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**ZEELAND  
CHRISTIAN  
SCHOOL**

# Extended Care Handbook

## 2023-2024

## **MISSION**

Our mission is to provide families with a safe environment for children in the Extended Care program 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 program operates under the larger umbrella of the preschool license through the Department of Licensing and Regulatory Affairs of the State of Michigan and under the authority of Zeeland Christian School Board. Our program is offered for children in threeschool through 5<sup>th</sup> grade.

A child must be enrolled in Extended Care or Enrichment to participate in our programs. We are not able to offer care on a one time basis.

### **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 threeschool through 5<sup>th</sup> grade can enroll in Before School Care. Children will receive breakfast, have time to engage in activities, and prepare for the school day.
- Before School Care operates on the ZCS calendar.
- HOURS: 7:00 a.m. - 8:45 a.m.
- COST: \$10 per day. 10% discount for each additional child.

### **Lunch Bunch**

- Lunch Bunch is designed for threeschool or 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 the preschool staff. Children will bring their own lunch from home. Food will not be heated up or refrigerated. Please use thermos or ice packs as needed.
- Lunch Bunch operates on the preschool calendar.
- HOURS: 11:30 a.m. - 1:00 p.m.
- COST: \$8 per day. There is no charge if your child is enrolled in both a morning class and an afternoon class on the same day. However, your child will still need to be enrolled in the Lunch Bunch program.

## **Preschool Afternoon Enrichment**

- The Enrichment program is designed for children 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. In addition, the Enrichment program provides children with a 30 minute rest time. For some children this may mean a quiet time with books. For others it will be an opportunity for a short nap. Children will bring their own lunch from home. A snack will be provided for children who stay past 3:00 pm. Food will not be heated up or refrigerated. Please use thermos or ice packs as needed.
- Preschool Enrichment follows the Preschool calendar.
- HOURS: 11:30 a.m. - 3:30 p.m.
- COST: Tuition is billed through your tuition account based on the number of afternoons you sign up for (see ZCS school tuition for cost).
- Schedule:
  - Monday: STEM Essentials
  - Tuesday: Central Outdoor Explorers
  - Wednesday: Art Exploration
  - Thursday: Central Outdoor Explorers
  - Friday: Language Exploration

## **After School Care**

- The After School Care program is designed for any child in threeschool through 5<sup>th</sup> grade. The program will provide a healthy snack for children who attend. Weather permitting, there will be outdoor recess time. Once the children come inside, there will be free choice time with age appropriate activities.
- After School Care operates on the ZCS calendar.
- HOURS: 3:30 p.m. - 6:00 p.m.
- COST: \$15 per day. 10% discount for each additional child.

## **GOALS**

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

## **REGISTRATION**

Parents who wish to enroll their children in the Extended Care program must fill out an online contract and an online signature form before their child can participate in the Extended Care program. Extended Care registration will be done through School Admin beginning in February. There is a \$25 registration fee per child for the Extended Care program.

## **PAYMENTS AND CONTRACTS**

Zeeland Christian School will work with you to develop a contract based on your family's individual needs. You will be billed for contracted days, including when your child is sick or is on vacation. Days of care within a week cannot be switched, you will be charged for your contracted days. This is due to our staffing needs and our desire to provide quality care on a daily basis.

If your child attends the after school care program and your child has a sick day or is on vacation, you will be billed for the day even if absent. You will NOT be billed when there is a school cancellation or school vacation. If your work schedule changes throughout the school year, we can adjust your contracted days based on availability and staffing.

Extended Care costs will be calculated each month and billed on your tuition statement on SchoolAdmin the following month. Costs will be based on your contract. These charges will not show up as a separate amount on SchoolAdmin. If you need a receipt of your Extended Care cost, please email [extendedcare@zcs.org](mailto:extendedcare@zcs.org).

If circumstances make it difficult for you to make payments in a timely manner, please contact us at [extendedcare@zcs.org](mailto:extendedcare@zcs.org), and we will work together for a solution.

