



Xavier Middle School

After Care Program Parent Handbook 2019-2020

allstaffcarexms@xaviercatholicschools.org

Theresa Gouin, Child Care Program Coordinator
920-427-0787

careprograms@xaviercatholicschools.org

After Care Policies and Procedures

This handbook was written to explain the policies and guidelines of St. Francis Xavier Catholic School System (XCS) After Care program located at Xavier Middle School. Parents using this program are asked to **read this handbook carefully and are required to sign and return the parent agreement** to the Middle School office marked Care Coordinator. Your signature indicates understanding and agreement of the policies and guidelines of this program. Policies are subject to change as needed.

Mission Statement

The After Care Program provides a safe, caring, and Christian environment for students at Xavier Middle School. It gives families a choice for quality care on site with minimal transitions. The After Care Program is a self-supporting program that relies on the fees paid by the families who use the program.

The After Care Leadership

The After Care Program is 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 After Care Program.

Registration

In order for a child to attend After Care, children must be attending XMS and the following forms must be completed and returned: the Registration Form, a Weekly Schedule Plan, and the Parent Agreement Form. Tax deduction, use **ID number: 75-2975177**; end of year tax receipt is found in Smart Tuition.

Attendance

Arrival and Program Start Time

All students scheduled to attend After Care must report to After Care immediately following school dismissal. After Care begins at 3:25 pm on regular school days and at 11:40 am on early release days. Students are not permitted to roam school until 4 pm or attend other after school activities if they are expected in After Care. If a student should continue to abuse the arrival time, further action will be taken.

Weekly Schedules

To provide quality and safe care, it is important to know how many children will be attending our program on a daily basis. **Parents are required to fill out a weekly schedule and return it to Care staff prior to children attending.** On the form parents need to indicate which days the child(ren) will be attending After Care and **any other scheduled activities on building grounds during this time (i.e. sports practice, clubs, etc.)**. Students will be dismissed by staff, but will not be escorted to their after school activities. Parents are to notify the Care Program Coordinator or staff in the event of any schedule changes. Families will be called when a child does not show for a scheduled day.

Schedule Changes Regular School Day

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. **A session will be charged for changes made with less than 24 hour notice.** Families must call the Care Program Coordinator or Care staff with late schedule changes. We will do our best to accommodate changes, the ability for families to add days to their weekly schedule will depend on availability.

Default Attendance

If a student is sent to the After Care Program by school or office personnel because the student is at school after 4:00 pm an additional drop in charge will be given above the normal session rate.

Cell phones, eReaders, & Devices

Cell phones must be silenced during program hours and kept in the student's backpack. Use of eReaders and other devices is not permitted during Care. **Xavier Catholic Schools and care staff are not responsible for lost, stolen, or damaged personal property.**

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.
- **Full Day of Care cancellations for sick child will be charged accordingly. Please see fees below.**

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. Smart Tuition offers an end of year tax receipt. The **Tax ID number is: 75-2975177.**

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.

Early Dismissal

On early dismissal days indicated in the following section of this handbook, the After Care program will be available from 11:40 am – 6:00 pm. The afternoon is divided into two 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. Children cannot leave the school and then return at a later time, we expect scheduled children in attendance at 11:40 a.m. Charges will occur if a child is a no show or a drop-in.

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

Early Dismissal Care Days 2019-2020

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

Nov. 6 & 7

The After Care Program 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.

Full Day Care

On dates Full Day Care is offered, the Care program will be available from 7:00 am – 6:00 pm. This is offered to XES and XMS students. All students must be registered with the Care Program and must sign up two weeks prior to the date. There are two options for scheduling, full day or half day the greater will be charged. Students need to bring a cold lunch these days unless otherwise noted. Full Day care will be at the XES Marquette St campus in the lower level.

Parents need to sign their children up for Full Day Care two-weeks in advance for students to be considered registered for that day. Cancellations or changes made one week prior will be charged in full. Cancellations or changes made in the week of the offered Full Day Care will be charged in full plus a \$10 late fee per child. This also applies in the event if our start is delayed. There is no additional fee if a child is added during the week of the offered Full Day Care; only if space is available. Additional charges will occur if a child is a no show or drop-in. Children cannot leave the school and then return at a later time, we expect children in attendance by 9:00 a.m.

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. In the event of a delayed start, we will begin at 9:00 am; we expect all scheduled children to attend and charges will be applied. See list of dates below.

