

LPCS Extended Care Student/Parent Handbook

2020-2021



Lakewood Park Christian School

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Introduction

Due to the additional weeks of summer and delayed start of the school year, LPCS will be offering child care for families who are not able to care for their children at home during school hours. While all families will still receive a full year's worth of education once school starts in September, offering this free service is solely to alleviate the burden of childcare during this time that families would have otherwise expected their kids to be in school. After-care will also be available and fees will apply. The purpose of this handbook is to give clear guidance, direction, and expectations for administrators, extended care staff members, parents, and students. We are thankful to be able to provide this service to our families!

Extended Care Hours, Location, Registration, and Financial Agreement

- LP Extended Care will be open every weekday unless otherwise communicated by school administrators.
- Extended Care will be facilitated by LPCS staff members and supervised by the Elementary Principal. Extended Care will be located at the Youth for Christ building in Auburn at 1600 S Grandstaff.
- All attendees must register ahead of time with the weekly registration form that will be sent via email every Friday. This will allow us to plan supplies and staff accordingly.
- Extended Care is available from 7:00am-3:30pm and is free to families as described in the Introduction.
- After-Care is available from 3:30-6:00pm.
 - LP After-Care will be billed by the hour at \$4 per hour per child.
 - There will be a cap cost of \$75/week for a family with 2 children and a cap of \$100/week for a family with 3 or more children participating in after-care.
 - A charge of \$1 per minute per family will be applied when students are not picked up by 6:00pm, and the weekly cap does not apply to this additional charge.
 - Families will be charged based upon the times documented on the sign-in/sign-out sheet and will be billed on a monthly basis. Since there is no separate registration paperwork for LP Extended Care, all families will be billed for any time that their student(s) attend after-care.
 - Charges will be facilitated through FACTS Tuition Management on a monthly basis.
 - A late fee of \$10 will be accrued after 10 days of the billing date and for each consecutive month of nonpayment. Nonpayment by the end of the second month will result in a meeting with the principal, at which time services may be denied until the balance is paid.

Role of the Extended Care Staff

- Supervise and develop relationships with students that result in a positive child care environment.
- Provide daily programming that includes educational support (lessons, brain games, reading, etc.), structured play/activities (crafts, games, stations, etc.), snacks, and unstructured play/activities (playground, gym, toys, etc.).
- Fairly and consistently enforce child care rules and regulations.
- Communicate concerns or issues to parents and school administration as needed.

Role of the Parent

- Support the staff with the enforcement of extended care rules and procedures.
- Complete the weekly registration form prior to bringing students to Extended Care.
- Ensure that students come to Extended Care with their own water bottle, a packed lunch, and healthy snacks if that is preferred over provided snack.
- Arrange pick-up of student(s) by 6:00pm each day.
- Contact after-care staff via email (aftercare@lakewoodpark.org) if a delay in the 6:00pm pick-up may be needed.
- Communicate concerns or other issues to extended care staff or to principal as needed.

Role of the Student

- Come to extended care with a positive attitude and with any school work that needs to be completed that day.
- Keep valuables at home, as LPCS or staff members cannot be held responsible for personal property brought to extended care.
- Follow our school-wide expectations of being respectful, responsible, and service-minded.
- Obey all written and orally communicated rules and be courteous.
- Refrain from using profanity, causing disruption, fighting, or destroying property.
- Always treat the staff and other students with dignity and respect.

Role of the Administrator

- Oversee quality of the extended care program.
- Communicate with staff and parents regarding behavioral expectations or concerns.
- Assign and communicate student discipline as needed.

Personal Digital Devices in Extended Care

There will be limited times throughout the day that students will be allowed to play on devices that they bring from home. Our Acceptable Use policy can be found in the student-parent handbook, and the following list highlights the guidelines of this policy:

- Students have a limited right to (nor should they have an expectation of) device privacy while at school or at Extended Care.
- Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded and the consent of administration is strictly prohibited.
- Cell phone conversations in extended care are prohibited unless under the supervision of an extended -care staff member.
- Students bring personal devices to school at their own risk; the school will not be held responsible if a device is lost, stolen, or misplaced, including those that have been confiscated.
- If reasonable belief exists that a student has violated the Lakewood's Acceptable Use Policy, the student's device may be inspected and/or confiscated; subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by the principal.
- Using functions on electronic devices in any manner that disrupts the after-care environment or violates the Acceptable Use Policy will be subject to disciplinary action.

Covid-19 Precautions

The following policies will be in place in order to minimize the spread of germs and viruses:

- Staff and students will have their temperature taken upon entry. Anyone with a fever of 100.0 or higher will not be permitted to be present at Extended Care.
- Staff and students will be required to wear a face covering when entering the building and throughout the day when distancing is not an option. Face coverings will not be

required during strenuous activities, during snacks/meals, or when other barriers or distancing can be in place.

- All surfaces and supplies will be assigned to individual or small groups of students and/or sanitized daily.
- All students and staff are required to self-screen for COVID-19 symptoms (fever of 100.0 or greater, cough, shortness of breath, chills, muscle pain, headache, sore throat, new loss of taste or smell) before coming to Extended Care.
- Students and staff exhibiting symptoms of COVID-19 are prohibited from coming to Extended Care until they receive a negative test or are symptom-free for 24 hours and fever-free for 72 hours without a fever-reducer. Staff members will be expected to provide a doctor's note or a negative test result before returning to work.
- If these symptoms develop while at extended care, the nurse will evaluate and the student or staff member may be sent home based upon the guidelines and recommendations established by the DeKalb County Department of Health.
- Exposure to COVID-19 is defined as contact with an individual for more than 15 minutes when not distanced or wearing a face covering. If a student has been exposed to COVID-19 as described above, they are expected to quarantine as recommended by a medical professional and may only return to school with a negative test result or a doctor's note.
- Should a staff member or student test positive for COVID-19, we will conduct contact tracing as recommended by the Department of Health and determine next steps on an individual basis.
- Those who have tested positive for COVID-19 will be quarantined for 10 days from the appearance of symptoms and must also be fever free for 72 hours without fever-reducer (i.e. Tylenol). Any non COVID-19 illness will continue to follow the 24-hour fever-free rule.

Extended Care Discipline Procedures

When students do not respond to verbal reminders or other redirection strategies, the following discipline procedure will be followed:

- 1st Offense: Parent contact by extended care coordinator
- 2nd Offense: Warning given by administrator with communication sent home
- 3rd Offense: 1-day extended care suspension, parent phone call by administrator
- 4th Offense: 3-day extended care suspension and parent meeting
- 5th Offense: 10-day extended care suspension and/or exclusion, parent meeting

Please note that in serious cases such as fighting, inappropriate device use, etc., students may immediately be suspended and/or excluded from the after-care program pending administrative discretion.

Lakewood Park Extended Care Handbook Agreement

By signing below, I acknowledge that I have read and commit to the requirements and guidelines set forth in this handbook. I understand and agree that my student will be held accountable for the rules in this book. Furthermore, I fully understand using the Lakewood Park Christian School extended care program is a privilege, not a right. I understand that failure to obey handbook policies or make payments for using the program can lead to a discontinuation of the extended care program for my child.

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Authorized Persons to Pick Up Child

Name: _____ Relationship: _____ Phone: _____

*Please place a star next to individuals who may also be used as an **emergency contact**.*

Below, please list any **medical conditions** that our after-care staff should be aware of.

Parent Name: _____

Parent Signature: _____ Date: _____

**** Please return this form, signed and completed, to the school office or scan and email to the school principal. ****