



**Xavier Elementary  
Xavier Middle School**

**Care Programs Parent Handbook  
2018-2019**

**Before & After Care, Extended Day Care, XMS After Care**

**Marquette Street – McDonald Street - XMS Campus**

**[allstaffcaremarq@xaviercatholicschools.org](mailto:allstaffcaremarq@xaviercatholicschools.org)**

**[allstaffcaremcd@xaviercatholicschools.org](mailto:allstaffcaremcd@xaviercatholicschools.org)**

**[allstaffcarexms@xaviercatholicschools.org](mailto:allstaffcarexms@xaviercatholicschools.org)**

**Theresa Gouin, Child Care Program Coordinator**

**920-427-0787**

**[careprograms@xaviercatholicschools.org](mailto:careprograms@xaviercatholicschools.org)**

## **Care Programs Policies and Procedures**

This handbook was written to explain the policies and guidelines of St. Francis Xavier Catholic School System (XCS) Before & After Care and Extended Day Care programs (Care Programs) located at the Marquette Street and the McDonald Street Elementary campus and After Care at the Xavier Middle School (XMS) campus. Parents using these programs are asked to **read this handbook carefully and are required to sign and return the parent agreement** to the attending campus. Your signature indicates understanding and agreement of the policies and guidelines of these programs. Policies are subject to change as needed.

### **Mission Statement**

The Care Programs provide a safe, caring, and Christian environment for students at both Xavier Elementary campuses. They give families a choice for quality care on site with minimal transitions. The Care Programs are self-supporting programs that rely on the fees paid by the families who use the programs.

### **The Care Programs Leadership**

The Care Programs are supervised by trained and qualified staff. The staff is responsible for the day-to-day details of the program including, but not limited to: attendance, snacks, planned activities, and dismissal of the children, as well as keeping the paperwork up-to-date, discipline, and managing financial accounts. The Child Care Program Coordinator is responsible for hiring and evaluating care staff and ensuring the viability and success of the Care Programs.

### **Registration**

For a child to attend the Care Programs, the child must be attending XES or XMS; the following forms must be completed and on file: The Registration Form, a Weekly Schedule Plan, and the Parent Agreement Form.

- To use the Care Programs as a childcare tax deduction, use the following **ID number: 75-2975177**. An end of year tax receipt can be accessed by families through their Smart Tuition.

### **Attendance**

#### **Weekly Schedules**

To provide quality and safe care, it is important to know how many children will be attending our programs daily. **Parents are required to fill out a weekly schedule and return it to the Care staff prior to children attending.** On the form parents need to indicate which days the child(ren) will be attending Care Programs and any other scheduled activities on the building grounds during this time (i.e. sports/play practice, scouts, etc.). Parents are to notify the Care Program Staff in the event of any schedule changes. **Families will be called when a child does not show for a scheduled day.**

#### **Schedule Changes on Regular School Days**

Staff is scheduled based on the number of students signed up in advance. Attendance schedules must be turned in, at minimum, every week. Therefore schedule changes must be made at least 24 hours in advance of the day the change is to occur. **Before & After Care Only: A session, \$5, will be charged for changes made with less than 24 hour notice. This policy does not apply to Full Day care, see policy below.** Families must contact their campus Care Staff or Child Care Program Coordinator with all schedule changes. We will do our best to accommodate changes, the ability for families to add days to their weekly schedule will depend on the availability at each campus.

### Default Attendance

If a student is sent to the Before (elementary only) or After Care Programs by school or office personnel because the student is at school prior to 8:00am or after 3:30pm(elementary) or 4:00pm (XMS) an additional drop in charge will be given above the normal session rate.

### Sick Policy

**Isolation of an Ill Child** •When a child becomes ill during any care program, he/she will be isolated from other children within the room or in the school office. • A child with a sore throat, inflammation of the eyes, fever over 100 degrees, lice, undiagnosed rash, vomiting, or diarrhea will be isolated. •Isolation shall be used until the child is picked up from the school site. **Pick-up of an Ill Child** • the child's parents/guardians will be called immediately after an illness is discovered (or authorized person when parents/guardians cannot be reached). The adult contacted shall make arrangements for the child to be picked up immediately. **Re-admittance** • To maintain and promote a healthy environment with respect to each child's well-being as well as the staff's and parents', children will be readmitted to the program once they are symptom-free, this means without the use of over the counter medication to keep the symptoms at bay. •If symptoms return during care, staff will call the parents and the child will need to be picked up immediately. •Children cannot return for 24 hours, once the child is symptom free without the use of medication or remedies that will mask the symptoms, and on any prescribed medication at least 24 hours or longer as instructed by a medical professional. •Do not send your child to school or care while they are still symptomatic.

