

Parent Handbook

Faith Lutheran Extended Care



**FAITH LUTHERAN
SCHOOL**

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Mission of Faith Lutheran Extended Care

Faith Lutheran School is a religious-educational institution, owned and operated by Faith Lutheran Church, LCMS, of Sugar Land, Texas. Administration and supervision of Faith Lutheran School, Preschool and the Extended Care program are under the direction of the Board of School Administration. The mission of Faith Lutheran Extended Care is to provide quality and convenient before and after school care for the students of Faith Lutheran School and Preschool in alignment with the Philosophy and Goals of the School.

Non-Discrimination Policy

Faith Lutheran School/Preschool and the Extended Care program admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, athletic and other school-administered programs.

Extended Care Program Policies & Procedures

General

Extended Care is an extension of Faith Lutheran School and Preschool Center. As such, the policies set forth in the Preschool Handbook and School Handbook are applicable to the Extended Care program as well.

Sign-In and Out

- All children are to be signed in and out each day on the clipboard by the person dropping the child off and picking them up. **THIS INCLUDES MORNING DROP-OFF.** You must park and walk your child into the building and sign-in regardless of the age of the child.
- When dropping off or picking up, please observe the **NO PARKING ZONE** in front of the school buildings. This is a fire lane. Please park in a designated parking spot.

Extended Care is open Monday through Friday, from 6:30 AM until 6:30 PM, every day that the Schools hold classes. The Extended Care will not be open on Teacher In-Service days, holidays, Parent-Teacher Conference Day, or any day that the schools are closed.

Registration

To register, an Extended Care Enrollment Form, Auto Draft Form and non-refundable registration fee in accordance with the current Fee Schedule (see Fee Schedule for Extended Care) must be submitted to the school office. Auto draft payment is mandatory for Extended Care. The auto draft payments for Extended Care begin in September and end in May.

Students must be enrolled for a minimum of 1 day per week.

Extended Care Fees

Payment by Auto-draft is mandatory for Extended Care. Students must be enrolled for a minimum of one day. Payment for Extended Care begins in September and extends through May. Monthly payments are in accordance to the Fee Schedule for Extended Care. Students must be registered and participation in the auto draft payment program. The cost of additional hours of extended care will be \$11.00/30 minutes

Supplies

Preschool Students will be provided a cot to nap on, but blankets and small pillows need to be provided from home. Please label all objects with your child's name. We will send the articles home to be laundered as needed.

Lunch

All students in grades K-5, and all Extended Care children present during lunchtime, should have a nutritious lunch each day. The students may bring a lunch from home, or purchase a lunch from the hot lunch vendor designated by the school.

Lunchroom Rules

Students will enter the lunchroom in an orderly manner and be seated at designated tables.

Students may talk quietly during lunch time talking only to students sitting next to or across from them.

During cleanup time, students are responsible for the area in which they ate.

Students must raise hand for permission to be out of seat.

After students have been reminded to use a quiet voice while eating, a time out will be given to them if they persist in loud talking.

After being excused, students must go to area designated by the lunchroom monitor.

Lunch boxes

In order to maintain a Christian atmosphere in all aspects, we must insist that lunch boxes with ungodly characters or themes such as violence, magic or the occult NOT be brought to school. If you have any questions regarding a specific character, please contact the office before purchasing the lunch box.

Glass Containers

Do not send food or beverages in glass containers due to danger from breakage.

Use of the Kitchen

Due to our Hot Lunch Program, the kitchen is a very busy place during lunchtime. Therefore, use of the kitchen during this time is restricted to staff only. Others including volunteers and other parents are not permitted in the kitchen area, and may not heat any item in the microwave. Due to safety concerns, students are not permitted in the kitchen without a staff member.

Hot Lunch Program

Each month you will receive a hot lunch menu to purchase meals for your child for the following month. No refunds will be made once hot lunch is paid for the month (this includes days absent due to illness, field trips, etc.) The caterer may allow a carry-over of unused lunches. Return the order form with a check for the correct amount to the school office. It may be mailed or hand-delivered to the black mailbox outside the school office. **Make check to caterer** and please DO NOT COMBINE HOT LUNCH FEES WITH TUITION OR OTHER FEES.

Soda

Please do not send or bring carbonated beverages for lunch. Students are also not allowed to purchase soft drinks/soda from the vending machines for lunch or during school hours. Water bottles may be purchased from the vending machines.

Snacks

Dress Code

The dress code is defined in the Parent/Student Handbook, relative to your child's school.

Kindergartens through 5th Grade students are not allowed to change into non-uniform clothing after school.