Full Day Care Fees

Full Day, \$40 first child \$35 each additional child

Half Day (up to six hours) \$20 first child \$18 each additional child

Half Day hours must be indicated on the schedule

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

Delayed Start Full Day

In the event there is a delayed start, Full Day will begin two hours later than usual; at 9:00 a.m. Since Care is available, we will expect scheduled children to attend; all charges will be applied accordingly – no exceptions. If the day goes to full closure before 9:00 a.m., there will be no care offered-no charges applied. Families will be called to pick up their children from Marquette St if the decision to close school is made after 9:00 a.m.; prorated charges in this case will be applied.

* The 24-hour advance notice to change without penalty **does not** apply to Full Day Care scheduling. See policies above.

Full Day Care Dates 2019-2020

Full Day care **will** be available the following days at the Marquette St campus:

Oct. 25 Jan. 17 Feb. 6 Mar. 20

Last Day of After Care

Last day of After Care is Thursday June 4th.

After Care

After Care is offered 3:30 pm – 6:00 pm on regular school days and 11:40am – 6:00 pm on designated early release days. Students walk to the LMC, settle in, and chat with their friends while attendance is taken. Students in After Care are given a healthy snack, a bathroom break, have gym/outside time when possible, and have time to complete homework. Gym/outside time 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 or from the XMS Mini Mart. 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 time. This is a time for students to work on assignments; however, it is **not** the responsibility of the care staff to ensure assignments are completed before students are picked up.

Active play is still very important at this age. When possible, students will be taken outside or to the gym for age appropriate activities. Staff will leave a note outside the care door to let parents know where the group is.

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

Parents must pick their children up and sign them out each time After Care is used.

Pick Up

Families must pick up their children at the campus After Care area, the XMS Library. 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 After Care Program.

Students are considered picked up when the parent has assumed responsibility of the child.

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.

After Care **is not** offered:

- The half day before holiday and school vacation at this time
- 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.

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
- Principal/Assistant Principal involvement
- 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 After Care Program. 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 After Care Program.

Xavier High School Mentors

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

Wellness Policy

The After Care Program 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. Contacts: allstaffcarexms@xaviercatholicschools.org XMS After Care cell 920-424-5434 or LMC 920-730-8849 ext. 4303.

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

Parental Agreement

I have read the Policies and Procedures for the Xavier Middle School After Care Program

Please List each child enrolled in the After Care Program

Name	Birthday	Age	Grade
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Name	Birthday	Age	Grade
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Name	Birthday	Age	Grade
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Name	Birthday	Age	Grade
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_____ I acknowledge full responsibility for any Child Care Program fees, including any drop in/no show attendance.
 Initial Nonpayment of fees incurred will result in the suspension of care for my child/ren.

_____ I understand all fees will be charged to my Smart Tuition account and paid out per my direction on the account.
 Initial These fees will post to the account about one week after occurring.

_____ I understand all schedules must be submitted prior to attendance and all changes must happen 24 hours in
 Initial advance or additional fees will be charged.

_____ I understand I am expected to pay for all days scheduled or care services used.
 Initial

_____ I have read and understand the policy and expectations for the Full Day Care options.
 Initial

_____ I understand a late pick up fee of \$5 for every five minutes past 6:00 pm is applied.
 Initial

_____ I understand it is my responsibility to inform those picking up know the policies and procedures of
 Initial XCS Child Care Programs.

_____ I understand XCS Child Care Program does not carry supplemental health insurance and I will be responsible
 Initial for any medical expense related to injury my child may incur while participating in the program.

_____ Children with physical, emotional, or dietary needs will be accepted into the programs as determined it is in
 Initial the child's best interests or if the child does not require additional staff time that would take away from the other children's care.

_____ I authorize the XCS Child Care Programs to use any photos taken of my child for promotional purposes, including
 Initial web pages, cover issues, brochures, or flyers to promote Xavier Catholic Schools.

_____ I have read XCS Child Care Program Handbook.
 Initial

I understand by signing this agreement, I agree to all the conditions listed above and with the XCS Care Programs policies

Parent/Guardian _____
 (Signature) Date

Xavier Middle School Care Program Registration 2019-2020

Family Last Name			School(s)			
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:						
Parent/Guardian Information						
Mother's Name			Father's Name			
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>			
Email:			Email:			
Child lives with: Both Mother Father 50/50 Guardian						
Medical/Insurance Information						
Physician:			Phone:			
Dentist:			Phone:			
Insurance Company:			Policy Number:			
<u>Emergency Contacts</u>						
Name:			Phone:		Cell:	
Name:			Phone:		Cell:	
Name:			Phone:		Cell:	
<u>Authorized for Pick Up</u>						
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 _____						