

Messiah Lutheran School Extended Day Program 2017-2018

KINDERGARTEN – 8TH GRADE

840 N. 11th St. Grand Junction, CO 81501

www.messiahlutherangj.org

Katrina Burgesser, Director of Extended Day

970-261-6731

EMERGENCY CELL # DURING BEFORE/AFTER SCHOOL HOURS: (414) 531-8024 or (970) 216-4710

The Extended Day Program is for Messiah Lutheran School students in grades K-8 who need a place to stay before and after school when their parents/guardians cannot be with them. The program is Christ-centered in policies and philosophy and will provide a devotion from God's Word, homework help and recreational activities.

SCHEDULE INFORMATION:

Before School Extended Day—6:00 am until 7:40 am. **If your child arrives before 7:40 am and is not supervised, he/she MUST go to Before School Extended Day and you will be charged for that session.**

After School Extended Day—3:00 pm until 6:00 pm. **If your child is not picked up by 3:20, we will ask him/her to come to After School Extended Day, with the appropriate charge billed to your family.**

Early Release Days—Extended Day is also provided by the Before/After School staff on early release days from 11:00 am to 6:00 pm scheduled on the school calendar. *See the enrollment form for specific days.*

Early Release Days: at least 6 children must be registered for the day one week in advance. If there are less than 6 children registered 1 week prior to the school day out, it will be cancelled. If you are not registered 1 week in advance, please contact the director to check for available space.

If school is cancelled due to inclement weather, Extended Day is cancelled also.

FEES: (Additional Special Activity Fees may apply throughout the year)

Before School Extended Day (6:00 am – 7:40 am) \$6 for first child \$3 for second plus additional children

After School Extended Day (3:00 pm – 6:00 pm) \$8 for first child \$4 for second plus additional children

Early Release Days—(11:00 am – 6:00 pm) \$20 for first child \$10 for second plus additional children

NOTE: Drop-in privileges are on an available space basis only with an added \$2.00 charge per child.

PARENTS MAY SIGN UP MONTHLY (A WEEK IN ADVANCE OF THE NEW MONTH) OR WEEKLY WITH FRIDAY SIGN UPS (A WEEK IN ADVANCE) WITH NON-REFUNDABLE ADVANCE PAYMENT.

BREAKFAST/SNACK/LUNCH:

Breakfast will not be provided by the program, but may be brought from home.

Afternoon snacks will not be provided by the program, but may be brought from home.

You may be asked at times to send water bottles with your children. We will notify you in advance.

Please provide lunch on Early Release Days.

SAFETY:

Parents (or an adult authorized on the emergency form) who drop off or pick up a child MUST enter the building at the WEST ENTRANCE and sign in/out the child on the sign in/out sheet. This sheet is a legal record of when your child was in Extended Day, who brought your child, and who picked up your child. If an unfamiliar person comes to sign out a

child, they will be asked to present a photo ID to verify that they have been authorized on the emergency sheet. Parents MUST grant permission in writing BEFORE the day of pick up. If a person needs to be added to the child's authorization list, the parents are asked to notify the Director of Extended Day and fill out the form in person. We want to assure you that your child will be safe.

Please remind your children that they MUST go to Before School Extended Day right when they arrive and go to After School Extended Day right after school so we are able to account for them and assure their safety. If your child does not come to either program to check in, our staff cannot be responsible for them. **If a child is not picked up by 3:20, we will ask him/her to come to After School Extended Day, with the appropriate charge billed to your family, in order to keep your child as safe as possible.**

Your children will be supervised at all times by qualified staff, with a ratio of 1:12 or lower. If you have any questions or concerns, please contact us.

Children not picked up by 6:05pm, will accumulate a late fee of \$1.00 per minute per child until the children have been picked up. The late fee will be paid to the director upon pick up of their child/children. **If there has been no contact between parents and the director, any child not picked up by 6:30pm will be placed into shelter care with the Grand Junction Police and the Department of Human Services.**

DISCIPLINE:

The first time a discipline problem occurs, the parent/guardian will be informed by the director when picking up their child. If there is a second infraction, the director, parent and child will meet to discuss the problem. If it happens a third time, the pastor, director, parent and child will meet to see if the child will continue to attend the Extended Day Program.

