



# WCS Extended Care Information Guide

# Services Overview

## **SERVICE TIMES**

Extended Care is a service for parents who need supervision for their children before and/or after school. Our before and after school childcare is an extension of the school day. Extended Care opens at 7:00 a.m. and closes at 6:00 p.m.

Extended Care services are available to K-5th grade students. Families who are in need of extended care services for their 6th grade students must agree to behavioral expectations.

## **BEFORE SCHOOL CARE**

If you arrive prior to 7:00 AM, please wait with your children in the car until Extended Care opens. Supervisors will sign your child in. At 8:00 AM, students are sent to class. Kindergarteners and first graders will be walked to class. 6th grade students are responsible for walking themselves to the Middle School campus.

## **AFTER SCHOOL CARE**

Students who know they are going to extended care will line up along the back wall of the MP room and quietly wait to be invited in. They will be signed in by Extended Care staff.

If parents are not able to pick up their child(ren) by 3:00 pm on regular days, 2:10 pm on early release days, or 12:15 pm on minimum days, students must be sent to extended care and will be signed in by extended care staff for their safety.

Middle school students who will be using extended care must meet Elementary staff at the grassy area by the 6th grade lockers within 10 minutes of school dismissal. They will be walked as a group to extended care.

Students will be given an opportunity to work on their homework at designated tables beginning at 3:30pm. This time is designed for children to work alone on their homework. It is the child's responsibility to use this time when needed.

We have an afternoon snack where the children can eat whatever is left in their lunches. We encourage parents to pack extra snack items that can stay in their lunches for after school.

Parents are responsible for signing children out at the end of the day. Parents are charged according to the sign-in sheet.

## **COSTS**

### *Morning*

Before School	7:00 AM-8:00 AM	\$4 per child
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### *Afternoon*

After School	2:45 PM - 3:30 PM	\$4 per child
	2:45 PM - 6:00 PM	\$13 per child

### *Minimum Days*

Half Afternoon	12:00 noon - 3:30 PM	\$13 per child
Full Afternoon	12:00 noon - 6:00 PM	\$24 per child
Full Day (more than 6 hours)	7:00 AM - 6:00 PM	\$26 per child

### *After 6:00 PM*

First 5 minutes	\$5 per child
Every 5 minutes thereafter	\$10 per child

There is a \$2 discount per day for half afternoons and/or full afternoons for two children.

**Payment Policy:** Extended Care fees are due and payable at the end of each month. Parents may check with an Extended Care staff member or the school office for their balance. A copy of their bill is available on request.

## **FOOD**

We have an afternoon snack time, where the kids can eat what is left in their lunch. Please make sure to pack extras for them.

There is no way to guarantee an allergy-free environment for our students. We can, however, help minimize contact for students who have particular allergies. Please communicate any allergies to Extended Care staff.

## **CLOTHING**

Children going to Extended Care may bring clothes to change into after school. They must wear socks if they wear sandals. No spaghetti straps, no bare midriffs, no spandex shorts; and no inappropriate printing on t-shirts are permitted.

## **PERSONAL ITEMS**

Toys may be brought from home, but please realize that Extended Care staff is not responsible for lost, broken, or stolen items. All cubbies and hanger areas must be cleaned out daily. Nothing should be left in Extended Care.

There is a "Lost and Found". Parents and students are encouraged to check it often.

## **ELECTRONICS**

Children may bring electronics on Fridays, minimum days and all day daycare. They will be able to play on them for a limited amount of time. They may not play any kind of violent games or games that have the ability to communicate with someone from the outside. All games must be approved by Extended Care staff. Phones can be used, but only to play games. There is to be no texting, talking or any kinds of pictures or videos taken from phones or tablets. No music is allowed to be played from electronic devices while in extended care as the staff is not responsible for monitoring the content of music that is played. No earphones/earbuds are allowed. All electronics must be played at the tables to allow for adequate supervision. Smart watches with the capability to text, make phone calls, or access the internet are treated the same as a cell phone. Please see "WCS Computer Use Policy" below.

## **PHONE CALLS HOME**

Students are not allowed to use the phone without permission. The phone call must be initiated by extended care staff.

# Expected Student Behavior

Because extended care is an extension of the school day, all school rules and policies remain in effect.

