordinator via email ([liz@smwels.org](mailto:liz@smwels.org)) to notify them their schedule will be the same until further notice. Scheduling fees will still apply if parents do not notify the coordinator of changes to their schedule.

Care schedules should be completed by the previous Friday whenever possible. If a parent needs to schedule care or make a change to their schedule during the week care is needed, the coordinator must be notified by 10 PM the night before care is needed to avoid scheduling fees. and ensure a caregiver is staffed. ***It is imperative that parents realize the importance of completing care schedules and/or communicating schedule changes promptly to ensure staffing for the program.***

### **What are the payment procedures?**

The Wrap-Around Care coordinator is in charge of billing families that use the Wrap-Around Care program. The payment policy follows these steps:

1. The family will receive a monthly invoice via e-mail which will include a breakdown of charges.
2. An e-mail notification from TADS should be received informing the family that they have a pending amount that will be withdrawn from their account. Funds are scheduled to be removed no earlier than the 15th of each month.

3. The applied school care charges will then be automatically withdrawn through the TADS payment option and the existing bank account on file. There is a \$1.00 electronic processing service fee that will be applied.

### **Who will staff the program?**

The program will be staffed by the Wrap-Around Care coordinator. Additional caregivers are scheduled on days the coordinator is unable to work. The coordinator and all caregivers have gone through a thorough background check. All workers are 18 years or older and a member of a WELS/ELS congregation.

### **What are the Pick Up Procedures?**

Children sign in immediately after arriving at Wrap-Around Care. Children remain in Wrap-Around Care until a parent, guardian, or other designated person signs them out. Names of people with prior approval by each child's parent or guardian are kept on file. In the event of a change, the parent/guardian must notify the Wrap-Around Care Coordinator before the child is picked up. At 3:25 PM the students either transition to the After School Care Program, are picked up, or ride the school bus home. Children who have an older sibling will be able to ride home on the school bus. If the child is the only child in school, arrangements will need to be made for pickup.

### **Discipline Policy**

The discipline of children is carried out in a God-pleasing manner. We do not use discipline that is abusive, frightening, humiliating, or neglectful. We believe that we must lovingly guide and redirect the children to cooperate with their peers while learning self-control and respect for others. If a child demonstrates behavior that is inappropriate, the child is asked to stop the inappropriate behavior and is redirected to an appropriate activity. Behaviors that have a high degree of intensity or cause injury to other children are cause for immediate concern and intervention. Parents are notified, and disciplinary action is taken in connection with the St. Mark Lutheran School discipline policy.

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