CELL PHONES:

Cell phones may stay with the children during the AM session. All cell phones will be given to the director at the beginning of the PM session and will be returned to the children at 4:30. **If a child is using their cell phone for something the director deems inappropriate, the director will take possession of the phone. It will be given to the parent when the child is picked up. This will be considered a discipline problem.**

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Director of Extended Day

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Messiah Lutheran School

Before and After Extended Day Enrollment Form

Registration and Tuition Agreement

Enrollment Date _____

**IN ORDER TO SECURE PLACEMENT FOR YOUR CHILD AND HELP US PLAN OUR STAFFING,
PLEASE COMPLETE AND RETURN FORM TO THE SCHOOL OFFICE.**

Student's Name: _____ Grade: _____

Home Phone: _____ Email: _____

Parent Name: _____ Cell: _____ Work: _____

Parent Name: _____ Cell: _____ Work: _____

Billing Address: _____ City/Zip: _____

BEFORE SCHOOL EXTENDED DAY

Please indicate ONLY the days in which you actually plan to attend; if planning to drop-in, write "drop-in" next to the days of the week.

Before School Extended Day (6:00am – 7:40am) \$6 for first child \$3 for second plus additional children

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

AFTER SCHOOL EXTENDED DAY

After School Extended Day (3:00pm – 6:00pm) \$8 for first child \$4 for second plus additional children

Please indicate ONLY the days in which you actually plan to attend; if planning to drop-in, write "drop-in" next to the days of the week.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Drop-in privileges are on an available space basis.

Extended Day Fees are due a week before your child/children will attend and drops-in fees are due that day.

I have read and agree to all above:

_____ **Date:** _____

Parent/Guardian Signature

PLEASE CIRCLE OR HIGHLIGHT EACH DAY THAT YOUR CHILD WILL ATTEND

Early Release Days

Early Release Days – from 11:00am – 6pm for K-8 during half school days
 \$20.00 for 1st child and \$10 for 2nd plus child/children

Early Release Days: at least 6 children must be registered for the day one week in advance. If there are less than 6 children registered 1 week prior to the school day out, it will be cancelled.

If your child is registered for the school day out or 1/2 school day out 1 week prior, you will be charged for it regardless of whether or not your child attends.

If you are not registered 1 week in advance, please contact the director before sending your child; space may not be available.

EARLY RELEASE DAYS OFFERED

PLEASE CIRCLE OR HIGHLIGHT EACH DAY THAT YOUR CHILD WILL ATTEND

<ul style="list-style-type: none"> ○ <i>(School begins August 16)</i> ○ Closed Labor Day September 4 ○ October 13, Friday (11:00am – 6:00pm) ○ Closed Work Day October 16 ○ October 26, Thursday (11:00 am – 6:00 pm) ○ Closed P/T Conference October 27 ○ Closed Thanksgiving Break November 20-24 ○ December 22, Friday (11:00 am – 6:00 pm) ○ Closed Christmas Break Dec. 25 – Jan. 8 	<ul style="list-style-type: none"> ○ <i>(2nd semester begins January 9 – Before and After School Extended Day resumes)</i> ○ Closed Martin Luther King Day January 15 ○ February 16, Friday (11:00am – 6:00pm) ○ Closed President’s Day February 19 ○ March 9, Friday (11:00am – 6:00pm) ○ Closed Spring Break March 12 – March 16 ○ Closed Good Friday March 30 ○ Closed Work Day April 2 ○ May 18, Friday (11:00 am – 6:00 pm)
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CHILD EMERGENCY CONTACT FORM & GENERAL HEALTH APPRAISAL FORM

Child's Full Name: _____ DOB: _____ AGE: _____
Primary Address: _____ City: _____ Zip: _____
Address 2 (if applicable): _____

