



St. Mark Lutheran School
Extended Care Program Plan

Extended Care Program Management Plan

For Preschool through 8th Grade Students



Program Overview:

The extended care program provides a safe, structured, and enriching environment for students from preschool through 8th grade. It offers age-appropriate activities, academic support, and recreational opportunities while fostering social and emotional growth.

Goals and Objectives:

- Ensure a safe and nurturing environment.
 - Support academic achievement through homework help.
 - Promote positive peer interactions and social development.
 - Provide engaging enrichment and recreational activities.
-

Program Location and Times:

- Morning: Monday–Friday, from 7am until 8am in the preschool room (North Building)
 - Afternoon: Monday-Friday, from 3:45pm until 5:30pm in 5-6th room (South Building)
 - Students HAVE to be picked up by 5:30pm. A \$1 a minute late fee will be added to the bill if a child is picked up after 5:30pm.
 - Follows the school calendar and is closed on school holidays unless otherwise noted.
-

Program Prices:

- Morning Hour: \$6 per student a session
 - Afternoon Hours: \$7 an hour per student, billed by the half hour
-

Staffing & Supervision:

- All staff must complete background checks and CPR/first aid training.
 - Program coordinator oversees daily operations and communication with families.
-

Safety and Security Procedures:

- Sign-in/sign-out system (done by extended care staff)
 - Emergency procedures are in place for fire, lockdown, weather, and first aid
-

Communication with Families:

- Parent conferences, both formal and informal, as needed.
 - Incident or injury reports shared promptly
-

Supplies & Materials:

- Age-appropriate games, books, art supplies, manipulatives
 - Homework tools (pencils, paper, etc.)
 - First aid kits and cleaning supplies
-

Evaluation and Improvement:

- Regular staff feedback collection
 - Parent and student surveys
 - Annual program review for quality and compliance
-

Behavior Management Plan for Extended Care Program

Purpose:

To promote a safe, respectful, and positive environment for all students during after-school care and to provide consistent, age-appropriate responses to behavioral concerns.

Core Expectations:

Students are expected to:

- Follow staff instructions the first time given
 - Keep hands, feet, and objects to themselves
 - Use respectful language and actions
 - Participate safely in all activities
 - Stay in assigned areas at all times
-

Positive Behavior Strategies:

- Clear visual rules posted and reviewed regularly
 - Praise and reinforcement for positive behavior
 - Opportunities to lead or help as incentives
-

Step-by-Step Behavior Response Plan:

Step 1: Verbal Reminder

- Calm redirection and reminder of the rule

Step 2: Warning

- Clear statement of behavior concern and consequence if continued

Step 3: Reflection Time (Cool-Down)

- Student moves to a designated quiet area for 5–10 minutes to reflect
- Staff uses a reflection form or brief check-in to discuss behavior

Step 4: Parent Notification

- Inform parent/guardian at pick-up or by note/phone call on any “reflection time” reports
- Document incident in behavior log

Step 5: Behavior Report & Plan

- If misbehavior continues, a written behavior report is completed
- Short-term behavior plan created with parent, student, and coordinator

Step 6: Temporary Suspension from Program

- Used in cases of repeated or serious infractions (e.g., aggression, defiance)
 - Parent meeting required before return
-

Severe Behaviors:

For serious issues (e.g., physical aggression, threats, property damage), the student is immediately removed from the group and the parent is contacted. School administration may be notified as needed.

Immediate Suspension of Service:

Any unpaid extended care balances 30 days or older will result in suspension from the extended care program. Once the balance is cleared, families are welcome to return.

Communication with Families:

- Daily updates as needed
 - Consistent, respectful tone focused on student growth
 - Collaboration on behavior support strategies
-

Documentation:

- Incident logs maintained by staff
 - Behavior reports stored confidentially
 - Patterns reviewed monthly for follow-up
-

Extended Care Behavior Report Form (Step 5 in the Behavior Response Plan)

Student Information:

- Name: _____
- Grade: _____ Age: _____ Date: _____
- Time of Incident: _____ Location: _____

Staff Member Completing Report:

- Name: _____

Behavior Description:

Describe the incident (include what happened before, during, and after):

Rule(s) Not Followed:

☐ Follow directions ☐ Stay in assigned area ☐ Keep hands/feet to self ☐ Use respectful language/actions ☐ Other: _____

Actions Taken:

☐ Verbal Warning ☐ Time Away/Cool Down ☐ Parent Contacted ☐ Reflection Form/Check-in
☐ Behavior Plan Initiated ☐ Other: _____

Student Reflection (if applicable):

What happened?

What could you do differently next time?

Parent Notification:

☐ In person ☐ Phone call ☐ Note sent home

- Contacted by: _____ Date: _____

New Short-term behavior plan (created by parent and coordinator):

If the student does not cooperate with the behavior plan, we will proceed with Step 6 of the Behavior Response Plan, which is a temporary suspension from extended care. A parent meeting will be required before the student can return to extended care.

Signatures:

- Staff Member: _____ Date: _____
- Parent/Guardian: _____ Date: _____
- Student: _____ Date: _____

This form is intended to support student growth, encourage reflection, and maintain open communication between school staff and families.