

Extended Care Services:

Purpose:

OSLS wishes to provide a convenient place of **Christian Care** where safety and help may be found for those who need assistance in the supervision of their children outside our regular school hours.

Program: (only operational during the school year)

7:15am -- 8:15am (before school for grades K-8)

One teacher will be assigned to supervise the students in one classroom.

8:30-9:30am for preschool students. One teacher will be assigned to supervise the students in one classroom.

Preschool and Kindergarten Parents: There is no extended care offered for the 11:45am or 12:00pm dismissal times. If a child is still at school fifteen minutes past the dismissal time, the family will be charged double the regular extended care rate.

3:45pm -- 5:45pm (after school)

One teacher will be assigned to supervise the students in one classroom or activity of the teacher's choice.

Finance:

The parents of a student placed in extended care will be charged:

\$2.00 per student (before & after school) per half hour

This charge is levied at every half-hour attendance check. Each student will be charged the full amount for any portion of an attendance period. Fees will be paid to the office on a monthly basis. **Any fees not paid within thirty days of billing will stop services until paid.**

Guidelines:

To **enroll** your child into extended care services, simply send a note or email to the teacher and the school office. This note will then be official notice that your child is to stay after school on a regularly scheduled basis. If your child is staying for a shorter period, a note must be sent to the teacher and the office stating the date or dates, this will happen.

To **withdraw** your child from extended care is just as simple. Send a note stating that your child will no longer need the services. The note also must state how the child is to be transported home.

Extended care is not offered for the noon dismissal. If a child is still at school fifteen minutes past the noon dismissal time, the family will be charged double the regular extended care rate.

Any child at school after 3:45pm will be **automatically enrolled** in extended care services and the parents will be charged accordingly. **An assigned teacher will supervise the child, and no other adult may take the responsibility of supervision without a note from the parent.**

Any child at school after 3:45pm but fully participating in an extra-curricular activity is exempt from service and charges. This child must be under direct supervision of a teacher or an adult who is in charge of the after school activity. **No siblings may stay in the care of another teacher other than the assigned teacher for extended care.**

No snacks are provided.

Any child who is participating in an extra-curricular activity and is in school 15 minutes after the activity finished will be automatically enrolled in extended care services and charged accordingly.

Late fees will be levied at double the given rate if the child is not picked up by 5:45pm.

Health Policy:

Our Savior extended care staff will maintain a healthy school environment in the following ways:

Hand washing:

Signs are posted at each sink with instructions for hand washing.

All staff, volunteers, and children will wash their hands with soap and water at the following times (as applicable):

1. The start of the day, before children arrive.
2. Before preparing or eating snacks
3. After using restroom, caring for sick children or contact with bodily fluids.
4. Children will wash hands with soap and water before snack and after using restroom.

Handling children's bodily fluids – Staff will follow the standard precautions for child care recommended by the Centers for Disease Control and Prevention in handling any fluid that might contain blood or other body fluids. Standard precautions require treating all blood, fluids that may contain blood or blood products, and other bodily fluids as potentially infectious.

Spills of body fluids, feces, nasal and eye discharges, saliva, urine and vomit will be cleaned up immediately. Clean and disinfect any surfaces, such as countertops and floors, or toys on to which the fluids have spilled – using a three step cleaning method: clean with detergent, rinse with water, and disinfect with approved disinfectant.

Discard fluid contaminated material in double plastic bags that have been securely sealed.

Clothing or other items to be sent home with a child will be wrapped and closed in a plastic bag.

Other staff may need to be brought into the room to assist in the supervision of children while this is taking place.

Tables will be cleaned after each use with a three-step cleaning method – clean, rinse, and disinfect. Toys will be cleaned, rinsed, and disinfected semi annually and as needed.

Illness -

During school day -A child that is too ill to remain with the group will be placed in a separate area where he or she may be comfortably cared for and supervised until the parent or guardian can come and pick up the child.

Please keep your child at home if any of the following symptoms are present.

A temperature of 100 degrees or higher (temperature must be normal for 24 hours before returning to school.)

Diarrhea

Vomiting

Any rash that may be contagious

Any other contagious condition (e.g. strep throat and pink eye require 24 hours of prescription medication prior to returning to school, unless otherwise directed by your doctor.)

Health and Family Resources:

Kent County Health Department 700 Fuller Avenue NE, Grand Rapids, MI 49503 phone: (616) 632-7100 web: <http://www.accesskent.com/Health/HealthDepartment>

Baxter Holistic Health Clinic 935 Baxter St Se, Grand Rapids, MI 49506, phone: (616) 456-5310

If closer supervision is necessary during an after school activity, the child will leave the activity and be placed in the extended care services. The parents will be charged accordingly.

Any child who cannot abide by the regular school disciplinary policies will not be allowed to attend extended care services after two warnings. Parents will be notified of the misbehavior at each occurrence. If after the second warning and second call to the parent the misbehavior continues, the parents will be given one week to find alternative care.

If you have any questions about how to enroll your child or if you have any concerns during the year, please call the school office (949-0710).