## **LEAVING SUPERVISED AREAS**

Students who need to leave the supervised area to use the restroom need permission from a staff member and should go with another student. Students should never enter a classroom or other building without permission.

Students may not leave campus without proper parent notification and approval. This includes going home with another student. This needs to be pre-arranged with written or verbal permission from parents.

## **BEHAVIOR AND DISCIPLINE**

It is our desire that students, faculty, and staff behave in a respectful and courteous manner in the classroom, around campus, during athletic activities, and in personal lives.

Students are expected to respond with respect for and a willingness to obey extended care staff. It is our desire to provide Christ-like discipline and training, not punishment.

If there is a behavioral issue at extended care, students are to find extended care staff to help mediate the situation. Extended care staff will help solve the problem and provide resolution. The process for addressing student behavior is as follows:

1. In most cases, the student will receive a verbal warning.
2. In situations involving intentionally harming another student, disrespect or disobedience toward staff, or intentionally damaging/breaking school or another student's property immediate disciplinary action will be taken.
  - a. Student will be given a time out.
  - b. Parents will be notified within 24 hrs of the incident.
  - c. Parents will be responsible for replacing intentionally damaged items.
3. After 3 parental contacts, there will be a one-day removal from extended care and a behavior contract could be put in place. If the Extended Care Supervisor or a school administrator needs to be contacted after 4pm to address student behavior, a one-day removal from extended care will be given.
4. Failure to follow the behavior contract or 3 additional parental contacts will result in a two-day removal from extended care and extension of the behavior contract.
5. Additional failure to adhere to the behavior contract will result in removal from extended care for the remainder of the school year/summer.

## **6TH GRADE BEHAVIOR EXPECTATIONS**

As an older student, middle school students are expected to be an example to younger students. They must be respectful toward extended care staff and other students. Middle school students are expected to demonstrate Christ-like behavior in their language usage and actions.

Middle school students will be held to the same behavior standards as the elementary students. Any disrespectful behavior or failure to comply with extended care rules will result in parent contact. After 2 parental contacts, middle school students will be removed from extended care for a week and given a behavior contract. After 2 removals, they will no longer be allowed to utilize extended care services.

## **WCS COMPUTER USE POLICY**

Woodland Christian School provides iPad/computer equipment, computer services, and Internet access to its students and staff for educational purposes only.

Access to the Internet will enable students to explore libraries, newspapers, and encyclopedias; to use the most up-to-date data from research institutions; and to communicate with people all over the world.

We believe that the benefits to students from access to the Internet (namely information resources and the opportunity for collaboration) exceed any disadvantages. However, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

Woodland Christian School has taken available precautions through the use of filtering software to restrict access to controversial materials and chat rooms. However, on an ever-changing global network, it is impossible to control all materials, and students may find ways to discover inappropriate information.

Students who inadvertently access inappropriate material should notify the supervising teacher, so that the site can be blocked. Immediate attention of the teacher will help avoid any problems if the access is picked up during the monitoring process.

These guidelines are provided here so that staff, community, student users, and the parents/guardians of students are aware of their responsibilities. Woodland Christian School may modify these rules at any time by publishing the modified rule(s) on the system.

Students are responsible for good behavior on the WCS network. It is expected that students will place high value on honesty, integrity, and sound moral interaction with people in all areas of their lives, including the use of the WCS network.

Accordingly, the following will not be tolerated:

- Accessing, displaying, or sending text or graphics that are sexually suggestive; pornographic; violent; or that contain inappropriate religious/ethnic references or cultic content or obscene language
- Playing of any arcade-type game
- Harassing, insulting, or attacking others
- Copying, modifying, deleting any system or program files
- Installing any software (including Internet shareware) without permission from a network administrator
- Plagiarism (as with any other source, you must give credit for any information you use from the Internet)
- Posing as another person through e-mail communication

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the school's policy and the discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system.

Any action by a student that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict other students from using those resources is strictly prohibited and may result in appropriate action in compliance with the school's discipline code.

Transmission of material, information or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions. Users and their parents/guardians specifically agree to indemnify Woodland Christian School and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the school relating to, or arising out of, any breach of this section (Online Conduct) by the user.

Use of the WCS network is a privilege, not a right. Inappropriate use will result in loss of access as well as other disciplinary action.