

**E.S.C. =**  
**EXTENDED SCHOOL CARE**  
**ESC PARENT HANDBOOK**

HOPE LUTHERAN SCHOOL  
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[HLS.HopeSeattle.org](http://HLS.HopeSeattle.org)

## WELCOME

First, let us welcome your family to the Hope Lutheran School's Extended School Care Program, known simply as "*E.S.C.*" to most.

We are more than just baby-sitting. The State of Washington, Washington State Department of Children, Youth and Families (DCYF), has granted us a Childcare Center License. We are licensed to provide extended school day childcare and enrichment for ages 5 to 12 years. Licensing insures that a program meets or exceeds strict standards of program components, building safety, nutrition of all food served, staff training as well first aid/CPR and medical emergency procedures.

This handbook has been developed to provide you with day-to-day details of our program and our procedures.

## MISSION

The Extended School Care Program is a ministry of Hope Lutheran Church and School. Our mission is to provide a safe and nurturing childcare environment. Our main focus is to aid and support our school's working families. The ESC program will provide a safe, secure and caring setting for additional Christian nurturing and service opportunities for school children.

## LOCATION

We are located in the Fellowship Hall, on the lower level of Hope Lutheran Church. Parents can park in the "lowers" lot to drop off/pick up each day. **Please be sure sign in/out with full signature.**

*ESC location may change, due to Fellowship Hall being a used for Church use from time to time. Alternate location will be posted on the ESC chalkboard. Usually we will move to the school library or school classroom.*

## HOURS OF OPERATION

Hope Lutheran's Extended School Care Program operates during the following time periods for the school year. We are located in the Church Fellowship Hall.

**A.M. ESC = Before School Hours are 7:00 a.m. - 8:15 a.m.**

At 8:15 a.m. each morning ESC staff walks the students to the main doors of school.

**P.M. ESC = After School Hours of 3:00 p.m. - 6:00 p.m.**

Enrolled children are greeted by staff & assemble for daily roll call. Kindergartners are escorted by their teacher.

**ESC “XTRA” = Full School day care operating from 8:15a.m. - 3:00 p.m.** “XTRA” covers only the hours of a normal school day. There is an additional fee for this special program. AM & PM ESC will also be open. **No school hot lunch will be served on these days.**

**ESC “XTRA”= Half day childcare from 11:30 or 12:00 – 3:00 p.m.** on days that there is an early dismissal. AM & PM ESC will also be open. No school hot lunch will be served on these days.

Please check the current Hope School Year calendar for the days ESC “XTRA” is offered.

ESC “XTRA” is only available to children attending and registered with ESC. If space allows, new children can be admitted but must complete all ESC registration process, fees and forms.

## **ADMISSION AND REGISTRATION**

Registration is to be made as children register and enroll for school. **Each student will need to be registered with our online registration system, [ActiveNetwork](#).**

If the need for ESC arises during the school year, registration can be made online or through the School Office, if space is still available in the ESC program.

1. Enrollment shall be open to any child enrolled at Hope Lutheran School, provided the program can meet the needs of the child.
2. A parent or legal guardian must register the child.
3. The Registration/Medical /Emergency Form **must be completed and signed** before the child can begin the ESC program.

A completed registration/emergency form shall be submitted at the school office, accompanied with an annual non-refundable registration fee for each child enrolled.

**The ESC registration fee is \$30.00 per family, payable at time of registration.**

The registration fee covers the administrative cost of setting up your child’s files and emergency kits. The fee is for one school year. The fee is not prorated for late enrollments. If the program is enrolled to capacity, the Director will maintain a waiting list and contact parents as openings occur. As available space is limited, it is on a first come/first serve basis.

## **PRE-PAYMENT POLICY**

*All ESC care is reserved by a monthly Pre-Payment Registration form.*

1. Payments are due 5 days prior to each month. This is necessary to plan adequate staff & supply activities. Children will be admitted only with pre-registration. If a month begins and a child is not registered, school staff will keep your child at the school office and a parent will be called.
2. A late fee of \$10.00 will automatically be assessed on all overdue accounts on the 5th

- of the month.
3. Accounts that become 30 days delinquent will be asked to remove their child/children from the program until the account is brought current, at which time a re-enrollment fee will be assessed, if space is available in the program.
  4. Refunds/Credits will not be issued for illnesses or absences. Refunds/Credits are available if your child/children are being removed from the ESC program or from Hope Lutheran School.
  5. Checks are made payable to: Hope Lutheran School. Returned checks (Non-Sufficient Funds) will have a \$25.00 NSF fee added to your account.

