

# **COUGAR CARE PROGRAM**

**BEFORE & AFTER  
SCHOOL CARE**

Guardian Lutheran School  
24544 Cherry Hill  
Dearborn, MI 48124

(313) 274-3665

# GUARDIAN LUTHERAN SCHOOL COUGAR CARE PROGRAM

## WEEKDAYS

7:00 am - 7:45 am

3:05 pm - 6:00 pm

## PHONE:

(313) 274-3665

The extended care program is an auxiliary service at Guardian Lutheran School and is designed to provide organized and educational after-school care for children of working parents. It is available to children who attend Guardian Lutheran Day School.

This program supports all the policies and rules of the day school.

GUARDIAN LUTHERAN SCHOOL  
EXTENDED CARE PROGRAM

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TABLE OF CONTENTS

INTRODUCTION----- 2

ADMISSION POLICY----- 4

FEES----- 4

PROCEDURES----- 5

MEDICATION----- 5

INQUIRIES----- 6

LOST AND FOUND----- 6

WEATHER----- 6

STUDENT PROCEDURES----- 6

CONDUCT----- 7

EMERGENCY EVACUATION----- 8

ACTIVITIES SCHEDULE----- 8

# ADMISSION POLICY

## PRE-ADMISSION

The following must be completed before a child is accepted into CCP:

- Enrollment in Guardian Lutheran School
- Registration Form for CCP
- Emergency Information Card for CCP
- Duplicate of School Health Form
- Health Limitation Form for CCP

CCP is required to have on file a statement signed by parents and/or physician indicating any physical condition(s) which might deter or limit participation in the activities of the program.

## REGISTRATION

Every child **MUST** be registered to be a part of the program. In order to assure compliance with state regulations, no child could “drop in” for before/after care unless they were registered with all appropriate forms completed.

Withdrawals and re-admissions should be taken care of through written notification to CCP.

The Principal, in conjunction with the Program Director, may refuse admission or continued enrollment in the program due to filled quotas, past history of behavior problems, truant payments, parents repeatedly late in picking up children, or other reasons determined by the Program Director to be in the best interest of the program.

## FEES

### MORNING PROGRAM

All students enrolled in CCP can take advantage of the morning program that is available from 7:00 am - 7:45 am. Any child arriving before 7:30 am will be charged a flat rate of \$4.00, while any child arriving after 7:30 am will be charged a flat rate of \$2.00 per day.

### AFTERNOON PROGRAM

The fee is \$4.00 per hour per child with a minimum one-hour charge. Billing after the first hour will be charged in 15-minute increments. This does not include morning fees or late fee charges. Payment should be on a bi-weekly basis. If payment is not received by the second week, the child will not be allowed to attend until the bill is paid in full.

### METHOD OF PAYMENT

Cougar Care is billed through the FACTS system, and all standard FACTS policies apply.

## **LATE FEES**

LATE FEES ARE APPLICABLE IF **YOU PICK UP YOUR CHILDREN AFTER 6:00 PM.**

A fee of \$1.00 per minute will be charged for arrival after 6:00 pm.

Although phone calls make us aware of your delay, this DOES NOT eliminate the “late fee”, as our staff is still caring for your child. Please let us know if you anticipate being late since this helps to relieve your child’s anxiety when the other children have all been picked up. Please realize frequent late pickups indicate the necessity for another program or car pooling as our closing time is 6:00 pm. If satisfactory arrangements are not made, we will be unable to provide service and will have to drop your child from the program.

## **PROCEDURES**

### **CHECKING IN AND OUT**

It is required that a parent or guardian check in their child for the morning sessions and sign out their child for afternoon sessions before leaving the building. This procedure cannot be omitted.

Please remind your child to prepare to go home as soon as he/she sees you present. NO MINOR (under 16 years of age) may sign out for a parent without a letter in our file stating that the parent assumes full responsibility for the safety of his/her child.

Please inform us of your child’s participation in regular extracurricular activities (dance, sports, etc.). This reminder is to be in WRITTEN FORM and presented at the start of the season. This will help us to safely account for your child’s absence from CCP.

