

St. John's Lutheran School, Lombard  
**Before Care/ENCORE/Extended Care Program Guidelines/Regulations  
 2020-2021**

- Purpose:** ENCORE and EXTENDED CARE are offered by St. John's Lutheran School as a service to working parents for our students. It is held after the regular school day. ENCORE is designed for students in Preschool; Extended Care K – 8<sup>th</sup>
- Program:** The ENCORE/Extended Care programs are designed to be as much like the home experience as possible. Children will play outside (weather permitting) and we will provide space and time for those who wish to do their homework (Extended Care). . You should send a snack and drink with your child to enjoy while at ENCORE/Extended Care.
- Hours:** Before Care Hours are Monday – Friday on school days 7:00-7:45AM  
 ENCORE/EXTENDED Care Hours are Monday 2:00- 6:00PM;  
 Tuesday – Friday 3:00 – 6:00PM after school days and occasionally on early dismissal days or days off.
- Payment:** Parents are required to register their children in either the Before Care/ENCORE/ Extended Care program *prior* to using it. There is an annual **\$25.00 per child registration fee due at time of registration for ENCORE and Extended Care –no registration fee for Before Care.** You will be billed each month for the times you have used. Payment is due when you receive the invoice. Excessive late payments/failure to pay may result in removal from the program.
- If a child is not picked up after school, a SJS Staff member will escort them to the ENCORE/Extended Care Room and parents will be notified to pick-up their child from there. A registration fee of \$25.00 per child will be charged along with the appropriate hourly rate.
- Cost:** The cost of Before Care is \$5.00 per day The cost of ENCORE & Extended Care is \$5.50 per hour *or portion of an hour* per child, or \$8.50 per hour *or portion of an hour* for 2 or more children. Hours are rounded up to the next half hour (1.75 hours is billed as 2 hours). **You should send a snack and a drink with your child. We DO NOT provide snacks or drink (other than water) for attendees. On days when we are not in school, the pricing is different. Advanced registration and payment is required for those days.** After 6:00PM: A late fee of \$1.00 per minute will be billed if you pick up your child after 6:00PM
- Location:** Before Care is located in the Multi Purpose Room of the school  
**Extended Care** is located in the *old school* building (enter by ringing the Ex Care Doorbell on the north side of the building (between the church and old school) ENCORE is located in room 113. You should enter from the back of the building (door number 4)  
**After 5:00 Encore children will be walked across the street to be with Extended Care.**

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Pick-up: ENCORE/Extended Care. Your child must be signed out each day. There is a clock with the sign out sheets. Children who are not signed out will be billed until 6:00PM. Only authorized people will be allowed to pick up your child. Any person picking up your child may be asked to show identification. You must contact Extended Care if any changes are made to the list of people authorized to pick up your child(ren).

Emergencies: If a medical emergency arises, St. John's personnel will try to reach a parent. If immediate medical attention is required, the staff will call 911. Please be sure to keep us updated on phone number changes!

Discipline: Children will be expected to abide by classroom rules.

The discipline process is:

First offense: ENCORE/ Extended Care personnel talk with child.

Second offense: ENCORE/ Extended Care personnel talk with child and parent.

Third offense: Child will be sent to the Principal's office which may result in suspension from the program.

Other Information

ENCORE children will be escorted by an adult to the ENCORE room.

Extended Care children will be escorted to the hallway outside of the office and will be walked across the street by an adult.

Handheld video games are permitted – however, St. John's School, ENCORE and/or Extended Care assumes no responsibility for lost/broken items.

If your child carries a cell phone it must remain on SILENT in their backpack. Children with cell phones will not be allowed to use their phones to play games.

**EXTENDED CARE Room Phone #: 630-629-2515 x123 Cindy Ibeling**

Please text or phone Cindy with changes to your pick up time/emergencies:

**Cindy's cell 630-408-3675**

**ENCORE Room Phone # 932-3196 x 113 - Judy Kolvitz**

**Judy's cell 630-988-6125** please text or call Judy with changes to your pick up time/emergencies.

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**PARENTS: Please provide a snack and drink for your child for their time in ENCORE/EXTENDED Care. (Make sure it is marked After School so they don't get it mixed up with daytime snack or lunch.**

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Last Name	Address	City
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\_\_\_\_\_

**Child(ren)'s First Name(s) & Grade(s)**

_____	_____
Mother's Name	Home Phone #

_____	_____
Work Phone #	Cell Phone #

\_\_\_\_\_

Email

_____	_____
Father's Name	Home Phone #

_____	_____
Work Phone #	Cell Phone #

\_\_\_\_\_

Email

Please list the people that are allowed to PICK-UP your child.  
Indicate if this person is an **EMERGENCY** contact.

_____	_____
<b>Name</b>	Relationship

_____	_____	EMERGENCY CONTACT?
Home Phone #	Cell Phone #	YES NO

_____	_____
<b>Name</b>	Relationship

_____	_____	EMERGENCY CONTACT?
Home Phone #	Cell Phone #	YES NO

_____	_____
<b>Name</b>	Relationship

_____	_____	EMERGENCY CONTACT?
Home Phone #	Cell Phone #	YES NO

_____	_____
<b>Name</b>	Relationship

_____	_____	EMERGENCY CONTACT?
Home Phone #	Cell Phone #	YES NO

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If, in the judgment of St. John's School (Extended Care/ENCORE) personnel, immediate medical attention is indicated, do you authorize school or extended care personnel to send your child to the hospital? Please circle one

**YES                      NO**

Known Allergies \_\_\_\_\_  
\_\_\_\_\_

Medical conditions we should be aware of regarding your child. (please list medications taken daily).

\_\_\_\_\_  
\_\_\_\_\_

Does your child have asthma? **YES   NO**

Does your child have an inhaler at school? **YES   NO**

Does your child have an inhaler in their backpack? **YES   NO**

Is there any circumstance (custody or otherwise) that we should be aware of regarding your child? Use the space below to describe. This will be kept confidential.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the policy for Extended Care/ENCORE and the payment requirements and understand that failure to pay in a timely manner may cause me to be excluded from the program.

X \_\_\_\_\_  
Parent/Guardian Signature

**Please include your deposit of \$25.00 per child with this completed form. All payments should be made payable to St. John's Lutheran School.**

PLEASE---

SEND YOUR CHILD WITH A SNACK. WE DO NOT PROVIDE SNACKS OR DRINKS (except water)

<b>ENCORE</b> <input type="checkbox"/>	<b><u>Office Use Only</u></b>	<b>EXTENDED CARE</b> <input type="checkbox"/>
Date Received _____	Amount Received _____	Check# _____