Primary Care Physician: _____ Address: _____ Phone: _____

Dentist: _____ Address: _____ Phone: _____

Hospital of Choice: _____ Address: _____ Phone: _____

(Contact this parent first)

(Contact this parent second)

Parent Name: _____	Parent Name: _____
Work #: _____ Cell #: _____	Work #: _____ Cell #: _____
Employer: _____	Employer: _____
Address: _____	Address: _____
Email: _____	Email: _____

Emergency Contacts/Those Authorized to Pick Up Child:

1. Name: _____ **2. Name:** _____
Address: _____ Address: _____
Phone #: _____ Phone #: _____

3. Name: _____ **4. Name:** _____
Address: _____ Address: _____
Phone #: _____ Phone #: _____

Are there any custody agreements, restraining orders, or any other information of which we should be aware? If so, please describe:

If your child has asthma, severe allergies, or needs medication administered, a separate health plan form must be filled out. This may be obtained from the Director.

Allergies: Yes _____ No _____ Asthma: Yes _____ No _____ Special Diet: Yes _____ No _____
Medications: Yes _____ No _____ History of Seizures: Yes _____ No _____
Vision Impairment: Yes _____ No _____ Hearing Impairment: Yes _____ No _____
Use of Special Adaptive Equipment: Yes _____ No _____

If answered yes above, please explain below. Also include any other important conditions of which attending medical personnel should be aware (i.e. heart, respiratory, drug reactions, etc):

Messiah Lutheran School Extended Day Program

CHILD WAIVER/INDEMNITY AGREEMENT

Before School Extended Day and After School Extended Day Program is a ministry of Messiah Lutheran School. The Program is authorized to enter into this agreement as an agent of Lutheran Church and School of Messiah.

I hereby permit "Extended Day Program" and/or its agents to transport my child, _____, to functions beyond the church/school grounds by walking or driving. This may include walks and activities at Lincoln Park. I understand that I WILL BE GIVEN PRIOR NOTIFICATION of such trips beyond Lincoln Park, and I will be required to furnish a child safety seat as needed. I release Messiah Lutheran School Extended Day Program from any and all liability in the event my child is involved in an accident associated with the Extended Day Program and its agents.

_____ **Initial**

In the acceptance of my child as a participant in Extended Day Program, and having satisfied myself that supervision and attention to safety are prudent and reasonable, I agree to indemnify, defend, and hold harmless, the Extended Day Program and its agents, employees, and representatives against any and all claims and demands (including legal fees) made by me, my spouse, or legal guardian of the child.

_____ **Initial**

In case of illness or accident, I give Extended Day Program permission to provide any emergency care for my child deemed necessary; including, but without limitation: treatment by public or private facilities or personnel. It is understood that a conscientious effort will be made to locate me (or the emergency contact persons designated by me) before any action is taken. I accept and agree to pay any charges incurred by the Program for such care.

_____ **Initial**

I recognize that it may become necessary for Extended Day Program to communicate with my child's doctor. I understand that the Program is under no obligation to contact my child's doctor, but should the Program decide to do so, I hereby permit the Program to receive information necessary from the child's doctor to provide the best possible care. I further understand it will be necessary for the Program to communicate about my child's health directly to my child's teachers, in which case I will permit the Program to use its discretion in communication about my child's health to his/her teachers.

_____ **Initial**

I hereby permit Extended Day Program to allow my child to view television and videos within reasonable limits as deemed beneficial by the Program. Viewing will be done in accordance with the curriculum, mission, and purpose of Lutheran Church and School of Messiah with a specific learning purpose and/or for recreation. I understand that videos shown to my child will be rated "G".

_____ **Initial**

I hereby permit Extended Day Program to use pictures taken at the Program, in which my child may appear, for purposes of public relations (i.e. newspaper articles, films, slide presentations, pamphlets, etc.).

_____ **Initial**

I have read and understand this Waiver and Indemnity Agreement, and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein. I further attest that I have full authority as parent or legal guardian of the above named child to enter into this agreement.

_____ **Date:** _____
Parent/Guardian Signature