



Extended Care Program Handbook  
2019-2020

## **MISSION**

Our mission is to provide families with a safe environment for children in the Extended Care programs that also enhances the mission of Zeeland Christian School. We will support students cognitively, physically, emotionally and spiritually through the care, love and activities that we provide. Zeeland Christian School desires to love God, love kids, and love learning, as we work and grow together in community.

## **PROGRAMS AND HOURS**

The Extended Care programs operate under the umbrella of the preschool license through the Department of Licensing and Regulatory Affairs of the State of Michigan and under the authority of the Zeeland Christian School Board. Our programs are offered for children preschool age (3s and 4s) as well as Young Fives through 5<sup>th</sup> Grade students.

### **Preschool Program Dates**

- Preschool care will follow the Preschool calendar.
- Care for Preschool students will begin: September 4, 2019
- Care for Preschool students will end: May 22, 2020

### **Before School Care**

- The workday begins before the school day for many working parents. The Before School Care Program is designed to meet the needs of those families. Children preschool age – 5<sup>th</sup> grade can enroll in Before School Care. Children will receive breakfast and have time to engage in activities and prepare for the school day.
- HOURS: 7:00 a.m. - 9:00 a.m.
- COST: \$6.00 for one child, \$10 for 2, \$14 for 3+

### **Morning Care**

- This program is designed for preschool students (3s and 4s) who do not attend a morning class that day. Children enrolled in this program will participate in age-appropriate activities that are an extension of the curriculum of Zeeland Christian Preschool. A nutritional snack will be provided.
- HOURS: 8:30 a.m. - 11:30 a.m.
- COST: \$14.00/per child/per day

### **Lunch Bunch**

- Lunch Bunch is designed for preschool children who need to stay a little longer in the morning or arrive a little early in the afternoon. Children enrolled in this program will have a supervised lunchtime with preschool staff. Children will bring their own lunch from home.
- HOURS: 11:30 a.m. - 1:00 p.m.
- COST: \$6.50/per child/per day

### **Preschool Afternoon Care**

- The Preschool Afternoon Care program is designed for students ages 3, 4, and 5. Children enrolled in this program will participate in age-appropriate activities that are an extension of the curriculum of Zeeland Christian Preschool. Children enrolled in this program will have a rest time right after their outdoor play time. For some children this may mean a quiet time with books. For others it will be an opportunity for a short nap. Children should bring their own lunch, however, they will receive a provided snack for those that stay past 3:00.
- HOURS: 11:30 a.m. - 3:30 p.m.
- COST: \$18/per child/per day

### **After School Care**

- The After School Care program is designed for any child in preschool – 5<sup>th</sup> grade. The program will provide a healthy snack for children who attend. It will also include outdoor play, quiet time when returning inside, and free play time late in the afternoon. All activities are age-appropriate for all children.
- HOURS: 3:30 p.m. - 6:00 p.m.
- COST: \$5/hour for one, \$9/hour for 2, \$12/hour for 3+, billed by the ½ hour

### **Full Day Preschool Care**

- Preschool Care is offered every school day, even when children are not attending a regular class session.
- HOURS: 7:00 a.m. - 3:30 p.m.
- COST: \$35/per child/per day
- Preschoolers may stay as late as 6:00 p.m., however, families will be charged the rate of After School Care for any pick up time after 3:30 p.m.

## **GOALS**

- Support the families of ZCS with quality childcare.
- Provide developmentally appropriate activities for all children in care.
- Give opportunity for physical activity.
- Support the teachers and curriculum of ZCS with activity and learning time for students.
- Promote a positive relationship between home and school.

## **REGISTRATION**

Parents who wish to enroll their children in the Extended Care programs must fill out a variety of applicable paperwork, including an online contract, before their child can participate in the extended care programs. There is a \$30 registration fee per family for the Extended Care programs.

