



# **Xavier Summer Care Program Parent Handbook**

XE-Marquette St (St. Pius - lower level)

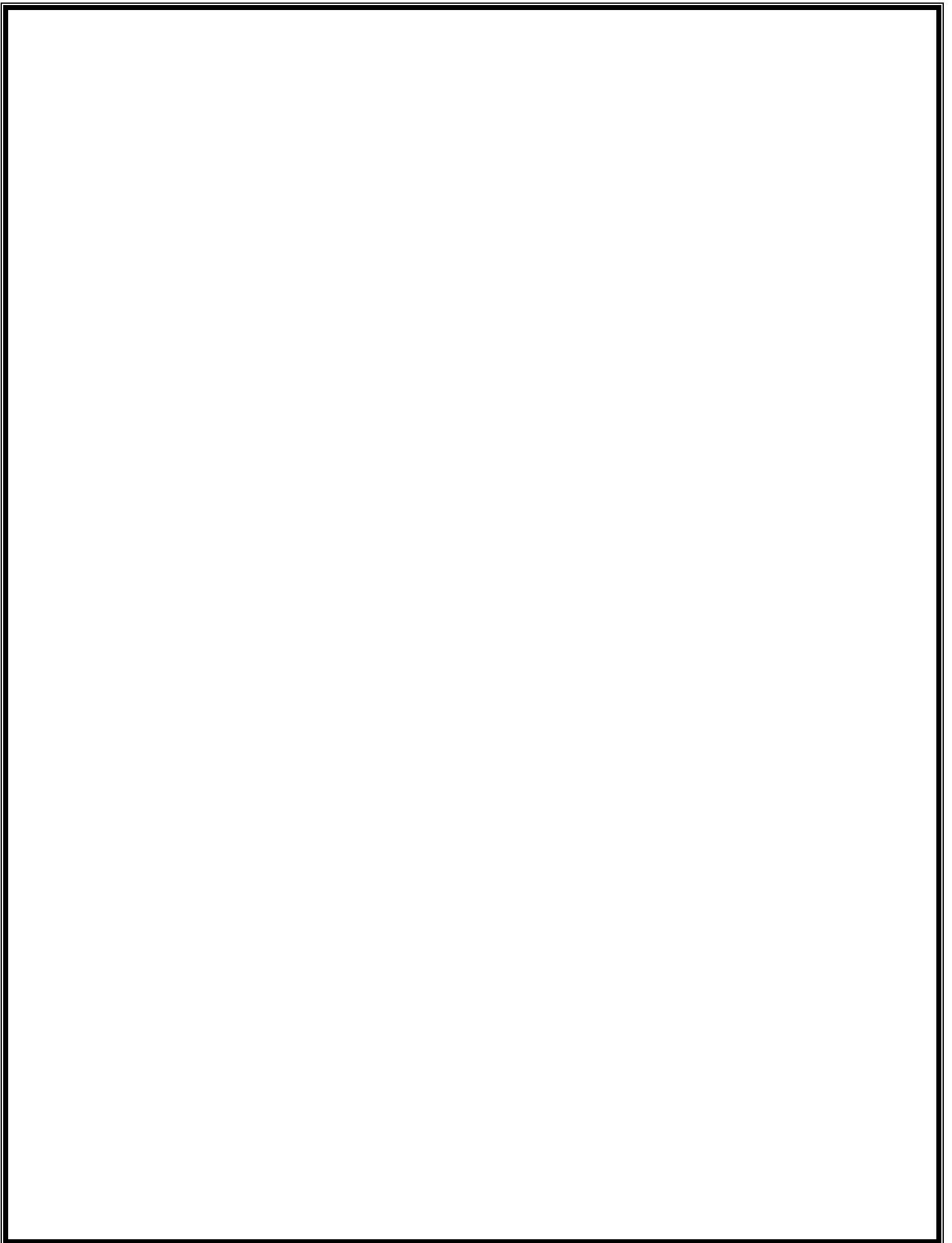
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# Summer Care

