

**Saint Paul Lutheran Church-
Parents' Day Out (PDO) Program Dates:**

Monday, October 14	Columbus Day
December- Christmas Break Dates TBD	
Monday, January 20	ML King Jr. B-Day
Monday, February 17	President's Day
SPRING BREAK WEEK (days/times TBD) March 23-March 27	
May 25- June 11	SUMMER Fun Days

For your convenience- Registration forms and PDO information may be found on the Saint Paul website:

(Church) www.saint-paul.org

(School) www.saint-paul.org/school

LOL for more information to come in February re: Summer Programs May 25-June 11 as well as VBS June 15-19 and our Summer Explore program in June/July. Our goal is to have continuous programs set up through a majority of the summer.

SPECK

(Saint Paul Extended Care for Kids)

And

SPECK Fun Days

PROGRAM GUIDE

Saint Paul Lutheran School

2019-2020

Contact: Stephanie Blackfeather

Program Coordinator

847 951-4670

This booklet provides important information regarding SPECK and SPECK Fun Days programming.

Contents

- Purpose & Definitions
- Arrival & Departure Procedures
- Registration & Billing
- SPECK Fun Days Calendar

Purpose & Definitions

Saint Paul Lutheran Church and School view children as precious gifts from God and with parents, acknowledge its responsibility for their care and nurture. Therefore, Saint Paul carries out its mission and ministry by establishing and maintaining a program of extended day to provide a safe, secure and caring atmosphere for children of the school.

SPECK and SPECK Fun Days Programs: These programs are an extension of Saint Paul Lutheran School, all the philosophies and beliefs of the school are also those of these Extended Care Programs. ONLY students enrolled in Saint Paul Lutheran School. Grades PK-8, may use the SPECK or SPECK Fun Days programs.

SPECK (Before and After school program) is available to all students enrolled in Saint Paul Lutheran School students on the days that they are enrolled at Saint Paul.

PROGRAM HOURS:

- 7:00AM-8:15AM(Kdg.-8th Grades)
- 7:00AM-8:30AM (Pre-K)
- 3:00PM-6:00PM (Pre-K)
- 3:15PM-6:00PM (Kdg.-8th Grades)

SPECK FUN DAYS Program: Is a program designed to provide quality care and educational experience during the hours of 7am-6pm for children enrolled at Saint Paul on designated Early Dismissal Days and Student Non-Attendance Days. THIS IS A PRE-REGISTER/PRE-PAY PROGRAM. \$\$ paid to use this program in NON-REFUNDABLE after deadline date to register. You will have until the deadline date to make any changes.



SPECK Fun Days

Dates for the 2019-2020 School Year:

<u>Thursday & Friday</u> (10/3 AND 10/4)	NO SCHOOL Teacher Institute Days (Kdg-8 th ONLY)
<u>Monday (11/4)</u>	NO SCHOOL (Kdg- 8 th) P/T Conferences (K-8 th)
<u>Thursday & Friday</u> (11/21 AND 11/22)	NO SCHOOL Teacher Institute Days (PRE-K ONLY)
<u>Tuesday (1/21)</u>	NO SCHOOL (Kdg- 8 th ONLY) Teacher In-service
<u>Wednesday-Friday (1/22-1/24)</u>	NO SCHOOL (PRE-K ONLY) P/T Conferences
<u>Friday (4/3)</u>	Early Dismissal Day (Kdg-8 th ONLY) P/T Conferences 11:15am Kdg. And 11:30am Grades 1-8.
<u>Friday (5/15)</u>	NO SCHOOL (PRE-K ONLY)

PLEASE NOTE THE DAYS WE WILL NOT OFFER CARE...

Tuesday, August 20 Early Dismissal (11:30am) 1st Day of school
*End of Summer Fun Days program offered this day MUST pre-register/pre-pay by July 15, 2019. Information was sent out in June for registration.

<u>Monday, September 2</u>	Labor day
<u>Wednesday, November 27</u> (11:30am 1 st -8 th) & (11:15am Pre-K and K)	Early Dismissal
<u>Thursday, November 28</u>	Thanksgiving Holiday
<u>Friday, November 29</u>	Thanksgiving Holiday
<u>Friday, December 20</u>	Christmas Break- Early Dismissal
<u>Friday, April 10</u>	Good Friday
<u>Monday, April 13</u>	Easter Monday
<u>Monday, May 25</u>	Memorial Day



ARRIVAL & DEPARTURE

SPECK Before & After school program: The SPECK program will be held daily in Hasz Hall at school. When dropping children off, a parent (or other assigned ADULT) **MUST** walk the child into the SPECK room and register (sign-in) the child with the caregiver on duty. In the same manner, a parent (or other assigned ADULT) **MUST** come into the room to sign out and pick up the child.