### **You have Flexibility Month to Month:**

The number per days per week ESC is utilized each month determines your ESC Childcare cost on a flat rate system. Both AM ESC and PM ESC have this flat rate system, which allows a family to customize their use of the ESC program.

You can register for four days a week or all five days. Parents who use FULL ESC (both AM & PM for 5 days a week per month) receive a discounted rate.

### **“Drop In” Card... for families with occasional ESC need**

Families who do not use ESC Program on regular basis each month (defined as use less than one day per week) can purchase a Blue Occasional Use Card. You can purchase 10 AM sessions for \$120.00 or 10 PM sessions for \$250.00.

These “Drop-In” cards can be purchased on **our online registration system, [ActiveNetwork](#)** or at the school office. Once purchased, your card will be kept in the ESC Parent Sign-in Book. Parents are responsible for ensuring cards stay current

Parents still must complete the online ESC Registration through ActiveNetwork.

### **ESC Program Descriptions**

#### **AM ESC (7:00 am - 8:15 am) is our Before School Care**

The usual location is always indoors, at Fellowship Hall, in the lower level of the Church building.

**Entrance:** Parents & registered children should use the alley entrance of Hope Church building and **sign-in** their child in person each morning. Please do not drop your child at the curb. *Our State Childcare License requires you to come in with your child.* This also assures a pleasant transition for your child.

AM ESC provides a relaxed yet controlled time period that allows for quiet table games, simple crafts, conversation, homework review and attempts to prepare children’s attitudes for the school day ahead. Parents may bring breakfast snacks if needed for their child’s morning.

## **PM ESC (3:00 pm – 6:00 pm) is our After School Care**

PM-ESC provides a less structured time than school. The day's experience allows lots of choices, combining group activity, free play & outdoor time, a nutritious snack, dramatic play, educational enrichment, homework/reading time and other recreational choices.

### **Sample PM Schedule**

3:00 - 3:05 pm Greet & meet children by school office, and sign in to ESC.

3:05- 3:40 pm Large Muscle activity on the playground

3:40 - 4:10pm Nutritious snack is served by group, family style, bathroom break & hand washing always prior to snack

4:10- 5:30 pm Creativity & Enrichment time:

- Homework & study area with help available from ESC staff.
- Board games, mind puzzles, science set-ups, to highlight co-operative effort and team play
- Seasonal murals, cooking and artwork, craft exploration of materials for life skills
- Tech time/Ipads
- Movement and exercise group activity/Gym time

5:30 - 6:00 pm Quiet time, reading, drawing, plus clean up and ready for departures.

We will do our best to meet and challenge each individual child's physical, social, emotional, and intellectual needs. Our program allows for flexibility and fun after the long, structured school day in the classroom. The emphasis of this program is the visual, performing, and environmental arts. **Homework focus will be provided on written request from parent or guardian.**

### **About our SNACKS!**

All children in PM-ESC will be provided with a daily nutritious afternoon snack as part of our program cost. Each snack served includes two of the following components: Protein (cheese, beans, humus), Bread product (bagel, crackers), and a Fruit, Vegetable, or juice. We offer water at all times.

### **NO PEANUTS OR TREE NUTS.**

Parents take note: Allergies or sensitivity to these foods **must** be noted on your child's ESC registration form. An alternative snack will be made available. Parents are welcome to make suggestions for acceptable alternatives or provide snacks that are suitable for the child's needs.

### **Parent/ ESC Staff COMMUNICATIONS**

#### **ESC Staff:**

Director: Christina Figgins, [cfiggins@hopeseattle.org](mailto:cfiggins@hopeseattle.org) 206-501-5132

AM ESC Teacher: Tammy Shelver [tshelver@hopeseattle.org](mailto:tshelver@hopeseattle.org) 206-940-5543

K-6 PM Teacher: Audrey Figgins, [afiggins@hopeseattle.org](mailto:afiggins@hopeseattle.org) 206-280-0161

K-6 PM Teacher: Elliott Figgins, [efiggins@hopeseattle.org](mailto:efiggins@hopeseattle.org) 206-498-5024

Sand Dollar Club Teacher: Stephanie Van Doren, [svandoren@hopeseattle.org](mailto:svandoren@hopeseattle.org) 206-852-1542

Sand Dollar Club Teacher: Hanna Wingate, [hwingate@hopeseattle.org](mailto:hwingate@hopeseattle.org) 360-529-7446

Important messages from parents can be emailed to ESC Director, Christina Figgins or left with the school office.