## Policies and Procedures

Our handbook is to explain the policies and guidelines of the Xavier Summer Care program. Our Summer Care is at XE-Marquette St (St. Pius - lower level). Parents using the program are asked to read this handbook carefully and are required to sign and return the Parent Agreement to the Care Manager. Your signature indicates understanding and agreement with the policies and guidelines of this program. **The CARE Programs are NOT a part of the Wisconsin Parental Choice Program.**

### Mission Statement

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

### The Summer Care Program

Summer Care is a continuation of the Care Programs offered during the school year. It is offered to current PreK3 through 5<sup>th</sup> grade students and those who are registered for the upcoming 2022-2023 school year for PreK3 - 6<sup>th</sup> grade. Preschool friends need to be three years old, independent in the bathroom, and a registered student for the upcoming school year. (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, build self-confidence through team building activities and STEM activities will be available.

Summer Care 2022 program will begin on Tuesday, June 7 and continues through Friday, August 12. We are open from 7:00am to 6:00pm - Monday through Friday at XE-Marquette St (St. Pius - lower level). Late charges will apply to children not picked up by 6:00 PM.

### Summer Care Leadership

Trained and qualified staff supervise the Summer Care Program. The staff is responsible for the day-to-day details of the program. The Care Program Manager 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, Parent Agreement Form, Weekly Schedule Plan and Blanket Permission Form. Field Trip forms are sent prior to each field trip that requires transportation. **The CARE Programs are NOT a part of the Wisconsin Parental Choice Program.**

## **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 the number of children attending our program on a daily basis. Summer Care Staff is scheduled based on the number of children attending. Therefore, parents are **required** to turn in a schedule for the upcoming week to the Care Program Manager or staff by Thursday before children will attend the program.

On the form, indicate the day(s) children will be attending Summer Care and mark days as **full** or **half**. To assist in planning, 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 Care Program Manager or staff immediately. **The 24-hour advance notice to change without fees does not apply to Summer Care scheduling.**

Parents are responsible to pay for all days as written on the weekly schedule. **No refunds or credits are given for schedule changes that reduce the amount of Summer Care used for that week.**

We do not refund or credit days when children miss due to illness or late change in schedule. **The 24-hour advance notice to cancel without fees does not apply to Summer Care scheduling.**

Unexpected situations arise and additional care is requested. Parents can contact the program for availability. Every effort is done to accommodate while maintaining a safe staff to child ratio and considering the activities planned for the additional days. Fees are applied to the family Smart Tuition account. **The CARE Programs are NOT a part of the Wisconsin Parental Choice Program.**

**Attention:** The number of children signed up determines the cost for Field Trips. 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. Xavier Catholic School staff cannot assist with potty training. Parents are called when the need arises.

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

Cell phones and other devices are prohibited during the Summer Care day. The St. Francis Xavier Catholic School System and the Care staff 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 fees will cause suspension of care until the account is current.

Ø Tax ID number is: 75-2975177

Additional fees and charges will be applied 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 fees does not apply to Summer Care scheduling.

### **Summer Care Program Charges**

First Child Half Day (<six hours): \$22.50

Additional per Child Half Day: \$20

First Child Full Day: \$45

Additional per Child Full Day: \$40

Field Trip and Activities Fees: To Be Determined and vary depending on destination.

*Please contact the Care Program Manager if fees and payment assistance is needed.*

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**Attention:** The number of children scheduled determine the cost of field trips. 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**

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.**

## **Closed for Independence Day**

We will be **closed** Friday, July 1<sup>st</sup> – Tuesday July 5<sup>th</sup>, 2022.

## **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 Care Program Manager reserves the right to suspend childcare 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, 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 assist the program and receive service hours for their time.

