

# St Peter Lutheran Church & School

## Extension 3-4-5 Handbook

2009 – 2010



### St. Peter Lutheran Church & School

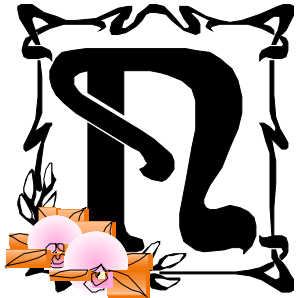
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Arlington Heights, IL. 60004  
Telephone: (847) 253-6638  
School Office- ext 125  
Early Childhood Office, Room 71- ext 355, 367  
Room 28 - ext 354    Room #29- ext 387  
Room 30- ext 372    Room #31- ext 181  
Room 32 & the Extension 3-4-5 program- ext 345  
Room 33- ext 397    Room #34- ext 138  
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## ST PETER LUTHERAN SCHOOL PHILOSOPHY

Guided and empowered by the Holy Spirit, St. Peter Lutheran School provides Christ - centered training in God's Word integrated with excellence in education. The mission of the school is to **Nurture**, to **Educate**, to **Witness**, and to **Serve**.



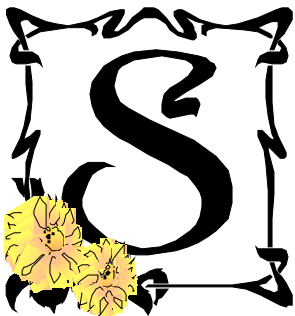
The central purpose of the school is to **Nurture** each child's faith in Jesus Christ as Savior. Teachers and students daily worship God and study His Word as found in the Bible. God's Law is taught without apology. The Gospel of God's forgiveness through His Son, Jesus Christ, is taught with joy daily; and relationships are based upon the Gospel.



Using their God-given abilities teachers strive to **Educate** students using effective and current learning and teaching materials. St. Peter holds high, yet appropriate expectations for its students and believes that all students need to be successful. Students need to be both challenged and helped toward success.



The school assists students to **Witness** to their faith and to live "by faith in the Son of God who loved me and gave Himself for me" Galatians 2:20. Students are prepared to become responsible stewards of their time, talent, treasure, and testimony in a joy-filled life.



St Peter Lutheran School and its families help to equip students to **Serve** God and others in their daily lives. Parents are encouraged to provide the primary training of their children, to have family devotions, and to take their children to weekly worship. The school assists families in carrying out their parental responsibilities in Christian education.

## ***CLASSROOMS***

The Extension 3-4-5 program will primarily use the lower level cafeteria during the before school period (7:00 – 8:15 AM) and classrooms #28, #29, #30, #31, #32, #33, and #34 in the lower level of the east wing of St. Peter Lutheran School in the afternoons (2:15 – 6:00 PM.)

## ***ENROLLMENT***

Families desiring to use the Extension 3-4-5 program for their preschooler(s) and/or kindergartener(s) should complete the appropriate application and information forms, which are available in the school or preschool office. Once this form is completed, the student's name will be placed on all Extension 3-4-5 attendance ledgers and the child will be allowed to participate in the program on a regular or occasional use basis, based on the needs of the family.

## ***EXTENSION 3-4-5 ACTIVITIES***

The Extension 3-4-5 will utilize a variety of activities that allow the child to enjoy their extended hours at school. The morning program (7:00 - 8:15 AM) will utilize a variety of manipulatives and art activities. While a school breakfast program is not provided, students using the Extension 3-4-5 program may bring with a breakfast and eat it in the Extension 3-4-5 room.

The afternoon section of the Extension 3-4-5 program will include opportunities for gross motor activities (indoors and outdoors), art activities, as well as many of the learning centers, stories, and computer time. A snack is also provided in the afternoon Extension 3-4-5 program.



## **FEES**

A fee structure chart has been established for the Extension 3-4-5 program (appendix #1). This chart allows for discounts for more than one child in a family and hourly or daily fees for the program. All charges will be posted weekly based on the families' weekly or permanent reservation status. The Extension 3-4-5 statements will then be mailed home monthly with the school tuition bills. Families may then remit payment for all Extension 3-4-5 charges with their school tuition and fees to the school bookkeeper.

Families will not be charged for any days that the school is closed down. Absences reported 24 hours in advance (prior to the planned arrival time) to the Extension 3-4-5 program will be charged only 50% tuition. All other absences will be assessed the child's regular Extension 3-4-5 charges. Please call the school with as much advance notice as possible of your child's absence.