At the end of the school day, it will be the responsibility of the SPECK personnel to sign your child in at the correct time. When picking up your child, you must sign out by noting the correct time (according to the clock in the SPECK room) and add your initials to the sign in/out sheet. Failure to do so will result in a maximum charge for the day.

Change of child's schedule: A parent must inform SPECK staff AND the child's teacher at least one day prior to any change that will occur in the child's regular schedule. All notifications of changes to a child's regular schedule must be in writing and signed by the parent. OR emailed to BOTH SPECK and your child's teacher. Children will NOT be dismissed from scheduled participation in SPECK without prior written notification. THIS INCLUDES ANY EXTRA CURRICULAR ACTIVITIES. If your child will be attending sports, Praise Choir or any scout program and then will need to use SPECK following these programs- please inform staff **IN WRITING** of approx. time your child will come to SPECK.

SPECK Fun Days- Early Dismissal Days: Children attending the SPECK fun Days program on Early Dismissal Days will meet with the Fun Days Caregiver in Hasz Hall @ 11:15am (KDG.) or 11:30am (1st-8th) then be walked over to the Children's Ministry Room in the lower level of church. Children attending the Fun Days program will stay @ the Children's Ministry Room until approx. 2:45pm then be walked back over to Hasz Hall for pick up from 3pm-6pm.

Children departing from the SPECK Fun Days program before 3pm, will be picked up at Saint Paul Church. PLEASE USE THE BUSSE ST. ENTRANCE TO CHURCH. THERE IS AN INTERCOM SYSTEM IN PLACE AT THAT ENTRANCE FOR YOU TO BE "BUZZED" IN BY FUN DAYS STAFF.

SPECK Fun Days- Non-Attendance School Days: On designated days off of school (SEE LAST PAGE FOR COMPLETE LIST OF DATES)- Drop off and pick up of children attending the SPECK fun Days program will be: CHURCH in the Children's Ministry Room. BETWEEN THE HOURS OF 8:30AM AND 2:45PM. Please use the Busse St. side entrance to church- there is an intercom system located at this entrance. SPECK Fun Days staff will "Buzz" you in @

On designated SPECK Fun Days- parents will have the option to use SPECK before 8:30am from 7am-8:30am (drop off for use of this program will be at school (Hasz Hall)). Any children needing to use the SPECK program after Fun Days will be brought back over to school by 3pm and signed into SPECK. Parents will have until 6pm to pick up their child(ren).

HOURS: The SPECK before and after school and SPECK Fun Days program will operate during the hours of 7am-6pm. Hours subject to change.

REGISTRATION & BILLING INFORMATION

ALL children **MUST** be pre-registered for use of SPECK programming. Registration forms are available and **MUST** be completed at the start of each school year.

SPECK Before & After School Program: We will keep track of time used at the SPECK program and send out a SPECK Invoice for billing at the start of the next month which covers time used the previous month. Time used is calculated to the nearest quarter hour.

Cost Per Hour for SPECK: \$8.00 per hour for the 1st and 2nd child... 3rd Child is \$2.00. No more than \$18 per family. \$8 Flat Rate first hour then families are charged for actual time of use as calculated to the nearest quarter hour. 3rd child will have \$2 first hour Flat Rate.

★ **NEW THIS YEAR-** \$8.00 FLAT RATE will be charged for use of afternoon SPECK for pickup any time within the first hour. Kdg.-8th 3:15pm-4:15pm Flat Rate \$8.00 ★
Pre-K 3:00pm-4:00pm Flat Rate \$8.00

EXAMPLE: 1st grader stays after school at SPECK until 4:30pm Family will be charged \$8 for the first hour until 4:15pm then add \$200 for 4:15-4:30. Total: \$10.

EXAMPLE: PreK student stays after school in SPECK until 3:45pm. Family will be charged \$8, as this time is within the "flat rate" first hour.

SPECK Fun Days BILLING: This program is a Pre-Register/Pre-Pay program. Opportunities for families to register and pay for distinct Fun Days will be made available at special times during the school year. Individualized forms include specified dates, fee charts and deadlines for registration.

Families registering their child(ren) for any Fun Days program will pre-register/pre-pay for times between 8:30am and 3pm. If families need to use SPECK before and/or after Fun Days, they will be billed on the monthly invoice for time used between 7am-8:30am or 3pm-6pm.

Changes in registrations can be made until the deadline date. However, all fees for this program are non-refundable after the given deadline date- even in case of illness. Forms turned in after the deadline date will be considered but may not be accepted.

CLOSING TIME: Closing time for SPECK and SPECK Fun Days is promptly at 6pm. A fee of \$1.00/minute per child will be instituted beginning at 6pm. All times will be formulated on the SPECK clock.