ESC information will be emailed or posted in the Hope School newsletter.

## **CHILD'S ESC ATTENDANCE**

1. Parents must notify the director well in advance of any changes in hours and days of attendance needed for ESC.
2. If your child is absent, your call to the school office will suffice for both school and ESC. The Extended School Care Program is informed by the school office each day of any absences or illness.
3. The parent, or other person authorized by the parent to take the child to or from the center, **must sign in the child on arrival and must sign out the child at departure, using a full, legal signature.**
4. When the child leaves the center to attend school or other offsite activity as authorized by the parent, your staff person must sign out the child and sign in the child on return to the center.
5. Staff will sign-in children at 3:00 PM as they arrive from school dismissal.
6. Signed agreements between a program director and a parent where school-age child is allowed to leave the center on his own, must be verified by signature and dated by the director and parent. Staff may sign a child in/out whose parent has agreed in writing to let the child leave the center.
7. The only persons allowed to pick up your child/children are those whose names you recorded on your child's ESC Registration Form. Please keep this information current. We will ask for photo identification to confirm their identity.

## **Delayed or LATE PICK-UP of your child**

1. Please make every effort to pick up your child on time. If you find you are going to be later than our 6:00 PM closing, please notify the ESC staff immediately by contacting Christina Figgins 206-501-5132, or one of the other ESC teachers.

2. If a parent or guardian is unable to pick up their child from ESC, they must contact the school or ESC and arrange for one of the adults on their emergency contact list to come for their child.
3. Because children often worry when a parent or guardian is delayed in their usual routine time of pick-up, we wish to be informed so we can reassure your child.
4. Late Pick-Up Policy: **A FEE OF \$5.00 Per each 5 MINUTES beyond 6:00PM IS CHARGED FOR ANY CHILD LEFT AFTER CLOSING TIME. You will receive a late slip from the school office.**

### **Personal Items brought from Home**

1. Electronics (Personal iPad, iPod, cell phone, gaming device etc.)
  - These personal items may be brought into the ESC program with parent permission and only be used in the ESC Program during teacher permission free time (AM ESC and 5-6pm)
  - These personal items may be used only by the owner.
  - In accordance with school policy, these items may not be seen or used in the classroom during school hours or will be confiscated.
2. Toys (Example: Pokemon Cards, Legos and stuffed animals)
  - In accordance with school policy **these items may not** be brought into the ESC program as well as in the classroom during school hours. Please leave them at home as many Legos, cards, games and toys are provided in the ESC room.

## When ESC is closed: Dates for this School Year

The ESC program will not be offered the following school holiday dates:

### Closed Days in 2019

September 2<sup>nd</sup> – Monday, Labor Day

November 11<sup>th</sup> - Friday, Veteran's Day

November 28<sup>th</sup> & 29<sup>th</sup> - Thursday & Friday, Thanksgiving holiday

December 23<sup>rd</sup> - January 3<sup>rd</sup> - Christmas Break/New Year's Break

### Closed Days In 2020

January 1<sup>st</sup> - 3<sup>rd</sup> – Christmas/New Years Break Continued

January 20<sup>th</sup> – Monday, Martin Luther King Day

February 17<sup>th</sup> & 18<sup>th</sup> – Monday, Presidents Day/ Tuesday, Mid-Winter Break

March 30<sup>th</sup> – April 3<sup>rd</sup> - Mon - Fri, Spring Break

April 13<sup>th</sup> – Monday, Easter Monday

May 25<sup>th</sup> – Monday, Memorial Day Break

\*\*Last day of ESC is June 11<sup>th</sup> - Wednesday

## ESC full or half day dates 2019/2020 (No hot lunch served)

The ESC program will be offered the following dates while no regular school days or an early dismissal occurs:

### ESC Extra Dates:

September 3<sup>rd</sup> - Tuesday, Noon Dismissal, First Day of School (ESC open 12-6pm)

October 30<sup>th</sup> – Wednesday, Noon Dismissal, Teachers Conference (ESC open 12-6pm)

October 31<sup>st</sup> & November 1<sup>st</sup> – Thursday - Friday, Teachers Conference (ESC open 7am-6pm)

November 7<sup>th</sup> & 8<sup>th</sup> - Thursday & Friday, Parent/Teacher Conferences (ESC open 7am-6pm)

