



# **Xavier Elementary Care Programs Parent Handbook 2019-2020**

**Before & After Care and Extended Day Care**

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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 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. It gives 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; the following forms must be completed and on file: The Registration Form, a Weekly Schedule Plan, and the Parent Agreement Form. Tax deduction; use **ID number: 75-2975177**. An end of year tax receipt is accessed through 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. **All Care Programs: \$5 will be charged for changes made with less than 24-hour notice. Extended Care same day cancellations, drop in's, and no shows will be charged for the full session plus \$5. This policy differs from Full Day care, see policy below.** Families must contact their campus 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 at each campus.

#### Default Attendance

If a student is sent to the Before/After/Extended Care Programs by school or office personnel because the student is at school prior to school starting or after their school day ends, 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 plan 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.**

## Toilet Trained Policy

- Children registered with XCS Care Programs must be toilet trained before attending. Children must wear underwear and have very few accidents. A child having accidents daily is not considered toilet trained. Please note pull ups are not allowed. Why do children have to be toilet trained before they attend Care? There are strict standards for changing and disposing of wet or soiled diapers. The Care program is not equipped for these types of changes. When an adult is changing a child's soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class. We do understand that even toilet trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will support children to change their clothes and encourage independence as much as possible.
- A toilet trained child is a child who can do the following: **1.** Communicate to the teachers that he/she needs to go to the restroom before they need to go. **2.** Alert him/herself to stop what he/she is doing, to go to the bathroom. **3.** Pull down his/her clothes and get them back up without assistance. **4.** Wipe him/herself after using the toilet. **5.** Get on/off the toilet by him/herself. **6.** Wash and dry hands. **7.** Postpone going if they must wait for someone who is in the bathroom or if away from the classroom. **8.** Awaken during nap time to use the bathroom.
- We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children need to be able to complete toileting activities independently. This is an issue which protects all involved. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Care Staff are aware of this and will assist children when necessary.
- Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year.
- Parents will be notified if a child has a toileting accident. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.
- A child will not be considered toilet trained for our Care program if a child continues to consistently have toileting accidents.

- After the first days of school, the following policies will be in place for children who have accidents outside of nap time. **1.** If one or two accidents occur in one week, the parent will be notified with the understanding that the issue needs to be addressed and corrected. **2.** If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue isn't corrected by the end of the second week, the child will have to stay home at least one week or longer until he/she is completely toilet-trained. Parents should contact the director to facilitate the child's return to Care. **3.** If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely toilet trained. Parents should contact the director to facilitate the child's return to school. We will work with parents whose children have habitual nap time accidents on an individual basis.

### **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 account.

#### **\*Regular Program Charges per Child**

**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. 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, \$5 per session

**Use of both Sessions:** 3:15 pm – 6:00 pm, \$10

**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

**Additional charges are applied when a child is a no show or drop-in (day of).**

**24-hour advance notice needed for changes and cancellations; fees are applied.**

\*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 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 as such. 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**

When school is delayed to unusual circumstances, Before Care will begin at 9:00 a.m. Since Care is available, we expect scheduled children to attend; 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.



On 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, at 11:30 a.m. all care is After Care and charged as so.** 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. Charges will occur if a child is a no show or drop-in. Children cannot leave the school and then return later; we expect scheduled children in attendance at 11:30 a.m.

### **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, \$20 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 2019-2020**

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

**November 6<sup>th</sup> and 7<sup>th</sup>**

### **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.

### **Discipline**

Children are expected to adhere to the same school rules and expectations 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 childcare 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. 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.**

### **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.

### **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.

### **Contact Information**

Theresa Gouin, Child Care 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.

### **Before Care**

Before Care is offered at both elementary campuses 7:00 am - 8:15 am. Students must be walked to the care area 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**

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 child 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 to let parents know where the group is. 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 sign their children out each time After Care is used. Responsibility of a child who has been signed out of a Care Program has been assumed by that person. 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; see above for session times and rates. The program is designed to offer convenient wrap-around care with minimal transitions.

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 daily schedule, please talk with Extended Care staff.

### **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 follow the wellness guidelines put in place by the Catholic Diocese of Green Bay. Hot lunch can be purchased through the school.

### **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, they will be asked for I.D. Please inform all authorized adults of this procedure. Additional names can be added. For safety reasons, children must be signed out before leaving the Care Program. Children attending Extended Care must be picked up by 3:15pm; or the child will be considered After Care and families will be responsible for After Care payment.

Parents need to pick their children up and sign out each time Care is used. Responsibility of a signed-out child 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.**

**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.**

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

**Parental Agreement SY: 2019-2020**

XCS Location:  **Marquette St**  **McDonald St**

**Before or After Care Program**

\_\_\_\_\_  
Name Birthday Age Grade

**Extended Day Care Program**

\_\_\_\_\_  
Name Birthday Age 3K MWF/3K TRF/4K *(please circle Preschool Session)*

\_\_\_\_\_  
Name Birthday Age 3K MWF/3K TRF /4K *(please circle Preschool Session)*

\_\_\_\_\_  
Name Birthday Age 3K MWF/3K TRF /4K *(please circle Preschool Session)*

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

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

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

\_\_\_\_\_  
Initial 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 assessed.

\_\_\_\_\_  
Initial I understand it is my responsibility to inform those picking up or dropping off know the policies and procedures of  
XCS Child Care Programs.

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

\_\_\_\_\_  
Initial Children with physical, emotional, or dietary needs will be accepted into the programs as determined it is in  
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.

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

\_\_\_\_\_  
Initial I have read XCS Child Care Program Handbook, including toilet trained and sick policies.

**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 Elementary**  
**Care Program Registration 2019-2020**  
**Before/After Care      Extended Day 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 _____						

