

# Welcome to... MVLCS Extended Care

Dear MVLCS Elementary Families,



Welcome to the new school year! As we start our new school year, we offer you a warm welcome, especially if you are new to our Extended Care Program. We look forward to an exciting new year. Our Extended Care staff is looking forward to greeting you and your child.

Following are guidelines to provide each child with a positive beginning/end to their day. Our Morning Care is from 7:00a.m.-8:00a.m. and Afternoon Care is 3:15p.m. – 5:30p.m. Monday through Friday, except holidays for which school is closed, as marked on the school annual calendar and updated calendars. Families must reserve a spot prior to attending Extended Care for staffing and planning purposes.

## Signing In and Out

- For safety and liability, each child that arrives between 7:00a.m.-8:00a.m. and after 3:15p.m. (carline dismissal) **MUST** be signed into Extended Care *by an adult*. All adults need to know when a child is placed into their care or released from their care. Please, do NOT just drop off your child at the main door or playground gate unescorted and leave. Be sure there is an adult available to receive them. We must have all children accounted for at all times. Please reinforce this with your child to help us to keep them safe.
- Morning drop off will be on the **preschool playground** or Honeybee room on the west side of the building beginning at 7:00a.m.. After 7:30a.m., drop off will be at the elementary playground gate.
- For safety and billing purposes, PLEASE make sure your child gets signed out when they are picked up and into your care. Only those people listed on their Emergency Information Sheet will be allowed to pick up your child. If you need to add or delete anyone from this list, it must be done in writing through the office. You can email the office at: [schooloffice@mvcls.org](mailto:schooloffice@mvcls.org).
- Once your child is signed out, they may not remain on the playground, gym or extended care room.
- To help you locate your child and decide the best time for pick-up our **general** schedule (subject to change) is as follows:
  - 3:00-3:15 Elementary Dismissal/Carline
  - 3:15-3:25 Ext. Care Fee charge will begin. Students will be transitioning to Ext. Care Staff
    - Attendance/Bathroom/Hand Washing break
    - If you must pick up during this transition time, you will need to come in through the main office and meet in the narthex to sign your child out. Please, be aware that this is a busy time and can take a while for students to get escorted to the playground.
  - 3:25-4:45 Playground (or gym - depends on the weather) – Water bottle refills/snack cart/homework/games & activities.
    - If we are outside, and you choose to pick up at the elementary gate, please place your family's name placard where staff can see it.
  - 4:45-4:50 Transition
  - 4:50-5:30 Gym or Extended Care/Art Room #C109 (TBD by weather and room ratio)
- We close promptly at 5:30p.m. If you are going to be late, please call the office or if the office is closed, then call the Extended Care phone number (702-469-7296) to make staff aware and so they can reassure your child that you are on your way. You will sign a late form and be billed a late fee as outlined in your financial agreement. The clock at the school will be used for pick-up time. Out of courtesy for our staff, families who are consistently late in picking up their child will be asked to make other child care arrangements.

## Medication/Illness/Injury/Emergency

- Students may not have medicine in their possession and may not medicate themselves without Staff supervision.
- Students who have had a fever, vomited, or had diarrhea during the previous 24 hours may NOT attend Extended Care (See the office for a full list of exclusions).
- It is the responsibility of the parent to keep all contact and emergency information current. Any changes or emergency situations can be communicated through email to the school office at [schooloffice@mvcls.org](mailto:schooloffice@mvcls.org) or by calling 702-233-9323.

School Office hours are 8:00a.m. – 4:00p.m. If you need to get a hold of Extended Care *for child pick up or emergencies* (e.g. late pick-up or change in pick-up person for that day) before or after these hours, you can

call 702-469-7296. You may have to leave a message if no one answers, as they will be supervising children or may be transitioning.

### **Expectations/Consequences**

- Our expectations are summarized as follows and posted in the Extended Care Room along with other specific examples:
  - **Be Safe** watching out for both self and others
  - **Be Respectful** of all people and property – what would Jesus do?
  - **Be Responsible** for self and following directions
- Consequences are as follows: 1st Warning - 2nd Sit out/think time - 3rd Conference with Parent/Director
- If your child is repeatedly unable to follow these expectations, families will be asked to make other child care arrangements without a refund.

### **Snacks**

- Students may bring breakfast in the morning to eat at the designated table and clean up after themselves when done.
- The students will have a designated area where the staff will provide a light afternoon snack between 3:30 – 3:55. For those in school activities, a snack option will be made available. It may or may not be the same as what was served earlier in the day. Students may also eat leftovers from their lunchbox. (An apple at lunch may not have sounded so appealing but might sound quite scrumptious in the late afternoon, or the other half of their sandwich could hit the spot.)
- Should your child have any allergies, please make sure their student file is current so our kitchen aide and staff are aware. Your child may bring an appropriate and safe snack.
- Students must have a water bottle to stay hydrated.

### **Homework Options**

- Homework option times will be offered in the afternoon.
- Students may ask for assistance. Staff will help as they are able and as time will allow. (e.g. They may not be able to listen to one child read for 15 mins. but would be able to help them sound out a word or ask what their story was about.) Staff may also encourage them to ask other students to help such as reading directions or tracking time for math drills.
- We will not require a child to do their homework, unless you complete the Homework Preference Form. And even with that, it will be on the honor system that they tell the staff they have homework. Forms can also be picked up from the Extended Care staff or found on our website [Extended Care — Mountain View Lutheran Church and School](#)

### **Activities**

- We have a variety of activities for the children to choose from to occupy their time: outdoor play, games, cards, board games, drawing/coloring, and crafts, depending on the time and space available. Screen time is limited and only reserved for special occasions. Our philosophy is that children need to play and socialize.
- We emphasize to students to be responsible and respectful by putting away toys/supplies before they choose something new to use or play with and when they leave for the day. Please encourage your child to follow these rules when you pick them up.
- We adhere to all school policies, which includes not bringing personal toys or equipment to Extended Care. If they had a special Show and Share earlier that day, we will ask that they keep it in their backpack. We are not responsible for lost or damaged items.

### **Weather**

- We go outside every day, weather permitting; therefore, please be sure your child has the proper outerwear for each season.

Thank you for your time and allowing us the opportunity to partner with you in the care of your child. Please feel free to contact us through the school office at 702-233-9323 or by email at [schooloffice@mvlcs.org](mailto:schooloffice@mvlcs.org) should you have any questions.

Faithfully Serving You,

Mrs. Donna Einspahr, Preschool & Extended Care Director  
Mrs. Nikki, Mrs. Melissa and Mrs. Amber, Extended Care Staff

