

EXTENDED CARE PROGRAM

The Extended Care program at OWS seeks to support families in our school by creating a nurturing space for our children after normal school hours. It is our vision that the physical and emotional space will support the whole community – children, parents, teachers, staff and even grandparents and other special friends. In this way, the Extended Care program hopes to serve as a “community care” program that can act like a great hearth – a place where people may gather to feel community. The following options serve the diverse childcare needs of OWS families:

- **Morning Care** - Morning Care is beginning at 7:30 each morning. All students will transition directly into their normal classes at the start of the school day.
- **Hearthcare** - Hearthcare serves early childhood students who need care after the end of their school. The first portion will provide a quiet mid-day rest period until 2:45 p.m. Those not picked up at 3:00 must either be registered for the second portion or will be charged \$25 for late pickup. Bulk registration is required. The second portion ends at 5:00 pm.
- **Grades After School Care** - After School Care is offered for all grades students. Children up through grade four will have quiet projects for the first hour of After School Care, while children in grades 5-8 will go to Study Hall for the first hour. After the first hour, students will have supervised free time to relax or play. A snack is served at about 3:15 each day.

Registration, Reservation, and Billing – Extended care must be pre-registered. No drop-ins or hourly care will be allowed for 2020-21 due to strict physical distancing requirements and cohort needs.

In order to participate in the Extended Care program, you must reserve a space. Your child’s space is **reserved** after you have filled out and signed a registration form. Students not picked up by the scheduled time will be charged a \$25 late pickup fee.

Late Pick-Up Fees -There are two instances when you will be charged an Extended Care late fee (\$25):

- If your child is not picked up within 15 minutes of their class dismissal and does not have an Extended Care reservation. This includes late pick-up from Kindergarten. These students will be cared for by faculty until a parent or guardian arrives.
- If your child is not picked up from Extended Care by the end of their reserved period.

Food- A light snack will be offered to children after school at approximately 3:15 p.m. Children are also welcome to bring a snack from home if they prefer. There will be some consideration given to special food needs, but it is advisable to pack a snack or two if your child has very specific food needs.

Clothing- Please ensure that your child is dressed appropriately for the weather, has sturdy play shoes, and at least one full change of clothing in a bag at school. It is imperative that we are able to change them into clean dry clothing when they get wet.



Pick-Up Procedures - When picking up your child, it is imperative that you sign them out by either signing a full signature (no initials) on appropriate sheet (early childhood) or tablet (grades program). Parents will pick up students outside and will not enter the buildings.

Additional Information- For customizing care options, and for more detailed fees and billing information, please see the Extended Care Registration Form available in the office or online at our website.

EXTENDED CARE POLICIES

In addition to the above-noted policies, Extended Care staff and students follow all OWS policies and procedures. Complete descriptions of these policies are located in the Kinderhaus, in the Parent Resource Center in Prairie Hall by the main office, and on our website at <http://www.olympiawaldorf.org/current-families.html>.

Please note the following:

Disaster Preparedness: We regularly run fire, earthquake, and lock-down drills that are the same procedures as during the school day. Please see full procedures.

Code of Conduct: Children are expected to follow all school rules and the OWS Code of Conduct. Extended Care staff will work with a child's teacher in the event that a child is having difficulties during Extended Care. Parents also will be notified by Extended Care staff. The school's Discipline Policy will be followed in the event that intervention is not successful. Please see Code of Conduct, Dress Code, Playground Rules, and Discipline Policy.

Health and Safety: We are guided by state law and regulations with regard to our health and safety practices during Extended Care. These are clearly outlined in the OWS Health Policy. Categories for this policy include:

- PROCEDURES FOR INJURIES AND MEDICAL EMERGENCIES
- FIRST AID
- BODY FLUID CONTACT OR EXPOSURE
- INJURY PREVENTION
- POLICY AND PROCEDURE FOR EXCLUDING ILL CHILDREN
- COMMUNICABLE DISEASE REPORTING
- IMMUNIZATIONS
- MEDICATION POLICY
- HEALTH RECORDS
- CHILDREN WITH SPECIAL NEEDS
- HANDWASHING
- CLEANING, SANITIZING, AND LAUNDERING
- SOCIAL-EMOTIONAL-DEVELOPMENTAL CARE
- FOOD SERVICE
- NUTRITION
- PHYSICAL ACTIVITY



- CHILD ABUSE AND NEGLECT
- DISASTER PREPAREDNESS
- STAFF HEALTH
- ANIMALS ON SITE
- NO SMOKING POLICY

In addition, for 2020-21, additional COVID-19 guidelines apply.

Staff Requirements: All Extended Care staff have first aid/CPR training and a background check.