



**Bonnie Hoffschneider**  
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# Concordia Lutheran School

# EXTENDED CARE



**"TO KNOW CHRIST AND MAKE HIM KNOWN"**

4245 LAKE AVENUE FORT WAYNE, IN 46815  
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# Before School Care & After School Care

At Concordia Lutheran we offer a structured before and after school program for the students of CLS in preschool through 8th grade. This program was designed to serve the families of CLS in multiple ways:

- Provide students with a safe and structured environment.
- Allow students to focus on academics with time to complete homework, read and receive assistance.
- Fill a childcare need expressed by families of CLS.
- Generate cost savings to parents by offering flexible hours at a reasonable rate.

Extended Care is available between the hours of 7:00-7:50am and 3:30-6:00pm. Crafts or art activities are made available to interested students and time is available for homework completion. After school students may choose supervised playground time or indoor games and activities between 3:45pm and 5:00pm. The loving staff helps make winding down from a long day at school an enjoyable experience for all in attendance.

## FEES

There is a \$25 registration fee and registration form due prior to using Extended Care.

The Extended Care fee is \$1.75 per child per half hour or any portion of a half hour. Billing will be sent out monthly and payment is due by the 10th of each month. Payments received after the 10th will be charged a \$10 late fee. Payments will be made in the school office or on-line. Late pick up fee will be \$1.00 for each additional minute after 6pm per child. Checks should be made out to Concordia Lutheran School (memo: Extended Care).

## MORNING PROCEDURE

Extended Care opens at 7:00am. Students are to be dropped off Door #9 on the church side. All students on school property and not under parental supervision prior to 7:50am are to sign in at Extended Care.

## AFTERNOON PROCEDURE

All students will go directly to car line at dismissal. Any child not picked up by the end of car line (Pre-K-8) will be sent to extended care until a parent arrives. If your child is not registered for Extended Care they will wait in office to be picked up and you will be charged the Extended Care fee after 3:45pm

A parent or designee must come to the office to sign out each child after 3:45pm. All students must be picked up and signed out through the school office side of building. Students (5-8) who have their parents written permission may sign themselves out to attend sporting events.

**2 HOUR DELAY DAYS (NEW POLICY)**  
If Concordia is on a 2 hour delay, extended care will not open until 8:00am. Please note staff will not be at school before 8am on 2hr delay days.

## RULES

Extended Care rules are essential to providing a safe environment for our students. All school rules apply and must be followed in Extended Care. School rules are available in the school handbook. Please note that cell phones will be permitted during morning care but they will not be allowed during after school care. If your child needs to contact a parent they need to ask permission from a staff member.

## SNACK

Extended Care provides an afternoon snack or students may bring a snack from home. When sending a snack from, it is strongly recommended that parents send a healthy snack with their child.

## EXTENDED CARE PHONE

To reach Extended Care during Extended Care hours, please call 260-797-5901.

All questions regarding extended care should be directed to Mrs. Bonnie Hoffschneider.