



Extended Time Care Handbook

2023-2024



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Program overview

The Extended Time Care (ETC) program at Maumee Valley Country Day School is an extension of the school's mission, vision, and philosophy. Our goal is to provide a fun-filled environment where students have the opportunity to explore their passions in a controlled and supervised setting. Students also participate in weekly, structured activities outside of the after-school clubs. All learners will feel safe, respected, and confident in the environment created by our team. We ask all of our team members to do the following:

- Fully embrace [MV's Mission and Guiding Principle](#), the [MV Vision](#), and our commitment to our [Diversity, Equity, Inclusion, and Belonging](#).
- Place student needs at the center of decision making.
- Work collaboratively.

Please, fill-out **the Extended Time Care form** within the first week of ETC care for ETC staff to be aware of your children's needs, attendance schedules, and authorized pick-up list. This form can be found in your Magnus account.

ETC rates

ETC is an elected service during the enrollment process. There is no registration fee, but we do ask that you submit a registration form before your child(ren) attends ETC. Rates are \$9 an hour. A \$1 per minute late fee is charged after 6 p.m. for each child. Charges are applied monthly to student billing accounts. If you have not formally registered your child, please visit your Magnus account and fill out the registration form electronically.

Hours of operation

Before-school care is available from 7:30-8 a.m. for Lower School and Middle School students. Morning ETC takes place in the Smead building ETC room, next to Mrs. Savickas' office, for students in PreKindergarten through 1st grade and in the Lower School gym for 2nd through 8th grade students. Before-school care is free to all families. After-school care is available from 3-6 p.m. at a rate of \$9.00 an hour.

Program locations

Spaces used for the after-school program vary and include the Anning Lawn, the Smead and Resource Center playgrounds, the Lower School gym, the Millhon Auditorium, and the Middle Grounds. Sometimes the spaces change depending on events on campus and weather. ETC is offered in the Lower School and Middle School divisions only.

- Afternoon PreKindergarten through 1st grade is in the Smead building ETC room.
- Afternoon 2nd grade through 4th grade is in the Millhon Auditorium.

- Afternoon 5th through 8th grade is in the Middle Grounds area.

Attendance

Attendance is taken once the student arrives. If your child is assigned to the carline but cannot be picked up by their designated dismissal time, then the child is taken to ETC and checked in. You are charged for any time the student is in our care after school.

Check out

All after-school students are checked out and dismissed at Door 5 at the Smead Building entrance. This ensures we know where all students are at all times. Should you deviate from this practice, you must communicate immediately with an ETC staff member.

Express Pick Up

Need to get where you are going quickly? Express Pick Up allows you to call ahead in anticipation of your scheduled arrival. We will have your child ready and waiting for you at Door 5. Here's how it works:

- Call our desk at **567-661-0170** and an ETC team member will answer the phone.
- Identify yourself and tell us who you are picking up.
 - Please give us your name and the relationship to the student so we can verify you have been approved for pick up;
- Pull up to the entrance of Door 5.

Late start (7:30-10:15 a.m.)

ETC care for PreKindergarten to 1st grade students is provided in the Smead building ETC room; 2nd to 4th grade care is in the Dining Hall; and 5th through 8th grade care is in the Lower School gym. ETC begins at 7:30 a.m. on late-start days. All children should be dropped off at Door 5. There is no charge for late-start before school care. Click [here](#) to see our key dates calendar for special dates including late start, inservice and workdays.

In-service or full-day ETC

On teacher workdays or professional development in-service days, ETC is offered from 7:30 a.m.-6 p.m. On these days, students need a packed lunch, two snacks, a water bottle, and appropriate clothing for outdoor activities.

Snow days

If the school is canceled because of inclement weather, ETC will be closed.

Two-hour delays

Morning ETC is open at 9:30 a.m. in the event of a two-hour delay due to weather.

Weather alerts

Make sure to stay informed by signing up for Maumee Valley text messages for weather delays/cancellations and emergency announcements. Text MVCDS to 855-905-6386 to receive school alert text messages. Privacy information can be found on our website. We typically send one to two messages per month. Message and data rates may apply. To opt-out of MVCDS Alert messages, reply STOP to a message from MVCDS.