## **PAYMENTS AND CONTRACTS**

- Zeeland Christian School will work with you to develop a contract based on your child's weekly schedule. You will be billed for the contracted days, including when your child has a sick day. This is due to the fact we still need to provide staffing anticipating your child's attendance. If your child attends the after school care program and your child has a sick day, you will be billed for one hour of care. You will NOT be billed when there is a school cancellation or vacation day. If your work schedule changes throughout the school year, we can adjust your contracted days. You may add other days of care based on availability. Please call Heather Mulder (616-510-6318) or email ([extendedcare@zcs.org](mailto:extendedcare@zcs.org)) at least 24 hours ahead to determine if there is space available for your child. Days of care within a week cannot be switched, meaning you can add a day of care but will still be billed for contracted days that you did not use. Again, this is due to our staffing needs and our desire to provide quality care on a daily basis.
- Extended Care costs will be calculated each month. Costs will be based on your contract and any additional days your child has required care. Payment for Extended Care will be recorded and paid through your SMART Tuition account. The charges will be applied to your online account. At your next tuition payment date, you will also pay your extended care charges.
- If circumstances make it difficult for you to make payments in a timely manner, please let the Extended Care Director know, and we will work together for a solution.

## **LATE PICK-UP**

If you have a general idea of the time frame your child will be picked up, we would appreciate knowing that as sometimes we will be outside or in other areas of the building. If you will not be able to pick up your child on time, you must make every effort to call school and let us know. Occurrence of multiple late pick-ups will result in a verbal reminder of Zeeland Christian pick-up policy to both parents and any designated drivers. Three consistently late pick-ups will result in a written reminder letter. This reminder will clearly communicate Zeeland Christian's dismissal policy including times and fee assessed if there is a continuation of late pick-ups. After a written reminder has been presented, a \$1.00/minute fee will be charged when a child is picked up late.

## **SCHOOL CLOSINGS**

The Extended Care programs will follow the same vacation schedule as Zeeland Christian School and Preschool. If school is cancelled because of weather, the Extended Care programs will be cancelled as well. It will not be specifically mentioned in a broadcast or alert but we will follow Zeeland Public and Zeeland Christian School closings. If there is a 2-Hour Delay before school begins, the Before School Care program will be available beginning at 7:00 am *for the students who are regularly enrolled for that particular day*. If there is 2-hour delay with a possibility of it turning into a school closing, please watch for an email that day for specific details.

## **TRANSITIONS**

Young Fives through 5th grade students in Before School Care will be dismissed to their classrooms at 8:25 am. They will hang up their backpacks and then go play outside with the rest of the students who are arriving for the school day. At the beginning of the year Young Fives and Kindergarten students will be escorted to their classrooms until they are confident in this routine.

Preschool students who are enrolled in Before School Care will always be accompanied to their classroom as they transition into the school day. This also applies to any preschool children who transition classrooms throughout the day.

Young Fives through 5th grade students enrolled in After School Care will be dismissed from classrooms when the busses have left at the end of the school day. At the beginning of the year, Young Fives, Kindergarten, and First Grade students will be escorted to After School Care until they are confident in this routine.

Preschool students who are enrolled in After School Care will always be accompanied from their classroom as they make the transition.

## **DROP OFF**

Drop off for Before School Care will take place on the preschool end of the building. Please enter through Door A on the west end of the building. Childcare will take place in Room 3, the first classroom to the left inside the preschool commons area. Please sign your child in before leaving.

## **PICK UP**

When picking up your child, please use Door A, the preschool entrance on the west end of the building. You will need to sign the exact time that you are picking up your child(ren) and also sign your name. If anyone other than a parent/legal guardian will be picking up the child, they must be included on the Child Information Record you fill out. If you would like to add someone to your list, that can be done by contacting Extended Care staff. If possible, please notify the extended care staff if you know that someone else will be picking up your child. For the safety of our children, please also be sure that the person picking up the child(ren) has his/her photo ID so that we can verify his/her identity.