## **LATE PICK-UP**

For planning purposes it is helpful to have a time frame of when to plan on when your child will regularly be picked up.

If you are unable to pick up your child by 6:00 pm, you must make every effort to call the school or contact us via Brightwheel.

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 an email. 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 program will follow the same vacation schedule as Zeeland Christian School. If ZCS is canceled because of weather, the Extended Care program will be canceled as well. If ZCS has a 2-hour delay, the Before School Care program will be available beginning at 7:00 am only for the students who are regularly enrolled for that particular day. If a 2-hour delay turns into a school closing, parents will be notified via the Brightwheel app.

## **TRANSITIONS**

Young Fives through 5th grade children 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 children 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 the routine and comfortable transitioning on their own.

Preschool children 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 children enrolled in After School Care will be dismissed from classrooms when the buses 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 the routine.

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

## **BRIGHTWHEEL**

**Brightwheel** is the app we use to communicate with parents and to sign children in and out of programs. Prior to your child starting in Extended Care you will receive an invitation from Brightwheel via email or text. Once you have received the invitation, please take a few minutes to create an account, with your student's profile picture, fill out the personal information section and contact section, and be sure to include anyone approved to pick up your child. Brightwheel will provide you with a PIN that you will use to check your child in and out of care.

## **DROP OFF**

Drop off for Before School Care will take place at the exterior door for classroom 3. This door is located next to the bus drive and is labeled "Extended Care." Please sign your child in using Brightwheel before leaving. Please do not park in the bus drop off lane, but use the Central Ave on road parking or the preschool parking lot.

### **PICK UP**

Pickup will also take place at the exterior door for preschool classroom 3. If anyone other than a parent or legal guardian will be picking up the child, they must be included on the Child Profile (Contacts) on the Brightwheel app. They will also be required to show a photo ID in order to pick up your child. As a courtesy, please inform the staff via Brightwheel any time that someone other than a parent or legal guardian will pick up your child.

### **PRESCHOOL FIELD TRIPS**

The Preschool program has a few field trips throughout the year. Staff are unable to transport children 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.

### **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 your child. The After School Care program will provide snacks and a drink. Menus will be posted in the classroom. 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 Enrichment. Lunches will not be refrigerated or heated, please provide an ice pack and pack warm food in a thermos if needed. Your child's lunch must be labeled EACH DAY with the date and name of the child. The Extended Care staff will provide reusable labels for your child's lunch box for this purpose.

Allergen free notices will be updated with enrollment. Please look for communication

concerning this late August.

### **HOME COMMUNICATION**

Frequent and clear communication between the home and the Extended Care program is vital to its success. We ask that if you have any concerns or questions, you contact the Extended Care staff at [extendedcare@zcs.org](mailto:extendedcare@zcs.org).

Brightwheel is the preferred method of communication between Extended Care staff and families.

### **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 program. 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 children in the Extended Care program 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 younger children, 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 other students with a quiet talk and redirection to an alternative activity.

When children are consistently making poor choices, the Extended Care staff will notify the parents. Extended Care 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 program. The Extended Care Director and Preschool Director will make this final decision after all attempts have been exhausted.

### **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, in addition to notifying and your child's teacher, please notify the Extended Care staff via Brightwheel. 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 program.

### **ACCIDENT REPORT FORM**

If an accident should occur during the Extended Care program, necessary steps will be taken to ensure the safety of the child according to the information on the child information intake form or on the Brightwheel app. 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 and work with your family through our Extended Care program. If you have additional questions about any of the information presented in this handbook, please contact either Ginny Spahr or Heather Mulder.

### **CONTACT INFORMATION**

Ginny Spahr  
Extended Care Coordinator  
gspahr@zcs.org  
extendedcare@zcs.org

Heather Mulder  
Extended Care Director  
hmulder@zcs.org

Alicia Zandstra  
Preschool Director  
azandstra@zcs.org