If your child's weekly reservation form is not turned in by the "Thursday at noon" deadline (see "Weekly Reservation Forms," p. 15), a late scheduling fee of \$5 will be charged. A late pick-up fee of \$1 per minute per child will be charged after 6:00 pm (except in an emergency or severe weather.)

## ***NON-SCHOOL AND EARLY DISMISSAL DAYS PROGRAMS***

As with any traditional school calendar, there are a variety of days that school is not in session due to a holiday, parent-teacher meetings, teacher conferences, etc. These days total over 15 calendar days each school year. The Extension 3-4-5 program strives to serve the needs of our families, especially those with working parents, by offering full day programs on many of these non-school days (appendix #2). These special full day programs are also announced in many of our home-school communications. On these days, the Extension 3-4-5 program is open continuously from 7 AM to 6 PM. Parents are asked to sign-up for these special full days of the Extension 3-4-5 program on the designated sheets which are sent home 3-4 weeks before the date. There are a limited number of student positions on these days, so one is encouraged to sign-up as soon as possible on these days. A minimum of ten students may be needed to keep the program open on non-school or early dismissal days. All sign-ups for non-school and early dismissal days must be made by the posted deadline dates. Please note that there are no hot lunch or milk programs on these days so the children will all need to bring a sack lunch and drink from home. Snacks will be provided by the Extension 3-4-5 program on these days. There is a separate fee structure for attendance on these days due to the longer hours of the program (appendix #1.) The full day preschool and kindergarten monthly fees do not cover the cost for the Extension 3-4-5 program on these non-school days.

## ***PICK-UP DELAYS & LATE PICK-UP POLICY***

Children often experience anxiety when their friends have gone home and no one has yet to come for them. If one is running late, please notify the Extension 3-4-5 program (253-6638, ext. 345) immediately and possibly make arrangements for another authorized adult to come for the child. The Extension 3-4-5 program operates until 6:00 PM. When parents are late picking up their children, the following procedures will be used.

1. When a child is picked up after 6:00 PM., a \$1 per minute fee is charged to their account. It will appear on the next month's Extension 3-4-5 statement.
2. When a child is picked up late, a letter is sent to the family acknowledging this late pick-up, reminding them of the policy and its implications.
3. Each time a child is picked up late, the fee is assessed and a letter is sent to the parents.
4. When the parent is late more than five minutes, points are assigned as follows:

|              |          |
|--------------|----------|
| 6:05 – 6:10= | 1 point  |
| 6:11 – 6:20= | 2 points |
| 6:21 – 6:30= | 3 points |
| 6:31=        | 5 points |
5. An accumulation of 10 points results in the loss of using the extended care programs.

If parents know they are going to be late they are encouraged to call (847-253-6638 ext 345) and notify the care program. Under some extreme and/or weather-related circumstances, points may be waived.



## ***PURPOSE AND PROGRAM FORMAT***

The Extension 3-4-5 program was developed to serve as Christ-centered care and learning activities for preschool and kindergarten students at St. Peter that reaches beyond their regular classroom sessions. All children in the Extension 3-4-5 program are enrolled in one of the half or full day preschool or kindergarten classes. The program can accommodate full day students both before (7:00-8:15 AM) and after (2:15-6:00 PM) their full day preschool or kindergarten classes. The program can also assist children in the AM preschool and half day kindergarten classes before their classes (7:00-8:15 AM) and PM preschool students following their classes (2:15- 6:00 PM). The program is also open on many early dismissal and non-school days to both full and half day preschool and kindergarten children (appendix #2.)

## ***RESERVATION FORMS***

### ***WEEKLY***

Following enrollment in the Extension 3-4-5 program, the student will begin to receive Weekly Reservation Forms via their classroom preschool/kindergarten mailboxes. These forms are sent home on Mondays and Tuesdays and are due by Thursday at noon of each week in order to reserve the appropriated number of days and hours of care for their child(ren) for the following week. Forms turned in after the "Thursday at noon" deadline will be charged with a \$5 late scheduling fee for that week. If Extension 3-4-5 services will not be needed for the following week, the Weekly Reservation Form does not need to be returned. All families must use these forms during the first month of school (August & September.)

