



Xavier Elementary Care Programs Parent Handbook 2023-2024

**Before & After Care
Extended Day Care**

Marquette Street

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

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

Trained and qualified staff supervise the Care Programs. The staff is responsible for the day-to-day details of the program including, but not limited to attendance, planned activities and dismissal of the children; as well as keeping the paperwork up-to-date, discipline, and managing fees. The Child Care Program Manager 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, they must be attending XES, with completed Parent Agreement Form, Registration Form, and a Monthly Schedule. Tax deduction: use **ID number: 75-2975177**. An end of year tax receipt is available through Smart Tuition.

Attendance

Monthly 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 submit a monthly schedule and return it to the Care staff by the 15th of the prior month. On the form, indicate which days the child(ren) will be attending Care Programs and other activities on building grounds during this time (i.e. sports/play practice, scouts, etc.). Parents are to notify Care Program Staff with any schedule changes. Families will be called when a child does not show for a scheduled day.

Schedule Changes Regular School Days

Staffing is determined on the number of students signed-up in advance. Schedule changes are to be made 24 hours in advance of the day the change is to occur. **All Care Programs: \$7 will be charged additionally 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 \$7. This policy differs from Full Day care, see policy below.**

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

Families must contact their campus Care staff with schedule changes. We will do our best to accommodate changes, the ability to add days to will depend on availability.

Default Attendance

If a student is sent to the 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 100.0 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, meaning 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, until 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. • Sick children must stay home!
- **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 toilet-trained. Please note pull-ups are prohibited. 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 rest time to use the bathroom.
- We certainly will ask your child many times throughout the day and before rest 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 issue protects all involved. It is common 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. The clothing 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 is not toilet-trained for our Care program if a child continues to have toileting accidents.
- After the first days of school, the following policies will be in place for children who have accidents outside of naptime. **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 is not 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 manager 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 manager to facilitate the child's return to school. We will work with parents whose children have habitual rest 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 available through the family's Smart Tuition account.

***Regular Program Charges per Child**

Before Care: 7:00 am– 8:15 am, \$7 per session

Before Care is available 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, \$7 per session

After Care Session Two: 4:30 pm – 6:00 pm, \$7 per session

Use of both Sessions: 3:15 pm – 6:00 pm, \$14.00

Extended Day Care: AM Session 8:15am-11:30pm \$25 per session*

PM Session 11:30am-3:15pm \$25 per session*

Full Day 8:15am-3:15pm \$50 per day*

Students need to bring a snack from home.

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 is available for purchase through the school lunch program on regular school days.

Full Day Care: 7:00 am – 6:00 pm, Full Day \$50 - Half Day (six hours or less) \$25 *greater session will be billed. Full Day is held at the 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

For school delays, Before Care will begin at 9:00 a.m. Since Care is available, we expect scheduled children to attend; charges are applied accordingly. If school goes to full closure before 9:00 a.m., there will be no Before Care, including later Care Programs sessions; 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 will be applied for sessions attended.

School Closing Policy

In the event school is closed mid-day (prior to regular school dismissal) due to weather or other misfortunes, there will be no Care Programs. Families are encouraged to have a second plan in place as all children will be dismissed and families called.

In the event only after school activities and events are cancelled due to weather or other misfortunes, the Care Programs will continue as usual; unless otherwise announced. We expect all scheduled children to attend. If a family chooses to pick up at school dismissal and not attend their scheduled care day, charges will be applied. We encourage families to pick up their children as soon as possible so all may arrive home safely.

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 sign-up two weeks prior to the date. There are two options for scheduling: full day or half day. Students need to bring a cold lunch these days unless otherwise noted. Full Day care will be at the Marquette St campus.

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 we have a delay. 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 later; we expect children in attendance by 9:00 a.m.

Full Day of Care fees

Full Day, \$50 first child \$45 each additional child
Half Day (up to six hours) \$25 first child \$22.5 each additional child
Half Day hours must be indicated on the schedule

Delayed Start Full Day

In the event there is a delayed start, Full Day will begin two hours later than usual (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 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.**

Full Day Care Dates 2023-2024

Full Day care **will** be available the following days at each elementary campus:

October 27 **November 9** **January 19** **February 8**
March 15

Last Day of School

Last day of school is Friday, May 31- **only** Before Care is offered; **no Extended Care or After Care.**

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 Manager 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 are 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

Cassidy Johnson, Child Care Manager can be contacted by email cjohnson@xaviercatholicschools.org. Please refer to your campus for other contact information. Care contacts: allstaffcaremarq@xaviercatholicschools.org Marquette St (920) 858-9977 ext. 352; 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. Parents/guardians are required to walk students to the care area and sign them 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. Students walk to the designated area, settle in, and chat with their friends while attendance is taken. Students in After Care are given a snack break, 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: To ensure safety regarding food allergies, as well as, meeting dietary needs, children must bring their snack from home.

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 complete before students are picked up.

Active play is important for child development. When possible, students are taken outside to play. On days we do not go outside we will utilize other spaces for large movement. Staff will post 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. That person has assumed responsibility of a child who has been signed out of a Care Program. 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 is.

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, 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. A child is welcome to bring a blanket or stuffy.

Meals

A snack will be needed from home; two snacks if your preschooler is attending a full day of Extended Care. Hot lunch is available for purchase through the school.

Drop Off & Pick Up

Families must escort their children to Care Program for proper arrival and sign in.

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 escort or pick their children up and sign in/out each time Care is used. The signee has assumed responsibility of a signed-out child.

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 Manager.

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

Parental Agreement SY: 2023-2024

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

Before or After Care Program

Name Birthday Age Grade

Name Birthday Age Grade

Name Birthday Age Grade

Name Birthday Age Grade

Extended Day Care Program

Name Birthday Age 3K MWF/3K TRF/4K AM/PM (please circle Preschool Session)

Name Birthday Age 3K MWF/3K TRF /4K AM/PM (please circle Preschool Session)

Name Birthday Age 3K MWF/3K TRF /4K AM/PM (please circle Preschool Session)

Initial I understand the CARE Programs are NOT a part of the Wisconsin Parental Choice Program.

Initial 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.

Initial 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.

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 applied.

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 \$15 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

1/26/2023

Xavier Elementary
 Care Program Registration 2023-2024
Before/After Care **Extended Day Care**
circle all CARE programs needed

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:				
Emergency Contacts						
Name:		Phone:		Cell:		
Name:		Phone:		Cell:		
Name:		Phone:		Cell:		
Authorized for Pick Up						
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 _____						