



Xavier Elementary

Care Programs Parent Handbook 2016-2017

Before & After Care

Extended Day Care

Marquette Street – McDonald Street

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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. Parents using these programs are asked to **read this handbook carefully and are required to sign and return the parent agreement** to the local 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 Care Program Coordinator is responsible for hiring and evaluating care staff and ensuring the viability and success of the Care Programs.

Registration

In order for a child to attend the Care Programs, the child must be attending XCS and 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**. Xavier Catholic Schools **now** offers end of year tax receipt through Smart Tuition.

Attendance

Weekly Schedules

In order to provide quality care, it is important to know how many children will be attending our programs on a daily basis. **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. soccer 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 attends without a schedule or does not show for a scheduled day.

Schedule Changes

Staff is scheduled based on the number of students signed up in advance. Attendance schedules must be turned in 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 will be charged for changes made with less than 24 hours notice.** Families must contact the Care Program Coordinator or respective Care Staff 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 of staff at each campus.

Default Attendance

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

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.**

Program Hours and Payment

Care Programs are billed through the families 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 Xavier Catholic Schools and Smart Tuition. The **Tax ID number is: 75-2975177**

Regular Program Charges per Child

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

Before Care is offered on late start mornings, 7:00-8:15 am. Students will be transitioned to their respective rooms for the remainder of the morning. The above rate is charged for this session.

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

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

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

Early Dismissal

On the early dismissal days indicated in the following section of this handbook, the After Care program will be available from 11:30 am – 6:00 pm. Extended Day Care is offered for the morning session only. The afternoon is divided into four sessions. Students need to bring a cold lunch these days unless otherwise noted.

Parents will need to sign students up for Early Dismissal Care two-weeks in advance for students to be considered registered for that day. Charges will occur if a child is a no show or drop-in.

Early Dismissal Program Charges per Child

Early Dismissal Session One: 11:30 - 1:30 pm, \$5 per session

Early Dismissal Session Two: 1:30 – 3:15 pm, \$5 per session

Early Dismissal Session Three: 3:15 – 4:30 pm, \$5 per session

Early Dismissal Session Four: 4:30 – 6:00 pm, \$5 per session

Early Dismissal Care Days 2015-2016

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

Oct. 28

Nov. 9 & 10

Jan. 13

Feb. 9

Mar. 17

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
- 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.

At this time we are working to provide care on teacher in-service days. More information to come.

**On occasion, additional care days may be offered at one campus location for all Xavier Elementary students.*

After Care 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.

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.

Wellness Policy

The Care Programs will follow the wellness policies put in place by the Catholic Diocese of Green Bay.

Contact Information

Theresa Gouin, Care Program Coordinator can be contacted by cell 920-427-0787 or email careprograms@xaviercatholicschools.org. Please refer to your campus for other contact information. Care Phone numbers: Marquette St (920) 858-9977; McDonald St (920) 716-3356.

Before Care

Before Care is offered at each 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.

Before Care is not offered on days when there is a delayed opening due to weather.

After Care

After Care is offered from 3:15 pm – 6:00 pm on regular school days and from 11:30 am – 6:00 pm on designated 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.

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.

“Homework Club” will be offered each afternoon. All children will be encouraged to complete homework or take part in a quiet reading or activity time. This is a time for students to work on assignments; however, it is **not** the responsibility of the child 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 also have the opportunity 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.

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 Day Care provider.

Meals

A healthy 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, 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.

Students are considered picked up when the parent has assumed responsibility of the child. 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 room or where the care group is 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. *******

Please read the Xavier Elementary Care Programs Policies and Procedures carefully. Sign and return the Parental Agreement form below indicating you understand our policies and agree to abide by them.

Parental Agreement

I have read the Policies and Procedures for the Xavier Elementary Care Programs and agree to all of the stated policies and procedures.

Parent/Guardian _____
(Print) (Email)

Parent/Guardian _____
(Signature) Date

Please circle the Elementary Campus attending: **Marquette St** **McDonald St**

Please List each child enrolled in the **Before and After Care Program**

Name Birthday Age Grade

Name Birthday Age Grade

Name Birthday Age Grade

Name Birthday Age Grade

Please List each preschool age child enrolled in the **Extended Day Care Program**

Name Birthday Age 3K MW/3KTTh/4K
(please circle Preschool Session)

Name Birthday Age 3K MW/3KTTh/4K
(please circle Preschool Session)

Name Birthday Age 3K MW/3KTTh/4K
(please circle Preschool Session)