### Program Hours and Payment

Care Programs are billed through the family's Smart Tuition account. It is a family's responsibility to know when payment is to be made based on the date of invoice due. **Note:** a family's invoice is generated up to 20 days prior to the due date; please track days of care scheduled/used and include that amount with your payment to Smart Tuition. A year-end tax receipt is possible through the family's Smart Tuition.

The **Tax ID number is: 75-2975177**

### \*Regular Program Charges per Child Elementary

**Before Care:** 7:00 am– 8:15 am, \$5 per session

*Before Care is offered on delayed start mornings, 9:00 am-10:15 am. Students will be transitioned to their respective rooms for the school day. The above rate is charged; we expect all scheduled children to attend and will be charged according to policies in this handbook*

**After Care Session One:** 3:15 pm – 4:30 pm, \$5 per session

**After Care Session Two:** 4:30 pm – 6:00 pm, \$5per session

**Extended Day Care:** AM Session 8:15am-11:30pm \$18 per session\*

PM Session 11:30am-3:15pm \$18 per session\*

Full Day 8:15am-3:15pm \$36 per day\*

Both sessions of care offer a healthy snack

\*Hot lunch may be purchased through the school lunch program on regular school days.

**Full Day Care:** 7:00 am – 6:00 pm, Full Day \$40 - Half Day (six hours or less) \$20 \*greater session will be billed. It is held at the XES Marquette St Campus. See list of dates below.

***Use of any portion of a session in any CARE program will be considered full attendance in the session.***

### Delayed Start Before Care

In the event school is delayed due to inclement weather, Before Care will begin two hours later than usual; at 9:00 a.m. on delayed start mornings. Since Care is available, we will expect scheduled children to attend; all charges will be applied accordingly. If school goes to full closure before 9:00 a.m., there will be no Before Care, no care programs will be offered; no charges applied. Families will be called to pick up their children from their school if the decision to close school is made after 9:00 a.m.; charges in this case will be applied.



### **Early Dismissal Care Days 2018-2019**

Early dismissal care **will** be available the following days:

**November 7<sup>th</sup> and 8<sup>th</sup>**

#### **XMS Regular Program Charges per Child**

After Care Session One: 3:30 – 5:00 pm, \$5 per session

After Care Session Two: 5:00 – 6:00 pm, \$5 per session

*Use of **any portion** of a session in any CARE program will be considered full attendance in the session.*

#### **XMS Early Dismissal Program Charges per Child**

Early Dismissal Session One: 11:30 - 3:30 pm, \$10 per session

Early Dismissal Session Two: 11:30 – 6:00 pm, \$10 per session

*Use of **any portion** of a session in any CARE program will be considered full attendance in the session.*

### **Early Dismissal Care Days 2018-2019**

Early dismissal care **will** be available the following days:

**Nov. 7 & 8**

#### **After Care and Extended Day Care PM Session are not offered:**

- The half day before holiday and school vacation
- During school holidays or vacations
- On days when there is an emergency early dismissal of school
- On any day school is not in session:
  - Full day weather related school closure
  - Full day system in-service, retreats and other days listed on the school calendar as a no school days.

All After Care Programs **will not be held** on early dismissal days that precede major holiday breaks, any day school is not in session due to school vacations, full in-service days, and weather related closures.

### **Discipline**

Children are expected to adhere to the same school rules and expectations that are in place during the school day.

In general, students should:

- **Do unto others as you would have them do unto you (Treat others kindly in words and in actions)**
- **Respect yourself, others, and property**
- **Follow directions of the supervisors**
- **Ask permission to use the restrooms**
- **Stay with the group**
- **Pick up after themselves**

Consequences for inappropriate behavior include but are not limited to:

- Verbal Warning
- Five minute separation from group activities
- Discussion with the parent

Depending on the severity and frequency of the behavior, the Care Program Coordinator reserves the right to suspend child care services if the behavior is not corrected.