Children in the program may be signed out ONLY ONCE. They may not return once they are signed out and leave the premises.

Your cooperation in these areas of concern is most necessary for the protection of your child.

### **LETTERS TO PARENTS/REGULATIONS**

It is important that all communications be read thoroughly as this is our main avenue of alerting you to policies and changes. We rely on your cooperation.

## **MEDICATION**

Medication cannot be administered to any child unless written permission has been given by the parent/guardian and signed by the physician. An Authorization of Medication form must be completed by the parent before any medication will be given. All prescription medication must be clearly labeled with pharmacy label indicating physician’s name, child’s name and dosage.

## **INQUIRIES**

All inquiries should be brought to the attention of the DIRECTOR. We will do our best to answer your questions and assist you whenever possible.

## **LOST AND FOUND**

You may want to mark clothing, etc. for easy identification if lost. BEFORE leaving the building with your child, check to see that he/she has all items that belong to them. We do have a lost and found bin located outside the fellowship hall.

## **WEATHER**

### **INCLEMENT WEATHER**

Weather forecasting on radio/TV usually predicts in advance the forthcoming of inclement weather. We would appreciate your efforts to arrive on time to pick up your child if at all possible.

### **EMERGENCY SCHOOL CLOSING**

Due to inclement weather Guardian Lutheran School will close at the discretion of the administration. The administration reserves the right to close even if the Dearborn Public Schools do not close. We recommend that our families listen to any major radio station or local television channels since all stations are now directly notified by a computerized system.

## **STUDENT PROCEDURES**

- Coats and backpacks are to be placed in area provided
- A homework table is available and quiet time is allotted
- Children are to maintain a friendly attitude toward all members in the program. Poor attitude, unsafe behavior and lack of respect for any person will not be tolerated. Offenders will be reprimanded and parents informed. If the behavior continues the child may be removed from the program.
- Students are responsible to help put away activities they have worked on.
- Snack is not provided by the school, and needs to be brought from home.

# CONDUCT

## RESPECT

Adults and children alike are all part of the family of God in Guardian Lutheran Church and School (which also includes CCP). Behaviors and attitudes will demonstrate that, in this family of God, showing respect, courtesy and good manners in all relationships is our goal. An education is valuable; it is worth the extra effort to “strive for excellence”.

## RULES

CCP will follow all the same rules and discipline policies as outlined in Guardian Lutheran School Parent Handbook

## DISCIPLINE

Guardian Lutheran School seeks to serve God by modeling His love to students. One goal of the discipline procedures of Guardian is to allow students to recognize their dual nature as both saint and sinner. We hope to build on the experiences of the saint and lead the sinner to the cross for repentance.

In order to provide for a quality learning experience certain expectations are placed on students. Please refer to this handbook for complete details of discipline policies.

A partial list of unacceptable behaviors which may result in dismissal from CCP include:

- Disrespect toward CCP staff
- Leaving the premises without permission
- Going into someone else’s backpack
- Destruction of property

When preventative and structural measures do not work and external discipline is required, the child is (1) removed from the immediate situation to a nearby area and (2) required to sit and regain self-control. After a few moments the teacher discusses the situation with the child, helping them find appropriate means of dealing with a situation and at the same time, making clear the limitation placed on their behavior and the reasons why.

The way these situations are handled affect: (1) how children feel about themselves, (2) their attitude toward other people, and (3) their ideas about exploring. Setting limits and helping children learn self-control must be balanced with the equivalent need of encouraging an active, curious, exploratory attitude toward the world.

## **EMERGENCY EVACUATION**

In the event of an emergency, children will leave the building according to the posted route, in a quiet and orderly fashion.

## **ACTIVITY SCHEDULE**

3:15 - 3:30	Snack time and restroom break
3:30 - 4:00	Outdoor time/gym time
4:00 – 4:30	Homework/quiet time
4:30 – 5:45	Free choice centers (Art, block play, dramatic play, puzzles/games, reading, computer)
5:45 – 6:00	Clean up

*We look forward to watching your child in our Cougar Care Program!!*