



## **Xavier Elementary Summer Care Program**

### **Parent Handbook**

Xavier Elementary Marquette Street Campus  
500 W Marquette Street, Appleton

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## **Summer Care Policies and Procedures**

This handbook was written to explain the policies and guidelines of the Xavier Elementary Summer Care program. Our Summer Care is located in the lower level of Xavier Elementary Marquette Street. Parents using this program are asked to **read this handbook carefully and are required to sign and return the Parent Agreement** to the Coordinator. Your signature indicates understanding and agreement with the policies and guidelines of this program.

### **Mission Statement**

The Summer Care Program provides a safe, fun-filled, caring and Christian environment for students of St. Francis Xavier Elementary Campuses. It gives families an option for quality care where students can socialize with other children of the St. Francis Xavier Elementary School System.

### **The Summer Care Program**

Summer Care is a continuation of the Care Programs offered during the school year and is a self-supporting program that relies on the fees paid by the families who use the program. The program is offered from Tuesday, June 6, 2016 through Aug. 18, 2017 to all St. Francis Xavier Elementary school and Preschool children who were registered for the current 2016/2017 school year through the 4<sup>th</sup> grade and the upcoming 2017/2018 school year entering 3K to 5<sup>th</sup> grade. All children must be fully and independently potty-trained; a pattern of accidents will call for more family involvement.

Summer Care offers children opportunities to participate in theme-based activities to enrich and inspire each child's interests while enhancing individual learning. Summer Care attendees will explore their community with weekly field trips, show their creative style through arts and crafts, and build self-confidence through team building exercises.

Summer Care operates daily beginning Tuesday, June 6, 2017 through Friday, August 18, 2017. The hours of operation are 7:00 AM – 6:00 PM. Late charges will apply to children not picked up by 6:00 PM. The Child Care Coordinator reserves the right to notify families of location changes due to site preparedness routines for the upcoming school year.

### **Summer Care Leadership**

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

### **Registration**

In order for a child to attend the Summer Care Program; the following forms must be completed and returned: the Registration Form, Weekly Schedule Plan, Parent Agreement Form, and Blanket Permission Form.

- To use the Summer Care Program as a childcare tax deduction, use the following **ID number: 75-2975177**. St. Francis Xavier Catholic School System **does not** offer end of year tax receipts. Families can obtain this information from Smart Tuition. (See Program Hours and Payment)

## **Attendance**

St. Francis Xavier Catholic School System offers Summer Care as a service to our system families. In order to provide quality care and appropriate staffing, it is important to know how many children will be attending our programs on a daily basis. Summer Care Staff are scheduled each week based on the number of children scheduled for the week. Therefore, **parents are required to turn in a schedule for the upcoming week to the Child Care Coordinator or staff by the Thursday before children will attend the program.**

On the form parents need to indicate which day(s) the child(ren) will be attending Summer Care and whether each day is a full or half day. In order to help our Summer Care staff plan for the week, please write down any non-Summer Care activities your child(ren) may be involved in during this time (i.e. soccer practice, music lessons, bible school, etc.). If there is a change to the non-Summer Care activities, parents are to notify the Child Care Coordinator or staff immediately.

Summer Care staff is scheduled weekly based on the number of anticipated children who will participate in the program the following week. Therefore, once parents have completed and turned in a schedule, they are responsible to pay for all days as they were turned in on the weekly schedule. **No refunds or credits will be given for schedule changes that reduce the amount of Summer Care used for that week.** *(For example, if a parent schedules a child for full days Monday through Friday one week, takes Wednesday off and keeps his or her child at home that day, there will not be a refund or credit for the child not attending Wednesday.)*

Because our program must be self-supporting, and we must pay staff based on their scheduled hours, **we cannot refund or credit days when children miss due to illness or late change in schedule.**

We understand that from time to time unexpected situations arise where additional care beyond what is signed up for is needed. If this should happen, parents need to contact the Child Care Coordinator at least 24 hours in advance to see if arrangements can be made to add the child(ren). Every effort will be made to accommodate these special circumstances while maintaining a safe staff to child ratio and considering the activities planned for the additional day(s). **Payment for this additional time will be billed to the family Smart Tuition account.** The purpose of this option is to help families who find themselves in unusual circumstances while being able to appropriately plan for the upcoming week. Families who add days frequently will be asked to sign up for more days on the schedule or will be denied extra service beyond what is scheduled in advance.