November 27<sup>th</sup> – Wednesday, Noon Dismissal, Thanksgiving Break (**ESC open 12-3pm**)

December 2<sup>nd</sup> – Monday, Trimester 1 Teacher Work Day (ESC open 7am-6pm)

December 20<sup>th</sup> – Wednesday, Noon Dismissal, Winter Break (ESC open 12-6pm)

February 12<sup>th</sup> - Wednesday, Noon Dismissal, L.E.S.T (ESC open 12-6pm)

February 13<sup>th</sup> & 14<sup>th</sup> – Thursday & Friday, L.E.S.T (ESC open 7am-6pm)

March 13<sup>th</sup> – Friday, Teacher Work Day (ESC open 7am-6pm)

March 27<sup>th</sup> – Friday, Noon Dismissal, Spring Break (ESC open 12-6pm)

April 9<sup>th</sup> & 10<sup>th</sup> – Thursday & Friday, Parent/Teacher Conferences (ESC open 7am-6pm)

May 21<sup>st</sup> – Thursday, 11:30 Dismissal Grandparents Day (ESC open 11:30-6pm)

May 22<sup>nd</sup> – Friday, Memorial Day (ESC open 7am-6pm)

June 11<sup>th</sup> - Thursday, Last day of school (ESC Open 10:30am-6pm)

## WEATHER CLOSURES

There are times during the winter when school will be delayed or canceled due to inclement weather. Safety is always our main concern; so if you feel conditions are not safe in your area; do not transport your child(ren) to school until it is safe to do so. If we feel conditions are dangerous enough to warrant a delay or a complete school closure we will notify families by providing school closure/late start information by 6:30AM on local TV stations (KOMO 4, KING 5 or KIRO 7), West Seattle Blog and Hope's website at [HLS.HopeSeattle.org](http://HLS.HopeSeattle.org).

## EARTHQUAKE OR NATURAL DISASTER

ESC staff will follow the Hope Lutheran School Emergency and Disaster procedures outlined in the Hope School Parent/Student Handbook. You receive a copy at the beginning of the school year. ESC & School administrators have stored a 3-day supply of water, meals and First Aid supplies in locations around the school and Fellowship Hall. ESC staff and children practice FIRE and Emergency Drills once a month.

## BEHAVIOR AND DISCIPLINE

Hope Lutheran School and ESC use a Christian approach of admonition in disciplining, consistent with our beliefs.

This process involves:

*Confrontation & Consequences*: explaining seriousness of action & effect on others

*Repentance*: feeling and being sorry for one's action

*Forgiveness*: no longer held out for one's action

*New Life*: the move on to changed behavior

Good behavior is a prerequisite to a good group setting such as ESC. Disrespect in any form for staff, property or peers are not consistent with the Christian values of Hope Lutheran School and ESC. The items listed below are examples of behaviors that will result in disciplinary and/or legal actions for students in the ESC program.

1. Use of foul, crude, obscene or otherwise un-Christian language.
2. Leaving ESC or being off school grounds without permission.
3. Physical abuse or the threat of physical abuse against any person.
4. Repeated disrespect or removal from ESC activities for misconduct.
5. Any other act deemed by the school to be irresponsible, injurious, detrimental, or dangerous to the health, safety, and physical well-being of other persons.
6. Theft of or damage to school, church or others property.

Discipline procedures used by the staff are designed to be fair and consistent with school measures. When problems arise, we will take the following measures:

1. Discuss the behavior. Encourage the child/children to work through the problem. Point out what is desired for change.
2. A "Time out" from the group or activity for behavior that endangers others, is disrespectful or is a constant disruption to group.
3. Upon 3 "time-outs" for similar behavior, a Discipline/Incident form will be filled out,

- shared with the parents or guardians, and placed in child's file. The student's classroom teacher will be consulted in order to provide continuity with classroom discipline
4. After a child has received 2 Disciplinary/ Incident forms, the ESC Director will consult with the Principal. The ESC Director will then request a Parent Conference in which the Principal will be involved. Specifics of the disruptive or unacceptable behavior that has persisted will be discussed.
  5. After the parent conference, children who continue to be hard to manage or have ongoing behavior problems will be dropped if the Principal decides the child is unable to benefit from the program. If a 3<sup>rd</sup> discipline notice occurs, the child will be suspended immediately from the program for 1 week.
  6. Upon return to ESC, the child will be placed on a Behavior Contract complete with child and parent signatures as well as those of the Principal and ESC Director.

