

## EXTENDED HOURS PROGRAM POLICIES

Trinity Lutheran Child Care (TLCC) would like to welcome you back for a new year at Trinity Lutheran School! The Extended Hours Program (EHP) offers before and after school care for our Trinity students Grades K-8 from 7-8:15am as well as 3:30-6pm. **\*NO STUDENT WILL BE ALLOWED TO GO TO THEIR CLASSROOM BEFORE 8:15. IF YOUR CHILD IS AT SCHOOL BEFORE 8:15, YOUR CHILD WILL BE CHECKED INTO EHP AND BILLED ACCORDINGLY.** This program runs as an extension to our school day, therefore we will follow ALL Trinity Lutheran School Policies and Procedures as they are written in your TLS handbook. We expect our students to behave in the same manner they would during regular school hours. With that in mind, here are a few key points to help our year run as smoothly as possible:

**GYM SHOES:** No home shoes may be worn in the gym at any time. Students will need to change into their gym shoes or remove home shoes and wear socks before using the gym. **\*No bare feet!** Please keep a pair of socks in your child's backpack.

**DROP-OFF:** Before school drop-offs are to be made in the lower parking lot. If your child is old enough to sign themselves in using the family password on their own, parents may choose to let those students walk in on their own. **HOWEVER**, do not drive away until **YOU** are certain your child has made it into the building safely. If your child can not use the password on their own, you will need to park in a designated parking place and walk your child in so that you can sign them in.

**PICK-UP:** Parents/Guardians will need to park and come into the building to pick up their student and sign them out. This is a safety concern. **NO CHILD WILL BE EXCUSED WITHOUT A GUARDIAN PHYSICALLY PRESENT.** (Children will **NOT** be sent outside via phone call requests.)

**CELL PHONES:** In accordance with TLS policy, students are not permitted to use cell phones during Before and After school care. EHP will have a cell phone collection box like those used during class time. Students may pick up their cell phones when parents arrive to pick up. **ANY NECESSARY CALLS CAN BE MADE BY STUDENTS ON THE TLCC PHONE.** TLCC number is 262/547-8522.

**DISCIPLINARY PROCEDURE:** In accordance with TLS policy, students' expected behavior will be the same during EHP as it is during the school day. Any issues with a students' behavior will be handled in the following manner:

1. Issue will be discussed with the parent at pick-up time (if time allows) or communicated via a phone call or e-mail. Staff and parents can work on a joint course of action.
2. Further behavior issues may result in removal from the child care room and time spent with the principal. Parents will be notified same as above. Staff, parents, and principal can work on a joint course of action.
3. Continuous behavior issues can result in same as 2, but may result in suspension from the EHP program until behavior is corrected.

TLCC is looking forward to a wonderful year ahead with you and your family. Feel free to contact Joni Stenberg, TLCC Director, at 262/547-8522 with questions or concerns.