**Attention: The cost for Field Trips is determined by the number of children signed up to go. All families who schedule their children to go on a field trip will be responsible to pay the cost regardless of attendance or cancellation.**

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

Cell phones must be turned off during program hours and kept in the child's storage bin. Use of personal eReaders during Summer Care is prohibited. Providers will determine when school provided devices may be used during program hours. **The St. Francis Xavier Catholic School System and the care providers are not responsible for lost, stolen, or damaged personal property.**

### **Care Program Hours and Payment**

Summer Care fees are no longer pre-pay. Parents must schedule days by Thursday the week before. Billing will be posted to the family Smart Tuition account. The system now issues an end of year tax receipt, but one can be obtained from Smart Tuition.

➤ **Tax ID number is: 75-2975177**

Scheduling must occur on Thursday the week before care is needed. Additional fees and charges will be factored in as needed. Such fees and charges include but are not limited to field trips and added days of care. Please read the Field Trip Scheduling and Payment section below.

#### **Summer Care Program Charges**

First or Only Child Half Day (six hours declared by parent): \$20                      Additional per Child Half Day: \$18  
First or Only Child Full Day: \$40    Additional per Child Full Day: \$35  
Field Trip and Activities Fees: To Be Determined and vary depending destination.

**Attention: The cost for Field Trips is determined by the number of children signed up to go. All families who schedule their children to go on a field trip will be responsible to pay the cost regardless of attendance or cancellation.**

#### **Camp Invention June 12-16, 2017**

Families participating in Camp Invention can choose to use Summer Care for before and after Camp Invention. The cost for this convenient service is \$50 for the week.

#### **Vacation Days**

Please submit vacation day absent slips to the Child Care Coordinator or staff at least two weeks prior to the child(ren) not attending Summer Care.

There will be no Summer Care Monday, July 3<sup>rd</sup> and Tuesday, July 4<sup>th</sup>. Summer Care will resume on Wednesday, July 5<sup>th</sup> at 7:00 AM.

#### **Discipline**

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

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 Child Care Coordinator reserves the right to suspend child care services if the behavior is not corrected.

Updated 02/23/2017

## **Volunteers**

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

## **Wellness Policy**

The Summer Care Program will follow the wellness guidelines put in place by the Catholic Diocese of Green Bay; visit [www.gbdioc.org](http://www.gbdioc.org) for more information.

## **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). Site information is cell (920) 424-5434, (920) 733-4918 ext 352, or [allstaffcaresummer@xaviercatholicschools.org](mailto:allstaffcaresummer@xaviercatholicschools.org).

## **Summer Care Daily Schedule**

\*Parents/guardians will drop their child off in the cafeteria area and must sign them in. Breakfast is not served; however, a morning snack will be given. The children will join activities the provider sets out, read quietly, or free play in a quiet fashion.

\*A calendar of weekly themes, planned field trips and other activities will be given to families and can be found on [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org).

\*Children are required to bring a healthy cold lunch each day that meets the Wellness Policy of the Green Bay Diocese, [www.gbdioc.org](http://www.gbdioc.org). Soda, energy drinks, and other sugary drinks are not allowed.

\*Two healthy snacks will be provided by the program.

\*Children must be picked up by 6:00 PM or additional charges will be added to the next billing cycle.

*\*The daily schedule is subject to change without notice.*

## **Summer Care Necessities**

Each child shall bring their own swim suit, beach towel, and tennis shoes. It is strongly encouraged these items remain at the camp. For children safety, flip flops are prohibited. On the child's last day of care for the week, the items should be brought home for washing and returned the following week. Each child also needs a change of clothing. **Please label all swim items and extra clothes.** Summer Care personnel will notify families in the event that extra clothing is needed. All items will be stored in a clear plastic storage bin, provided by Summer Care, with the child's name.

## **Dress Code**

Children will be dressed appropriately. We follow the "dress down day" dress code of the St. Francis Xavier Catholic Elementary Schools. Please keep in mind; if children are not allowed to wear an item during school days, then the item will not be acceptable for the Summer Care program. The weather can change in the summer months so please note the weather for each day before leaving your home. For children safety, flip flops are prohibited.

\*Sunscreen must be applied before the child arrives to Summer Care. Sunscreen application is the responsibility of the family or child. Summer Care staff is not responsible for the application of sunscreen; however, during their day at Care, all children will have opportunities to reapply as needed under the supervision of staff.