It is important that children are picked up with regard to this closing time. Families who repeatedly accrue late charges may be denied the use of SPECK. A warning letter from St. Paul's principal will precede any termination of service.

POLICIES & PROCEDURES

LUNCH AND SNACKS: Breakfast, lunch and snacks will not be provided, but students are encouraged to bring nutritious foods and drinks. NO pop/soda is allowed. Parents will need to provide a nutritious lunch and afternoon snack/drink for their child on SPECK Fun Days. If your child usually receives MILK at school for lunch- we will make sure s/he receives it on scheduled Fun Days. SPECK staff may, on occasion, do a healthy snack activity to celebrate a holiday or special occasion. ****PLEASE INFORM SPECK Fun Days staff OF ANY ALLERGIES YOUR CHILD MIGHT HAVE (FOOD OR OTHERWISE). THIS IS NOT A PEANUT FREE ENVIRONMENT.** We WILL make accommodations for children with specific food allergies.

HEALTH REQUIREMENTS: A duplicate copy of the school health form and emergency form is kept on file with SPECK. If your child is ill and will not attend SPECK/SPECK Fun Days-please phone to inform staff prior to the child's normal SPECK start time. For more health requirements and more general information, see the "Health and Safety" section of the Saint Paul School Handbook. The SPECK staff does not dispense any medication. Please make arrangements for medication to be dispensed through the school office during regular school hours. **PLEASE NOTE:** If your child is sent home from SPECK/SPECK Fun Days with a fever 100 degrees or more, it is recommended that your child should not return back to school or Fun Days until s/he is fever free for 24 hours. **PLEASE SEE** Communicable Disease section of the Parent Handbook for more information.

POLICIES AND DISCIPLINE: SPECK/SPECK Fun Days follow and adhere to discipline policies set forth by Saint Paul Lutheran School. Since SPECK and SPECK Fun Days are extensions of Saint Paul Lutheran School, the same school policies for discipline will apply. In addition, the following policies will be enforced:

- No running or unnecessary noise is permitted in SPECK room, in the hallways or areas surrounding the SPECK room.
- Normal "inside voices" will be used in the SPECK room at all times.
- Each child is expected to clean up after themselves before another activity is pursued or before being dismissed for the day.
- Permission **MUST** be given to leave the room for any reason.
- Eating is permitted only during scheduled times. The SPECK staff is not responsible for heating food for children. Hot food should be placed in a thermos container.
- SPECK staff will **NOT** provide snacks for the children daily- please make sure to pack an extra snack/drink if your child will attend SPECK in the afternoon.
- NO gum chewing is allowed.
- All exterior clothing & property should be properly labeled and identifiable.
- Children will **NOT** be excused from SPECK when scheduled to appear without prior written consent or verbal notification of parent.

- Toys from home are **NOT** permitted unless previously approved by SPECK staff. SPECK program/personnel are not to be held responsible for said items.
- Saint Paul School pre-k playground, gym, and Owen Park are used for activities when available.

PLEASE SEE SAINT PAUL PARENT HANDBOOK FOR MORE INFORMATION REGARDING SPECK/SPECK Fun Days POLICIES ON DISCIPLINE.

USE OF SPECK BY VOLUNTEERS: Fees for SPECK MAY BE WAIVED FOR PARENTS INVOLVED IN DESIGNATED VOLUNTEER ACTIVITIES. The decision to waive fees for volunteers will be made by the principal and the chairperson of the activity. Students who use SPECK under this arrangement must be enrolled in St. Paul during the days they use SPECK. Parents who request this waiver for a volunteer activity should fill out a special SPECK "Volunteer Voucher" form in the school office. This registration is only in effect for volunteer activities and parents will not be charged. Parents wishing to use SPECK at any other time must fill out the regular registration form and pay the usual fee. This "Volunteer Voucher" form must be signed by the principal and activity chairperson and can then be presented to SPECK in order to have fees waived.

DROP IN'S: On days when Parent Teacher Conferences are held- we do not provide a drop in service. Please make arrangements for your child's care on these days. We **DO** have Fun Days held on these days but it is a pre-register/pre-pay program. On occasion- we **DO** offer care (current students only) for scheduled meetings with your child(ren)'s teacher. This **MUST** be approved by SPECK coordinator first.

FOR A COMPLETE LIST OF CARE DATES...(holidays and days off of school for teacher in service or conferences) SEE BACK page of this booklet. Saint Paul Lutheran Church **WILL** offer a care program called Parent's Day Out on select holidays and days off of school. **The Parents' Day Out program is open to ANY child (not just those enrolled at Saint Paul) and is a PRE-REGISTER/PRE-PAY program.**