## **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**

Care Program Manager is available by cell (920) 427-0787, or email [cjohnson@xaviercatholicschools.org](mailto:cjohnson@xaviercatholicschools.org). Site information is cell (920) 858-9977, (920) 733-4918 ext. 352, or [allstaffsummercare@xaviercatholicschools.org](mailto:allstaffsummercare@xaviercatholicschools.org).

### **Summer Care Daily Schedule**

\*Parents/guardians will drop off at **Door J** and **must** sign in. Breakfast is not provided. There is morning snack time and children must bring snacks from home. The children will join available activities.

\*A calendar of weekly themes, planned field trips, and other activities are provided to families and can be found on [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org). Available early spring 2022.

\*Children are required to bring a healthy cold lunch that meets the Wellness Policy of the Green Bay Diocese, [www.gbdioc.org](http://www.gbdioc.org). No soda, energy drinks, or other sugary drinks.

\*Children need to bring two healthy snacks: AM and PM snacks.

\*Children are required to 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**

Children will bring their own swimsuit, beach towel, and tennis shoes. It is strongly encouraged these items remain at care. For children's safety, flip-flops are prohibited. On the child's last day of care for the week, the items are to be brought home and returned washed the next 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's safety, flip-flops are not allowed.

\*Sunscreen application is required before the child arrives at Summer Care. Sunscreen application is the responsibility of the family. 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. Our destinations are reached by walking 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. Flip-flops are not allowed.

For safety reasons, children must travel to and from field trips or excursions with the Care Program. Children **are not allowed to** be dropped off or picked up at field trip locations. Please plan accordingly.

## **Field Trip Schedules and Payment**

All field trips are posted on the XCS website, [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org), you are encouraged to review the summer field trips and plan care needs with these trips in mind. Care schedules are due Thursday prior to the week care is needed. Parents are billed in full for any scheduled care, field trip and associated costs where notification is made after Thursday the week prior to care. Field Trip expenses **are required to be paid before** the scheduled trip in order for your child to attend. Field trips are staffed according to the number of children scheduled; total student attendance influences the cost of the field trip.

**Attention:** The number of children signed up determines the cost for Field Trips. 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 are allowed or the child must have the pool fee with them. To ensure safety, children are required to stay with the providers in the area designated. Proper attire is required to Summer Care, on the walk to Erb Park, and at the pool. For safety reasons, flip-flops are not allowed.



## **Drop Off & Pick Up**

Families must walk their children into the Summer Care Program and sign them in for the day.

Families must pick up their children from the Summer Care Program at XE-Marquette St (St. Pius - lower level) campus and sign them out. Only those people listed on the registration form are 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.

Children 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 is applied to the family Smart Tuition account. In case of emergencies, please contact the Care Program Manager.**

## **Emergencies**

Summer Care cell phone number: (920) 858-9977, school office phone number (920) 733-4918 ext. **352**; or for immediate service contact the Care Program Manager, (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 Care Program Manager and administration.*

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

**The CARE Programs are NOT a part of the Wisconsin Parental Choice Program.**

## Xavier Summer Care Program

### Parental Agreement

Please read the Xavier 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 Summer Care Program. I agree to all of the stated policies and procedures.

Parent/Guardian \_\_\_\_\_

(Print)

Parent/Guardian \_\_\_\_\_

(Signature)

Date

### Please list each child enrolled in the Summer Care Program

\_\_\_\_\_  
Name                                      Birthday                                      Age                                      Grade (2022-2023)

\_\_\_\_\_  
Name                                      Birthday                                      Age                                      Grade (2022-2023)

\_\_\_\_\_  
Name                                      Birthday                                      Age                                      Grade (2022-2023)

\_\_\_\_\_  
Name                                      Birthday                                      Age                                      Grade (2022-2023)

### Form Checklist

\_\_\_ Registration Form

\_\_\_ Parent Agreement Form

\_\_\_ Blanket Permission Form

\_\_\_ Weekly Schedule Plan