

Policy Category: Students and Student Services

Policy Title: St Mark Wrap-Around Care Policy

St. Mark Wrap-Around Care Handbook

St. Mark Lutheran School is providing wrap-around care to our school families. We recognize the challenges that working parents face with childcare arrangements and strive to provide options for our school families as an extension to our school's mission statement:

The mission of St. Mark Lutheran School is to assist parents, both in the congregation and community, in providing their children a Christ-centered education, preparing them for life with their Savior here on earth and eternally in heaven.

With that mission statement as our guide, our Wrap-Around Care Program will follow the applicable policies and procedures as stated in the school handbook.

Who may attend?

The Wrap-Around Care program will be available for students of St Mark Lutheran School currently enrolled in Preschool or Kindergarten. This program is only available on the days the student attends school.

When is Wrap-Around Care available?

The wrap-around care will be available from 11:50 AM until 3:25 PM. At 3:25 PM, all students will transition to the After School Care Program, are picked up by the parents, or ride the school bus home.

Anytime that St. Mark Lutheran School, Preschool, or Kindergarten classes are canceled or experience a two-hour delay, (including snow days) the Wrap-Around Care program is also canceled for the day. Wrap Around Care is not available on half-day school days.

This program relies on parents signing up for care. Even though care is offered every day school is in session, the coordinator will only work on the days the care will be used. In the event no child is signed up, there is no staff working.

How much does it cost?

- St. Mark Wrap-Around Care charges at a rate of \$4.00 / hour / child. Any part of the hour will be charged as follows: \$2.50 for 30 minutes, and \$4 for an hour.
- If a child is scheduled for care and the parent does not notify the coordinator of any changes by 10PM the night before via email, there will be a \$5 scheduling fee charged.
- Children **cannot** just show up for the wrap-around care without notifying the coordinator by 10PM the night before. If this happens, a \$5 scheduling fee will be assessed along with the regular hourly fee. Keep in mind that if no students are signed up for care that

day, There is not any staff scheduled.

Is food available?

Children bring their own lunch each day. Microwave warm-ups are allowed, however they must require less than 2 minutes to cook. Milk is available to purchase, or they may have water or bring a drink from home. Children are able to purchase hot lunch once a week when it is being provided for the rest of the school. The standard rates for milk and hot lunch apply. Children are provided with a healthy snack in the afternoon during wrap-around care.

What does an afternoon at Wrap-Around Care look like?

- 11:50-12:30 – Lunch in the classroom (in the gym on hot lunch days)
- 12:30-1:00 – Active Play - The children spend time playing either outside or in the gym depending on weather and gym availability. Children must have appropriate outdoor clothing and shoes/boots every day.
- 1:00-1:10 – Transition Time – The children come in from outside and wash their hands.
- 1:10-2:00 – Free Play – The children choose from various activities around the classroom.
- 2:00-2:30 – Craft, project, games, or sensory activities.
- 2:30-3:15 – Snack / Read Aloud / and Bible Story Time - Children wash their hands and sit to eat a snack. The caregiver reads aloud Bible lessons and books.
- 3:15-3:25 Transition/End Time – Children transition either to After School Care, are picked up by parent, guardian or other designated person, or ride the school bus home.

*Rest time will be incorporated as needed.

What are the scheduling procedures?

Parents need to fill out a Wrap-Around Care schedule **by Friday** of the preceding week. The schedule can be found on the St. Mark website. Click on the link to sign up, and submit the form. If parents will have a set schedule each week, they only need to fill out the schedule once, and contact the coordinator via email (liz@smwels.org) to notify them their schedule will be the same until further notice. Scheduling fees will still apply if parents do not notify the coordinator of changes to their schedule.

Care schedules should be completed by the previous Friday whenever possible. If a parents need to schedule care or make a change to their schedule during the week care is needed, the coordinator must be notified by 10PM the night before care is needed to avoid scheduling fees. and ensure a caregiver is staffed. ***It is imperative that parents realize the importance of completing care schedules and/or communicating schedule changes promptly to ensure staffing for the program.***

What are the payment procedures?

The Wrap-Around Care coordinator is in charge of billing families that use the Wrap-Around Care program. The payment policy follows these steps:

1. A monthly bill is sent to families. All payments are placed in the Wrap-Around Care coordinator's church mailbox.
2. If no payment is received, a second "reminder bill" is sent out after two weeks.
3. If no payment is received, a third "reminder bill" is sent out again after two weeks. This

third bill includes a one week due date. If no payment is made within one week, the family is no longer able to use the Wrap-Around Care program, and the matter is turned over to the Board of Education.

Who will staff the program?

The program will be staffed by the Wrap-Around Care coordinator. Additional caregivers are scheduled on days the coordinator is unable to work. The coordinator and all caregivers have gone through a thorough background check. All workers are 18 years or older and a member of a WELS/ELS congregation.

What are the Pick Up Procedures?

Children sign-in immediately after arriving at Wrap-Around Care. Children remain in Wrap-Around Care until a parent, guardian or other designated person signs them out. Names of people with prior approval by each child's parent or guardian are kept on file. In the event of a change, the parent/guardian must notify the Wrap-Around Care Coordinator before the child is picked up. At 3:25 PM the students either transition to the After School Care Program, are picked up, or ride the school bus home. Children who have an older sibling will be able to ride home on the school bus. If the child is the only child in school, arrangements will need to be made for pickup.

Discipline Policy

Discipline of children is carried out in a God-pleasing manner. We do not use discipline that is abusive, frightening, humiliating, or neglectful. We believe that we must lovingly guide and redirect the children to cooperate with their peers, while learning self-control and respect for others. If a child demonstrates behavior that is inappropriate, the child is asked to stop the inappropriate behavior and is redirected to an appropriate activity. Behaviors that have a high degree of intensity or cause injury to other children are cause for immediate concern and intervention. Parents are notified, and disciplinary action is taken in connection with the St. Mark Lutheran School discipline policy.

Adopted by the Board of Education: 2/5/19; Revised 8/1/21

Approved by the Church Council: 2/19/19; Revised 8/10/21

Approved by the Voter Assembly: Concept approved – 1/21/19 – Ratify – 4/28/19

Revised - 2/26/20