St. Paul's Lutheran School
West Allis, WI

Students in grades 4k-8 will automatically be enrolled in extended care (before and after school care)

- **2026-2027 Fees:** $6.50/hour (billed every quarter-hour) when pre-scheduled, $13.00 (walk-in rate will be 2x the scheduled rate)
- Students who arrive to school before 7:45 will be signed into BSC.
- Students who are not picked up by 3:25 will be sent to ASC.
- Communicate Schedule with Mrs. Gutknecht (julie@splcwa.org)

Students in 3k who wish to receive extended care services should register at our Child Care Center (contact: tracy.schaber@splcwa.org)

- 3k students who do not register for child care and are not picked up from school by 11:10am will be supervised by a school staff member. This extended care walk-in rate is $13.00/hour

Students in 4k and kindergarten that need child care on NON-school days may register at our Child Care Center (contact: tracy.schaber@splcwa.org)

There is NO extended care on non-school days for students in grades 1-8.

Billing: Bills will be sent home every-other week via email or paper copy given to student at school. Payment due date will be included in the communication.

- If payment is not received on time, late fees will be applied and student's participation in school activities and enrollment in extended care and school may be affected.

Before and After School Care: 4k - 8th Grades

St. Paul's Lutheran School has an Extended Care Program for **4k-8th grades** to assist the school parents in providing a caring Christian environment when children are at the school but not in a classroom setting.

Before School Care is offered at **both buildings** from 6:30 AM - 7:45 AM and After School Care is until 5:30PM in the fellowship hall and Room ___. The hourly fee is $6.50/child, and will be rounded to the nearest quarter-hour. This program is offered to children in 4k-8th grade on full school days.

Each additional child will be charged 5% less than the oldest child.

You can pay with cash or check, or PayPal: paypal.me/StPaulsExtendedCare. If your schedule changes, an updated weekly schedule must be turned in to Julie Gutknecht, julie@splcwa.org by Monday at 6PM for the following week.

St. Paul's Extended Care will charge a fee based on your child's hours of attendance. Parents should review attendance sheets each day and sign them verifying hours of attendance. Failure to sign children in will result in the center making the determination of the hours of attendance time of drop off. Failure to sign the child out will result in being charged until 5:30PM.

There will be an extra fee assessed for late pick up of a child. The charge for pick up after 5:30PM will be **$5.00 per minute**.

You will be charged an additional fee of $35 NSF FEE CHARGED if your check does not clear the bank.

You will also be charged a late fee of $25 for any balance more than 14 days past the due date. If you have a balance that is 30 days after the due date your child may be suspended from care until payment is received or a payment plan is made.

Please let Mrs. Gutknecht know how you wish to receive your bill. She can send a paper copy home with your child, or email it to you. email

_____

By signing, I have read and agree to these terms and conditions.

Parent/Guardian Signature_____Date_____

In Christ, the community of St. Paul's Lutheran School partners with families to equip children academically and prepare children and families spiritually to witness and serve.

Extended Care Weekly Schedule

Child's name_____ Grade_____

o Week of_____

o Stays the same

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	-7:45	-7:45	-7:45	-7:45	-7:45
PM	3:15-	3:15-	3:15-	3:15-	3:15-

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Extended Care Guidelines

Here are behavior guidelines for children in our before and after school care programs:

- Be kind and polite to all children and staff
- Keep hands and feet to yourself.
- Listen carefully to the staff's instructions and follow them right away.
- Unless you are playing in the gym, walk indoors (e.g. Fellowship Hall, classroom, and hallways).
- Use inside voices unless you're outside or in the gym.
- Keep your feet on the floor when sitting on a chair.
- Do not bring toys from home. (We don't want anyone to end up with a broken toy)
- Help clean up and put away materials when you are done using them.
- Use words, not actions, to solve disagreements (e.g., talking instead of yelling or hitting).
- No cell phone use.
- Do your homework before playing.
- Have Fun and Stay Positive.

Possible Actions if behavior guidelines are not followed:

- Student will be removed from group activity.
- Supervisor will report misbehavior to student's parent/guardian.
- Supervisor will report misbehavior to Mrs. Gutknecht who will refer to student's teacher and/or principal.
- Student will receive consequence to be served during the school day.
- Student will not be able to attend St.Paul's Extended Care for a period of time.

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