



# After School Care

Grace Lutheran School, St. Joseph, provides supervised care for the students of our school from 3:40 pm to 5:30 pm each full day of school. This service is available to assist families who are not able to pick up the child when the school day ends at 3:30 pm. A generous donation from a family within the Grace congregation permits our school to operate this after school care as a service for the school families at no additional cost. This program is a privilege for our school to extend to the families of Grace Lutheran School.

There are some guidelines for an effective after school program.

- 1 The time frame for the after school program is 3:40 pm to 5:30 pm. While the after school coordinator will not leave any child alone after 5:30 pm, the program is not intended to extend beyond this time. Any issues related to this conclusion time will be referred to the principal.
- 2 The location of the after school program is Room 6 (southern wing adjacent to the parking lot).
- 3 All students who are not picked up at the conclusion of the school day will go to Room 6 to wait for transportation. The coordinator may allow the group to use the playground outdoors when weather permits.
- 4 The person who is picking up the child needs to enter the building through the south set of doors (near the playground) and sign out the child for release from the after school program.
- 5 The after school coordinator will release student to people who have been designated by the parent(s). Parents need to complete the emergency contact information form with approved names for release. Please keep this list current and updated as needed. If special circumstances arise, please contact the school office to inform regarding a temporary change.
- 6 The after school program is designed to assist families to cover a time gap between the end of the school day and the conclusion of the work day. Please use this privilege for this purpose only to assist your family.
- 7 Some students need to use this time for completing assignments. The time frame from 3:45 to 4:15 is designated as seat time in Room 6. Students should use this time to work on assignments, read or quietly enjoy a snack (from home).
- 8 The after school program is an extension of the school and its school guidelines. Students will care for the after school facilities in the same manner as the rest of the school.
- 9 The after school coordinators for 2017-2018 are Kari Holmes and Mitzi Layman.
- 10 Please contact the principal if a specific circumstance arises that needs attention.

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I have read the after school program guidelines and support this program as an extension of the school day guidelines. As need arises, I will use the after school program and abide by these guidelines and understand that this privilege can be removed if the guidelines are not followed.

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(signature)

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(date)