Although it is our intent to keep school open if at all possible, there are times when it is safer for our community if we close campus. If the decision to close is made, the information will be available in these locations:

- WTOL
- WTVG-13ABC
- WNWO-NBC
- MVCDS website
- MVCDS Facebook, Instagram, and Twitter accounts
- Text alert to subscribers

We will do our best to make the decision to close as early as possible and, in most cases, by 5:30 a.m. When making this decision, we consider the conditions of the roads; the condition of the school parking lots, roadways, and sidewalks; temperature; and/or weather forecast for drop-off/pick-up time. If school is closed, all after-school activities are also canceled.

Discipline

A child's discipline must be a collaborative responsibility with the program staff, the child, and parents. Regular school discipline policies ([with a restorative justice approach](#)) are in effect for the ETC program and can be found in the divisional handbooks ([Lower](#), [Middle](#), [Upper](#)). If your child is in the Lower School, you will see [these reflection forms](#) being sent home from ETC. [This reflection form](#) will be used for Middle School students.

Student Behavior Expectations

At the start of ETC sessions we review the following expectations with students.

- Be respectful to ETC staff

- Come prepared to ETC with school materials, bookbags, home items, and other personal belongings
- Be respectful to the ETC learning environments (please no climbing or standing on any MV furniture)
- Be safe (please be mindful of your interactions with each other and the environment)
- Students in Lower and Middle School are not able to leave campus without an approved person picking them up.
- Students must only exit at Door 5 to ensure they are safely picked up by their approved pick up person.
- Approved adults picking up an ETC student must speak to an ETC staff member; text messages or written notes will not excuse students from ETC.
- Parents, caregivers, or authorized pick-up people must be present at Door 5 for ETC staff to release students.

Cell phone policy

Maumee Valley and ETC are not responsible for the loss of or damage to cell phones or other electronic devices. To avoid this happening, we highly recommend that phones and devices be left at home. A student's technology and communication needs can be met using school resources.

- Children in PreKindergarten through 5th grade are unable to use cell phones during Extended Time Care. If they bring a phone, they will be asked to keep it in their backpacks.
- Students in 5th through 8th grade are able to use their cell phones to listen to music, play games, and communicate with parents at a supervised table with an ETC staff member present.
- Students should not share with other students social media or other content from the Internet unless they have approval from their teacher or a before- or after-school supervisor.
- Students are not allowed to take photographs or videos of other individuals, students, and teachers unless given permission by the classroom teacher in connection to school projects.

Personal articles

Students are encouraged not to bring toys, trading cards, sporting equipment, or valuable items to the program. However, with parent permission, students can play with the items mentioned above at a supervised table. The staff is not responsible for lost, stolen, or traded items.

Winter weather clothing

Students should bring winter weather clothing to ETC for outdoor play times. We will go outside unless temperatures are 16 degrees or below with the windchill. Appropriate clothing includes a winter coat, winter hat, waterproof mittens, scarf, snow pants, and/or snow boots (or rain boots for wet/mud). Thank you for your help in ensuring that your child is prepared for outdoor fun.

During the winter months when there is snow, sledding is a favorite ETC activity. Sledding guidelines and safety rules are reviewed with students before they can go sledding. ETC staff on duty monitor student participation. If you do not want your child to sled, you need to notify Eleyia Rudolph (erudolph@mvcds.org) by email.

Medication

Your child will not be given any medication during program hours (including aspirin and cough drops) unless an arrangement has been made with the school nurse.

Toileting

All students at MVCDS are required to be toilet trained.

Snacks

ETC snacks are provided daily. Students are free to pack their own snacks due to allergies or family dietary requirements.

Sports and MVCDS clubs

We will be offering MVCDS clubs for the 2023-2024 school year. The club instructor is responsible for picking up and dropping off children from Extended Time Care. You are not charged ETC rates while waiting for an MVCDS club to start. However, if you are late picking up your child after the club time has ended, you will be charged accordingly. The instructors of the clubs will follow the schedule given to you at the time of registration.