### **Cell phones, eReaders, & Devices**

Cell phones must be off during program hours and kept in the student's backpack. Parents are required to have a signed school permission form for eReaders and other devices on file in the office for students to use eReaders during Care. Staff will determine when devices may be used during program hours. **Xavier Catholic Schools and care staff are not responsible for lost, stolen, or damaged personal property.**

### **Volunteers**

Volunteers may be used to supplement the adult staff of the Care Programs. Regular volunteers must complete the VIRTUS training and eAPPs on-line registration. Families who use the program are welcome to volunteer on an occasional basis to assist the provider during sessions. Other volunteers from the system may also be used and welcomed as part of the Care Programs. High school students may assist the program and receive community service hours for their work.

### **Xavier High School Mentors**

At times throughout the school year, the Care Programs will utilize upstanding Xavier High School (XHS) to mentor or tutor students in our programs.

### **Contact Information**

Theresa Gouin, Child Care Program Coordinator can be contacted by cell 920-427-0787 or email [careprograms@xaviercatholicschools.org](mailto:careprograms@xaviercatholicschools.org). Please refer to your campus for other contact information. Care contacts: [allstaffcaremarq@xaviercatholicschools.org](mailto:allstaffcaremarq@xaviercatholicschools.org) Marquette St (920) 858-9977 ext. 352; [allstaffcaremcd@xaviercatholicschools.org](mailto:allstaffcaremcd@xaviercatholicschools.org) McDonald St (920) 716-3356 ext. 105; [allstaffcarexms@xaviercatholicschools.org](mailto:allstaffcarexms@xaviercatholicschools.org) Xavier Middle School (920) 730-8849 ext. 4303

### **Before Care**

Before Care is offered at both elementary campus 7:00 am - 8:15 am. Students must be walked to the designated care area by an adult and be signed in. No snack or breakfast will be served. Students may bring a healthy breakfast if needed. Once they have finished eating, students may join in activities the staff sets out, read quietly, or free play in a quiet fashion. Before Care students stay with the staff until they join the school community at the first bell. This is a wonderful opportunity for families with care needs prior to regular school hours.

### **Attention:**

**Before Care will be available on days when there is a delayed start due to weather. Before Care will begin at 9:00 a.m. Families will be charged accordingly, no exceptions. Families will be called to pick up their children if the decision to close school for the day is made after 9:00 a.m.**

### **After Care Elementary and XMS**

After Care is offered from 3:15 pm – 6:00 pm on regular school days and from 11:30 am – 6:00 pm on listed early release days; please see above for those dates. Students walk to the designated area, settle in, and chat with their friends while attendance is taken. Students in After Care are given a healthy snack, a bathroom break, have outside playtime when possible, and have time to complete homework. Outside play is important; therefore, the daily schedule will vary based on the time of year and the weather.

Snacks: After Care serves a healthy snack; children cannot pull foods from their personal belongings. We understand children may have certain dietary needs and we will accommodate students with diagnosed food allergies. In extreme allergy situations, families may be asked to send a snack for their child. The Care Programs will follow or go above the wellness guidelines put in place by the Catholic Diocese of Green Bay.

“Homework Club” will be offered each afternoon. All children will be encouraged to complete homework or take part in quiet reading or activity. This is a time for students to work on assignments; however, it is **not** the responsibility of care staff to ensure assignments are completed before students are picked up.

Active play is important for children’s development. When possible, students are taken outside to play. On days we don’t go outside we can be found in a variety of places throughout the school including the computer lab, the gym, or other spaces. Staff will leave a note outside the care door to let parents know where the group is on these days.

Students will have opportunities to play board or card games, do arts and crafts, work on puzzles, and participate in service projects. Students are welcome to finish homework at this time.

Parents need to pick their children up and sign them out each time After Care is used. Responsibility of a child who has been signed out of our Care Programs has been assumed by the person who signed out. If a parent or guardian chooses to allow a child to play on the grounds or gym assumes responsibility of the child and must stay in the space the child will be in.

### **Extended Day Care**

Extended Day is offered 8:15 am-3:15 pm to our Preschool age students; please see above for session times and rates. The program is designed to offer wrap-around care for our youngest students, and to offer convenience and peace of mind to families, as transitions are minimal.

Children have many opportunities to learn, grow, play, and develop in a well supervised environment; with an emphasis on social skills, independence, physical development, cognitive and language development, and in keeping with our Catholic Christian faith, morals and values. Each child is recognized as an individual; planned activities will challenge and interest each child per their abilities.