## **CHILD ILLNESS/INJURIES**

Hope Lutheran School strives to maintain a healthy school environment. Please help to reduce or prevent the spread of infectious illnesses by keeping sick children at home until they are well. Signs of illness such as fever, stomachache, severe runny-nose, coughing, tiredness, and irritability should be watched. When these signs or others occur, please use the following information.

Fever: If your child has a temperature over 100.0 degrees, keep the child at home. Your child's temperature should be normal (98.6 degrees) for a twenty-four (24) hour period before returning to school.

Green or yellow discharge: When this occurs, colds and respiratory infections are most easily spread to others. Please keep your child home until the discharge clears and the child feels better. This may take three (3) to seven (7) days.

Vomiting or diarrhea that occurs during the night or in the morning before school requires recuperation before the child may attend school. Please keep your child at home until free of symptoms for twenty-four (24) hours.

Pink eye (conjunctivitis): Your child cannot return to school until after being on medication for more than twenty-four (24) hours.

Chickenpox: If your child has not had chickenpox and is exposed, he or she should be watched for symptoms for thirteen (13) to seventeen (17) days from exposure. Symptoms include slight fever, crops of red raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children if these symptoms develop. Your child may return to school five (5) to seven (7) days following the onset. Scabs need not all be gone, but they must be very dry.

Skin rash: Your child may not attend school. You will need a release from the doctor stating that the child is able to return to school. If the child has a contagious rash, please notify the school as soon as possible.

Head lice: Parents are to report to the school if their child has head lice. The affected child's classmates will be notified. Treatment for head lice should begin immediately at home and checked daily for 2 weeks after treatment. Students will be allowed to attend school as long as

treatment has been started.

Any other communicable illness: Please notify the school office and keep your child home from school until fully recovered. If your child becomes sick at school, we will call you and ask that you pick up your child. If your child is injured at school and the injury cannot be attended to in the school office, we will call you to ask that you pick up your child. An injury report will be filled out and a copy sent home for all injuries that are more than minor. Please make sure the school has your correct emergency telephone numbers. When the child returns to school, he or she should be well enough to participate in all normal school day activities. If a child cannot, for medical reasons, rejoin any activities, parents should bring a note from a licensed physician or other qualified medical professional explaining the circumstances. If your child is returning from an illness that requires medication to be given at school, please check the Medication policy included in this handbook.

In case of a severe emergency, our staff will first call 911, administer CPR/First Aid, and notify you as soon as possible. We will follow any further written directive from parents.

### **Medication Policy**

It is the current policy of ESC Childcare Program not to administer any medications at any time to any child in the care of our program. Should the need for such prescription drug administration become apparent, the ESC Director will consult with the Hope School Office Manager. ESC will then follow school and State guidelines to establish proper procedures to set up such a program.

### Mandatory Reporting of Suspected Child Abuse:

We are required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation of child to Child Protective Services (CPS) or to our local law enforcement agency immediately. All staff members must report any suspected abuse to the authorities (without prior notification to the parents or guardians involved). Our own DSHS licensor is also to be notified. This is a law intended for the child's safety.

### **Non-Discrimination Policy**

We do not discriminate in our enrollment and hiring or in the care of children because of race, color, creed, ethnicity, national origin, gender, marital status, veteran status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities or communication or learning styles.

### **Notification of Pesticide Policy**

We do NOT regularly apply any pesticides to our facility/building.

We shall provide written notification annually and upon enrollment to families of children and to employees describing the program's pest control policies and methods, including posting and notification requirements.

Our policy will be made available to all families and staff for review annually.

A copy will be posted in the director's handbook, is available by request to the director, and is posted on the website: [www.metrokc.gov/health/childcare](http://www.metrokc.gov/health/childcare).

## ESC POLICY AGREEMENT FORM

By my signature, I agree that I have received, read, understand and agree to adhere to all policies and procedures contained in the Hope Lutheran Extended School Care (ESC) Parent Handbook. I understand and acknowledge that the ESC Emergency and Disaster Plan, Health Policy, and Pesticide Policy are available for me to review in the Hope School ESC Handbook.

Please return to school office or ESC by the end of your first week of ESC

Signature of Parent/Guardian: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name of enrolled student: \_\_\_\_\_ Grade \_\_\_\_\_

Name of enrolled student: \_\_\_\_\_ Grade \_\_\_\_\_

Name of enrolled student: \_\_\_\_\_ Grade \_\_\_\_\_

Name of enrolled student: \_\_\_\_\_ Grade \_\_\_\_\_