



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. The program is offered to St. Francis Xavier Elementary, Preschool children, and early Xavier Middle School students who were registered for the current school year through the 5th grade and the upcoming school year entering 3K through 6th grade. All children must be completely independent with their bathroom needs. (Please see **Bathroom Expectations** below).

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 activities.

Summer Care operates daily beginning Monday, June 10, 2019 through Friday, August 16, 2019. 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 change the Summer Care location 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. The Child Care Program Coordinator is responsible for the care providers and ensuring the safety, viability, and success of the Summer Care Program.

Registration

The following forms must be completed and returned: the Registration Form, Weekly Schedule Plan, Parent Agreement Form, and Blanket Permission Form.

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 program on a daily basis. Summer Care Staff are scheduled based on the number of children attending. 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 the days children will be attending Summer Care and mark days as **full** or **half**. To help our Summer Care staff plan for the week, please write down any non-Summer Care activities your children may be involved in during this time. If there is a change to the non-Summer Care activities, parents are to notify the Child Care Coordinator or staff immediately. **The 24-hour advance notice to change without penalty does not apply to Summer Care scheduling.**

Summer Care staff is scheduled weekly based on the number of children who will participate in the program the following week. Parents 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.)

Our program is self-supporting, and pay staff based on their scheduled hours, we cannot refund or credit days when children miss due to illness or late change in schedule. **The 24-hour advance notice to cancel without penalty does not apply to Summer Care scheduling.**

Unexpected situations arise and additional care may be needed. Parents can contact the program for availability. Every effort will be made to accommodate while maintaining a safe staff to child ratio and considering the activities planned for the additional days. Fees will be billed to the family Smart Tuition account. The purpose of this option is to help families in unusual circumstances.

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.

Bathroom Expectations

To utilize the Care Programs; all children must be completely independent with their bathroom needs.

Cell phones, eReaders, & Devices

Cell phones are prohibited during the Summer Care day. **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

Parents must schedule days by Thursday the week before. Billing will be posted to the family Smart Tuition account. Failure to pay your Summer Care tuition fees will cause suspension of care until the account is current.

➤ **Tax ID number is: 75-2975177**

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. **The 24-hour advance notice to change without penalty does not apply to Summer Care scheduling.**

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.

Please contact the Care Coordinator if fees and payment assistance is needed.

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 17-21, 2019

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.

There will be no Summer Care July 4th and July 5th. Summer Care will resume on Monday, July 8th 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.

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. Other volunteers from the system will also be welcomed as part of the Summer Care Program. High school students can assist the program and receive 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 for more information.

Contact Information

Theresa Gouin, Child Care Program Coordinator can be contacted by cell (920) 427-0787, or email tgouin@xaviercatholicschools.org. Site information is cell (920) 858-9977, (920) 733-4918 ext 352, or allstaffsummercare@xaviercatholicschools.org.

Summer Care Daily Schedule

*Parents/guardians will drop 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 that are available.

*A calendar of weekly themes, planned field trips, and other activities will be given to families and can be found on www.xaviercatholicschools.org. Available mid-May.

*Children are required to bring a healthy cold lunch that meets the Wellness Policy of the Green Bay Diocese, 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 care. For children safety, flip flops are not allowed. 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.

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. 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. During their day at Care, all children will have opportunities to reapply as needed under the supervision of staff.

Field Trips

An exciting part of Summer Care is weekly field trips. Some of our destinations will be reached by walking; certain trips will require taking the city bus 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 children with any special requested items or clothing. For children safety, flip flops are not allowed.

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 Trip Schedules and Payment

All field trips are posted on the XCS website, 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 are due 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 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. 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 not allowed.

Library Trips and Tips

On occasional Wednesday's we will take mixed-age groups of children to the Appleton Public Library by riding free on the city bus. Children must have an Appleton Public Library card to participate; the card can be kept at Summer Care. Please have a library card for your child prior to Summer Care; we cannot help children get a card. All books and materials checked out by the children are the responsibility of the family and to be returned to APL. 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. When an adult is not familiar to staff, the pick-up person will be asked to show identification. The names of additional authorized adults may be added. 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; said responsibility happens when parent signs children out. 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

Summer Care cell phone number: (920) 858-9977, school office phone number (920) 733-4918 ext. **352**; or for immediate service contact Theresa Gouin, Child Care Program Coordinator, (920) 427-0787.

It is not possible to list every policy in this Handbook. Situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Unique or special situations that require an adjustment in the Summer Care policies and procedures will be decided on an individual basis at the discretion of the Child Care Coordinator and administration.

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

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 (2019-2020)

Name Birthday Age Grade (2019-2020)

Name Birthday Age Grade (20119-2020)

Name Birthday Age Grade (2019-2020)

Form Checklist

____ **Registration Form**

____ **Parent Agreement Form**

____ **Blanket Permission Form**

____ **Weekly Schedule Plan**