Our program embraces many early childhood development areas; such as, small and large group time, prayer, science, math, large motor development, music, art, computer, and dramatic play. For a detailed daily schedule, please talk with your campus Extended Care staff member.

### **Quiet Time**

A short rest period is offered daily; children rest for at least 30 minutes, but can finish out a nap if they fall asleep. Items from home: A blanket and stuffed animal can be brought from home; please refrain from bringing other toys, games, etc. into the Care Programs.

### **Meals**

A snack will be served in both sessions of the program. We understand children may have certain dietary needs and we will accommodate students with diagnosed food allergies. In extreme allergy situations, families may be asked to send a snack for their child. The Care Programs will follow the wellness guidelines put in place by the Catholic Diocese of Green Bay. Hot lunch can be purchased through the school; for rates and current menu please see the school’s lunch calendar that can be found on our school website, [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org), on the Elementary School tab on the right hand side.

## **Pick Up**

Families must pick up their children at the campus Care Program area as per procedure for their child's school. Only those people listed on the registration form will be allowed to pick up the children – **No Exceptions**. When an adult is not familiar to staff, the adult will be asked to show an I.D. Please inform all authorized adults of this procedure. Additional names may be added throughout the year. For safety reasons, each child must be signed out before leaving the Care Program. Children attending Extended Day Care must be picked up by 3:15pm; or the child will be sent to After Care and families will be responsible for After Care payment.

Parents need to pick their children up and sign them out each time Extended or After Care are used. Responsibility of a child who has been signed out of our Care Programs has been assumed by the signee.

**Students are considered picked up when the parent has assumed responsibility of the child at the time of sign out.** For example, if a parent is in the parking lot at 4:25 and stops to talk to a friend or staff member and does not get to the care group until 4:40, the child was picked up at 4:40 and two sessions will be charged.

**Parents/Guardians who pick up their children after 6:00 pm will pay an additional session for every five minutes after 6:00 pm. In case of emergency situations, please contact the Care Program Coordinator.**

When in doubt, call Theresa Gouin, Care Program Coordinator for information.

**\*\*\*\*\*Families who do not follow the Care Program payment policies will be denied care services.\*\*\*\*\***





Xavier Elementary & Xavier Middle School  
 Care Program Registration 2018-2019  
**Before/After Care    Extended Day Care    XMS After Care**  
*circle all CARE programs needed*

<b>Family Last Name</b>			<b>School(s)</b>			
Child's First Name		Grade	Male	Female	Birthdate	
Eye Color		Hair Color				
Allergy/Medical concern:						
Child's First Name		Grade	Male	Female	Birthdate	
Eye Color		Hair Color				
Allergy/Medical concern:						
Child's First Name		Grade	Male	Female	Birthdate	
Eye Color		Hair Color				
Allergy/Medical concern:						
<b>Parent/Guardian Information</b>						
<b>Mother's Name</b>			<b>Father's Name</b>			
Address			Address			
City	State	Zip	City	State	Zip	
Phone: h:	w:	c:	Phone: h:	w:	cell	
<i>Do not write same</i>			<i>Do not write same</i>			
<b>Email:</b>			<b>Email:</b>			
Child lives with:                      Both    Mother    Father    50/50    Guardian						
<b>Medical/Insurance Information</b>						
Physician:		Phone:				
Dentist:		Phone:				
Insurance Company:		Policy Number:				
<b>Emergency Contacts</b>						
Name:		Phone:		Cell:		
Name:		Phone:		Cell:		
Name:		Phone:		Cell:		
<b>Authorized for Pick Up</b>						
Name:		Phone:		Cell:		
Name:		Phone:		Cell:		
Name:		Phone:		Cell:		
<p>The above information is correct and the child (ren) listed have permission to engage in all activities noted by me. In the event I cannot be reached in an emergency, I hereby give permission to the Xavier Catholic Schools Care Program Coordinator or his/her designee to secure emergency medical services including transportation and a physician. I also give permission to the attending physician to order Injection, anesthesia or surgery for my child (ren) named above in the case of an emergency and I cannot be reached. I release from medical responsibility and liability the hospital, medical authorities, physicians and St. Francis Xavier Catholic Schools (XCS) Care Program staff for performing medical procedures acting on my authority of this medical treatment consent form which are deemed necessary for my child (ren)/ Furthermore, I release XCS Care Program staff from liability of any injuries that may occur.</p>						
Signature of Parent/Guardian _____						