### ***PERMANENT***

Following the first month of school, any family with very regular hours and days of attendance can be put on permanent status. Under this format, the Extension 3-4-5 spaces will be reserved for the same days/hours each week and the family will not have to complete the Weekly Reservation Forms. Permanent reservation forms and status are only valid for regular school days.



## **SECURITY PROCEDURES**

In order to pick up any preschool or Extension 3-4-5 student, individuals should be listed by name on the student's enrollment records. Please keep your child's record up to date in both the school and preschool offices. Anyone with authorization to pick-up the child in the Extension 3-4-5 program will be given a security pass, which is used to gain admittance to the building and to sign a child out of the program.

In unusual situations when someone, who is not listed on the records, will need to pick-up the child, parents are asked to send/fax (847-259-4185) a signed note or telephone the program director, coordinator, teacher or group leader with the name of the authorized person(s). Authorized persons other than the enrolling parent will be asked to identify themselves with a picture ID.

In order to keep the school and church building properly secure, parents/care givers are asked to enter the building via the appropriate entrances as listed below.

7:00 - 8:30 AM= The Bartz Hall/gymnasium entrance or the northeast door next to one of the Extension 3-4-5 rooms (#28) in the lower level of the east school wing.

8:30AM - 2:15 PM= Doors to the church and school offices off of Vail or Highland Streets closest to the church sanctuary.

2:15 - 6:00 PM= Bartz Hall/gymnasium entrance off of Vail Street.

Please check in with the receptionist or security guard and/or show your security card when entering the building, especially during the hours of 8:30 AM - 6:00 PM.



## **STAFF**

The Extension 3-4-5 program is staffed by early childhood professionals that strive to provide quality, Christian extended day activities, and care. This staff works closely with the preschool and kindergarten faculty members to provide continuity of care, activities, and communication. The following individuals will serve in the Extension 3-4-5 program for the 2009 – 2010 school year:

|                              |   |
|------------------------------|---|
| Early Childhood Director-    | Julie Klopke  |
| Extension 3-4-5 Coordinator- | Michelle Kay  |
| Administrative Assistant-    | Jan Ferrar  |
| Group Leaders-               | Kendall Braun<br>Mandy Grandt<br>Christine Key<br>Rachel Laughland<br>Becky Staehlin<br>Mary Staehlin<br>Jenny Swift<br>Cory Wald |
| Assistants-                  | Emily Johnson<br>Christa Maddox<br>Seth Murzyn<br>Stephanie Murzyn  |



**Extended Care/Extension 3-4-5 Fee Schedule**  
**2009-2010**

| Program                            | Times             | One Child | Two Children | Three Children |
|------------------------------------|-------------------|-----------|--------------|----------------|
| AM (arrival times)                 | <b>7:00-7:25</b>  | 4.10      | 7.30         | 9.50           |
|                                    | <b>7:26- 8:15</b> | 2.05      | 3.70         | 4.80           |
| PM (departure Times)               | <b>2:25-3:30</b>  | 4.10      | 7.30         | 9.50           |
|                                    | <b>3:31-4:00</b>  | 6.15      | 11.00        | 14.30          |
|                                    | <b>4:01-4:30</b>  | 8.20      | 14.70        | 19.10          |
|                                    | <b>4:31-5:00</b>  | 10.25     | 18.40        | 23.90          |
|                                    | <b>5:01-5:30</b>  | 12.30     | 22.10        | 28.70          |
|                                    | <b>5:31-6:00</b>  | 14.35     | 25.80        | 33.50          |
| Unlimited Usage (AM & PM combined) |                   | 16.00     | 26.50        | 38.00          |

**LATE FEES:** Out of courtesy to our staff, please arrive no earlier than 7 am and no later than 6 pm. If you are having difficulties arriving on time, please call the Extension 3-4-5 program (847)253-6638 ext 345. Any child picked up after 6:00 pm will be assessed a \$1 late fee, per minute, per child, along with points and procedures according the Late Pick-Up Policy (see page 5) except in an emergency or severe weather.

**LATE SCHEDULING FEE:** Any Weekly Reservation Form turned in or called in after Thursday at 12:00 noon (for scheduling of the following week) will be assessed a \$5 Late Scheduling Fee for that week.