## **PRESCHOOL FIELD TRIPS**

The Preschool Program has a few field trips throughout the year. Staff is unable to transport students to or from field trips. The parents may work out arrangements for transportation with other parents in the class or have someone else accompany the student. If the student goes home with whomever takes them to the field trip, there will not be a charge for that day.

## **FOOD POLICY**

As a licensed program we are required by the state to serve nutritionally valuable food. Developing healthy eating habits is one of our goals for your child's experience.

The Before School Care program will provide breakfast for the children. A monthly breakfast menu will be posted. The After School Care program will provide snacks and a drink for the children. Menus will be posted on a monthly basis. The Preschool Care program will have snack options available each day or children can choose to eat a snack that is from their lunch. Snack options will be posted. If your child has a food allergy, we will do our best to take into consideration their dietary needs as we schedule snacks. However, if your child does have food concerns, we recommend providing "safe snacks" to use when necessary.

Children must bring their own lunch if they attend Lunch Bunch or Preschool Afternoon Care. Lunches must be labeled EACH DAY with the date and name of the child. The Extended Care staff will provide reusable labels for this purpose.

## **HOME COMMUNICATIONS**

Frequent and clear communication between the home and the Extended Care programs is vital to its success. We ask that if you have any concerns or questions, you contact the Extended Care staff.

When notifying staff of absences or requesting additional day(s) of care, please send an email to Heather Mulder at [extendedcare@zcs.org](mailto:extendedcare@zcs.org).

### **AMERICANS WITH DISABILITIES ACT**

It is the policy of our program to abide by all provisions of the Americans with Disabilities Act. We will make a case-by case assessment of what the individual requires to be fully integrated into the program. If a child has an IEP in place for the school year, the provisions of that IEP also apply to the Extended Care programs. Once we have reviewed the needs of the individual we will assess whether reasonable accommodations can be made to enroll the child. Occasionally the accommodations may require an additional fee.

### **DISCIPLINE POLICY**

It is our goal that the attitude of the kids in the Extended Care programs will promote love and respect for each other. Positive methods of discipline which encourage the child's own self-control, self-direction, and cooperation will be emphasized. We encourage children to make good choices in their interactions with others.

For our youngest students, diversion and alternate choices work well as do logical consequences. If a child's behavior is persistent or aggressive, they will be removed from the others with a quiet talk and time out.

When the older children are consistently making poor choices, the Extended Care staff will notify the parents. Program staff and parents will make a behavior contract for children who continue to make poor behavioral decisions while in Extended care. The behavior contract will state behavior expectations and appropriate consequences. In rare circumstances, this may result in a child who is no longer able to attend the Extended Care programs.

### **ILLNESS**

If your child shows symptoms of illness or is running a fever, we will notify you to come pick him/her up. A child should stay home from school 24 hours after the illness or fever has subsided. If your child is to be absent from school or an Extended Care program, please call the school office (616-772-2609) and let the staff know. Be sure to mention that your child will not be there for Extended Care so we are aware of his/her absence. Inform the Extended Care staff if your child develops a communicable disease such as pink eye, chicken pox, head lice, strep throat, etc.

If your child needs to take medication while in the program, it can only be given with prior written permission from the parent. This includes the use of epinephrine pens, inhalers, etc. If your child has an Emergency Health Care Plan through Zeeland Christian School, that plan will also be used in the Extended Care programs.

### **ACCIDENT REPORT FORM**

If an accident should occur during the extended care programs, necessary steps will be taken to ensure the safety of the child according to the information on the child information intake form. In addition, an accident report form will be filled out to report the details of the incident and the steps taken.

### **CLOSING**

We are grateful for the opportunity to support your family through our Extended Care Programs. If you have additional questions about any of the information presented in this handbook, please contact Heather Mulder.

### **CONTACT INFORMATION**

Heather Mulder  
Extended Care Director  
616-772-2609  
[extendedcare@zcs.org](mailto:extendedcare@zcs.org)