In the rare instance that a club is canceled at the last minute, you will not be charged for your child's time in ETC. For Lower and Middle School sports, the athletic coach should pick up players from ETC and return them to ETC if needed. We do not have ETC staffing to transport children to sports practices and games this year.

Private lessons and non-MVCDS after-school programs

ETC is not responsible for students engaged in programs that are not sponsored by the ETC. It is the parents' responsibility to work with the instructors of these activities,

including private music lessons and tutoring, to coordinate pick up and drop off. We cannot coordinate these activities or payment of private lessons. All Lower School and Middle School students on campus must be supervised.

Contact information

For all questions, concerns, or feedback, please contact assistant program director Eleyia Rudolph at erudolph@mvcds.org (419-381-1313 ext. 240); Lower School head Michelle Savickas at msavickas@mvcds.org (419-381-1313 ext. 118); or director of human resources Sarah Dias at sdias@mvcds.org (419-381-1313 ext. 131).

Schedules

Daily schedule (3-6 p.m.)

PK/1 daily schedule:

- 3-3:05 p.m.: Check-in for attendance
- 3:05-3:20 p.m.: Wash hands and snack time
- 3:20-6 p.m.: Theme of the day/free play/Smead playground

Grades 2-4 daily schedule:

- 3-3:10 p.m.: Check-in for attendance
- 3:10-3:30 p.m.: Wash hands and snack
- 3:30-6 p.m.: Theme of the day/reading time/Lower School playground

5-8 daily Schedule:

- 3-3:10 p.m.: Check in for attendance
- 3:10-3:30 p.m.: Wash hands and snack
- 3:30-6 p.m.: Homework help/theme of the day/reading time/playground or Lower School gym

Late start schedule (7:30 a.m. - 10:15 a.m.)

PK-1 late-start schedule:

- 7:30 a.m.: ETC opens
- 7:30-8 a.m.: Welcome/attendance/centers
- 8-8:30 a.m.: Storytime and theme of the day
- 8:30-9 a.m.: Wash hands and morning snack
- 9-10 a.m.: Outside play on the Smead Playground
- 10-10:15 a.m.: Bathroom break
- 10:15 a.m.: Dismiss to classrooms

Grades 2-8 late-start schedule:

7:30 a.m.: ETC opens
7:30-8 a.m.: Welcome/attendance/centers
8-9:30 a.m.: Structured games or gym time
9:30-10 a.m.: Wash hands and morning snack
10-10:15 a.m.: Line up for dismissal
10:15 a.m.: Dismiss to classrooms

Full-day (in-service day) schedule (7:30 a.m. - 6 p.m.)**PK-1 Full-day schedule:**

7:30 a.m.: ETC opens
7:30-8:30 a.m.: Welcome/attendance/centers
8:30-9 a.m.: Wash hands and morning snack
9-10 a.m.: Storytime and theme of the day
10-11 a.m.: Outdoor play
11 a.m.-12 p.m.: Wash hands and lunch
12-12:30 p.m.: Mindfulness and quiet games
12:30-2:30 p.m.: Centers and crafts
2:30-3:30 p.m.: Outdoor play
3:30-4 p.m.: Wash hands and afternoon snack
4-5 p.m.: Structured games
5-6 p.m.: Free play
6 p.m.: Pick up and goodbye

Grades 2-8 full-day schedule:

7:30 a.m.: ETC opens
7:30-8:30 a.m.: Welcome/attendance/centers
8:30-9 a.m.: Wash hands and morning snack
9-10 a.m.: Outdoor play
10-11:30 a.m.: Theme of the day and crafts
11:30-12 p.m.: Wash hands and lunch
12-1 p.m.: Lower school gym
1-1:30 p.m.: Mindfulness and quiet games
1:30-3:30 p.m.: Structured games and crafts
3:30-4 p.m.: Wash hands and afternoon snack
4-5:30 p.m.: Free play
5:30-6 p.m.: Pick up and goodbye

Campus map