**NON-SCHOOL DAYS/VACATION DAYS:** Under 5 hours= \$22

5 or more hours= \$40

**EARLY DISMISSAL DAYS:** Under 3 hours= \$13

3 or more hours= \$26

**MULTIPLE CHILD RATES FOR EARLY DISMISSAL DAYS/ NON-SCHOOL/ VACATION DAYS:**

First child= Full price

Second child= 10% reduction

Third child= 15% reduction

**ST PETER LUTHERAN SCHOOL  
EXTENDED CARE AND EXTENSION 3-4-5 PROGRAMS  
2009 – 2010 SCHEDULE FOR EARLY DISMISSAL/NON-  
SCHOOL/VACATION DAYS**

(Appendix #2)

| Date                    | Early Dismissal/<br>Non-School/Vacation Day                     | Availability |
|-------------------------|---|--------------|
| August 24               | First Day of School (Grades 1-8)                                | No           |
| September 7             | Labor Day   | No           |
| October 8 & 9           | N.I.D. Teachers Conference                                      | Yes          |
| October 12              | Columbus Day  | Yes          |
| October 30              | Early Dismissal Day   | Yes          |
| November 6              | Parent Teacher Conferences                                      | Yes          |
| November 25             | Thanksgiving  | Yes          |
| November 26 & 27        | Thanksgiving  | No           |
| December 18             | Early Dismissal Day   | Yes          |
| December 21-23          | Christmas Break   | Yes          |
| December 24 – January 1 | Christmas Break   | No           |
| January 18              | Martin Luther King Day  | Yes          |
| January 22              | Early Dismissal Day   | Yes          |
| January 29              | Parent Teacher Conferences                                      | Yes          |
| February 15             | Presidents Day  | Yes          |
| March 5                 | LSA Basketball Tournament                                       | No           |
| March 22- 26            | Spring Break  | Yes          |
| April 2                 | Good Friday   | No           |
| April 5                 | Easter Monday   | Yes          |
| April 23                | Early Dismissal Day- Grandparents Day                           | Yes          |
| May 31                  | Memorial Day  | No           |
| May 28 – June 3         | End of the Year Transition                                      | Yes          |
| June 4                  | Last Day of School (Grades 1-8)                                 | Yes          |
| June 7 – 11             | Transition Week between the School Year<br>and Summer Days Camp | Yes          |

*The Extended Care and Extension 3-4-5 programs operate during the school year (August 25 – June 4), on many of the early dismissal, school vacation days, and during the end of the year transition period before the Summer Days Camp opens. The Summer Days Camp program will tentatively run from June 14 – August 6, 2010.*

**St. Peter Lutheran Extension 3-4-5**  
**Weekly Reservation Form**  
**For the Week of \_\_\_\_\_**

(This form is due by ***Thursday***, \_\_\_\_\_ by 12:00 noon)

*(Appendix #3)*

You may always email your requested schedule to [jferrar@stpeter-ah.org](mailto:jferrar@stpeter-ah.org)

**Student(s)** \_\_\_\_\_

| <u>Day:</u>          | <u>Arrival Time</u><br><u>Before School</u> | <u>Pick-Up Time</u><br><u>After School</u> |
|----------------------|---|--|
| ___ <b>Monday</b>    | _____                                       | _____                                      |
| ___ <b>Tuesday</b>   | _____                                       | _____                                      |
| ___ <b>Wednesday</b> | _____                                       | _____                                      |
| ___ <b>Thursday</b>  | _____                                       | _____                                      |
| ___ <b>Friday</b>    | _____                                       | _____                                      |

Please return this form by the date and time listed above, in order to be on the attendance log for the week. Also, if this form is turned in or called in late, a \$5 LATE RESERVATION FEE will be assessed to the student's account for this particular week. Your Extension 3-4-5 services and weekly payment will be based on this Weekly Reservation Form (unless late or additional day charges are added). After the Thursday 12 noon deadline, deletions in a student's weekly schedule will be charged in the following manner:

- At least 24 hours notice:      50% fees charged
- Less than 24 hours notice:    100% fees charged

Any addition in this weekly schedule after the Thursday 12 noon deadline will need to be approved in advance by the Extension 3-4-5 Director (*Michelle Kay*) or Office Assistant (*Jan Ferrar*) based on availability. For changes, please call (847) 253-6638, extension 355, as soon as possible. **A statement with this week's charges will be included with the student's next monthly school tuition bill.** Payment will then be due with receipt of that statement. Payment can be made via check or cash (for all school tuition and fees) to the school bookkeeper. (*See the Extension 3-4-5 fees chart.*)