Updated 02/23/2017

### **Field Trips**

An exciting portion of Summer Care is weekly field trips and excursions to the public library. Many of our destinations will be reached by walking; however, certain trips will require taking the city bus (library) or contracted transportation (Lamers). Information and permission forms will be available prior to field trips. Proper attire is required for all field trips. Please read field trip information carefully and send your child(ren) with any special requested items or clothing; for example a flashlight for a cave field trip. For children safety, flip flops are prohibited.

For safety reasons, children must travel to and from field trips or excursions with their care group. Children cannot be dropped off or picked up at field trip locations. Field trips are exciting for children and having children added or taken from a group during a trip creates confusion for children and Care staff, increasing the possibility of problems occurring.

### **Field Trip Schedules and Payment**

All field trips are posted on the XCS website, [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org), Care Tab under schools and can be found on the Summer Care Program information table; you are encouraged to review the summer field trips and plan care with this schedule in mind. Care schedules, along with payments, are due the Thursday prior to the week care is needed. Parents will be billed in full for any scheduled care, field trip and associated costs where notification is made after Thursday the week prior to care. Field trips are staffed according to the number of children scheduled; total student attendance influences the cost of the field trip and bus fees (where applicable) for each attendee.

**Attention: The cost for Field Trips is determined by the number of children signed up to go. All families who schedule their children to go on a field trip will be responsible to pay the cost regardless of attendance or cancellation.**

### **Swimming Pool Tips**

Well supervised groups of children will walk to the Erb Park Pool on hot summer days. These trips will not interfere with other planned activities. Seasonal pool passes can be used by children who bring them or paid per visit and the fee added to the following billing cycle. To ensure safety, children are required to stay with the providers in the area designated.

Proper attire must be worn to Summer Care, on the walk to Erb Park, and at the pool. For children safety, flip flops are prohibited.

### **Library Trips and Tips**

Each Wednesday we will take mixed-age groups of children to the Appleton Public Library by riding free on the city bus. Children must have a library card to participate; the card can be kept at Summer Care. Because our group size is limited to 10 children, our groups will be on a rotating schedule to allow all children an opportunity to go to the library. Please have a library card for your child prior to Summer Care; we cannot help children get their cards. All books and materials checked out by the children are the responsibility of the family and to be returned to APL. Children can return them with Summer Care staff, but staff are not responsible for misplaced items. For children safety, flip flops are prohibited.

### **Pick Up**

Families must pick up their children from the Summer Care Program at Marquette Street campus and sign them out. Only those people listed on the registration form will be allowed to pick up the children; with no exception. When an adult is not familiar to staff, the adult will be asked to show identification. Please inform all authorized adults of this procedure. The names of additional authorized adults may be added throughout the year. For safety reasons, each child must be signed out before leaving the Summer Care Program.

**Students are considered picked up when the parent has assumed responsibility for the child.** They are not considered picked up until the parent signs the child out.

**Parents/Guardians who pick up their children after 6:00 PM will pay an additional \$5.00 for every five minutes after 6:00 PM. This extra charge will be billed to the family Smart Tuition account. In case of emergency situations, please contact the Child Care Program Coordinator.**

### **Emergencies**

There are multiple numbers you can use to contact our Summer Care staff. The Summer Care cell phone number is (920) 424-5434, the school office phone number (920) 733-4918 ext. 352; or for immediate service contact Theresa Gouin, Child Care Program Coordinator, (920) 427-0787.

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

**\*\*\*Policies and schedules are subject to change without notice. \*\*\***



**Xavier Elementary Summer Care Program  
Parental Agreement**

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

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

Parent/Guardian \_\_\_\_\_  
(Print)

Parent/Guardian \_\_\_\_\_  
(Signature) Date

Please list each child enrolled in the Summer Camp Program

\_\_\_\_\_  
Name Birthday Age Grade (2017-2018)

\_\_\_\_\_  
Name Birthday Age Grade (2017-2018)

\_\_\_\_\_  
Name Birthday Age Grade (2017-2018)

\_\_\_\_\_  
Name Birthday Age Grade (2017-2018)

**Form Checklist**

\_\_\_ **Registration Form**

\_\_\_ **Parent Agreement Form**

\_\_\_ **Blanket Permission Form**

\_\_\_ **Weekly Schedule Plan**