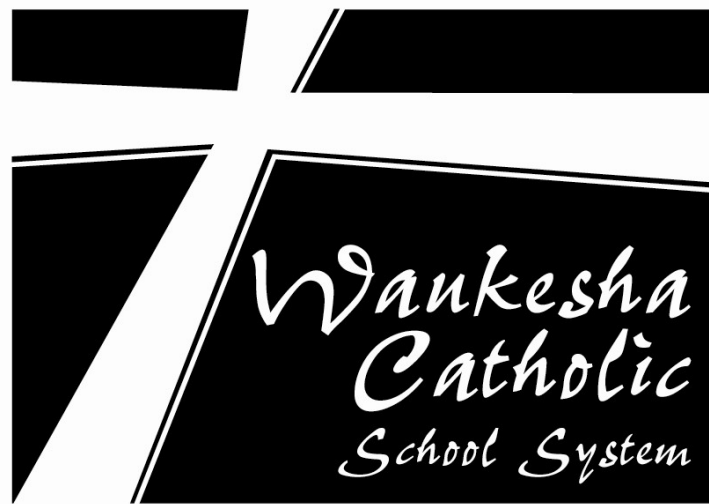


# Waukesha Catholic Before and After Care Program Handbook 2017-2018



**St. Mary Campus**  
520 E. Newhall Avenue  
Waukesha, WI 53186  
262-896-2932 Ext. 347

**St. William Campus**  
444 N. Moreland Boulevard  
Waukesha, WI 53188  
262-896-2920 Ext. 321

Ashley Baumann, Director of Before and After Care  
Email: [care@waukeshacatholic.org](mailto:care@waukeshacatholic.org)

Dear Parents,

Welcome to the Waukesha Catholic Before & After Care Program. As always, we want to meet the needs of you and your child as effectively as possible. The **KEY** – communication! Your child is our primary concern. This packet will give you an overview of the program and clarify the policies and procedures. **Please keep this guide for future reference.**

## **Registration**

- There is a \$25.00 registration fee per family.
- Registration is considered complete when all forms and fees are returned and all Before and After Care financial obligations have been met for the previous year. This is to be done before your child starts the program.
- **Forms required:**
  - Registration Form (one per family)
  - Emergency Contact Form (one per child)
  - Handbook Receipt (one per family)

## **Hours of Operation**

### **ST. MARY - 1<sup>st</sup>-5<sup>th</sup> Grade:**

- Monday – Friday: 6:30AM–8:20AM (Before Care) and 3:20PM–6:00PM (After Care)

**ST. WILLIAM - K3, K4, K5** – Monday – Friday: Before Care is 6:30AM–8:40AM.

Wraparound Care is provided for K3 and K4 students needing pre-arranged care from 8:40AM-11:40AM AND/OR 11:40AM-3:40PM. After Care is offered from 3:40PM-6:00PM. Please notify the program director if you are interested in Wraparound Care for your K3 or K4 child.

### **PLEASE NOTE:**

- **No School/Vacation Days:** The program WILL **NOT** be open.
- **11:30 Dismissal Days:** The program will be open in the morning before school and after dismissal until 6:00PM at the local campus provided we have a minimum of 10 students pre-registered for a minimum of 4 hours per child.
- **In Service Days:** The program will offer care on select days at **ONE CAMPUS ONLY** from 6:30AM to 6:00PM as noted in the fee section of this handbook and will also require a 10 student minimum.

## **Snow Days**

The program will be closed when the Waukesha Public School District and/or Waukesha Catholic announces closing due to severe weather.

## **Arrival and Departure**

### **St. William Campus:**

Parents are expected to enter at the south side of the building using the glass doors located near the Wraparound/Before and After Care Room to pick up or drop off their children.

### **St. Mary Campus:**

Parents are expected to enter through the door located at the North-East corner of the school. This door leads directly into the multi-purpose room. Please use the intercom system to gain access.

### **Both Campuses:**

Parents are responsible for escorting their children in and out of the building. Parents are also expected to locate a Before & After Care/Wraparound staff member in order to sign their child in and out. This is not only for the safety and protection of your child/ren but it also allows the staff to provide you with any important information pertinent to the program or your child. Children will not be allowed to sign themselves in or out at any time. (Exceptions will be made for late arrivals due to after school extra-curricular activities.)

Only those people authorized to pick up your child may sign him/her out of the program. If an individual not listed on your registration or emergency form is picking up your child, please send a note informing us of this change. Individuals not recognized by the staff may be asked for identification before releasing your child to their care. If our Before & After Care staff is not informed of an alternative pick up person, we reserve the right not to release that child to the individual. The information on the authorization form often changes due to unforeseen circumstances. Parents must remember to keep this form updated.

## **Child Records**

There will be a “sign-in/sign-out” log kept with the Before & After Care/Wraparound staff. The parents will both record and initial the child’s hours of arrival and/or departure. The staff will also keep an updated attendance record with him or her at all times.

All children’s records regarding the child and facts learned about the child will be kept confidential. This does not apply to:

1. The parent or person authorized in writing by the parent requesting to receive the information.
2. Any agency assisting in planning for the child when informed written parental consent has been given.
3. Agencies authorized under s. 48.78, Stats. The parent can, upon written request, have access to all records.

## **Child Abuse**

Waukesha Catholic is required by state law to report to Waukesha County Social Services cases of suspected child abuse. Such reporting can be done anonymously. The law’s definition of “abuse” includes intentional physical injury, sexual contact or exploitation and emotional change.

## Program Fees/Fiscal Policies

### SCHEDULES:

Schedules for the following week are **due in writing on Thursday**. This is critical for staff-planning purposes. You will be billed for ACTUAL usage, with exceptions noted in the fee section. We ask that parents DO NOT relay messages through their children regarding changes. For your convenience you can notify the Program office by phone, in person, via written messages, or via email at [care@waukeshacatholic.org](mailto:care@waukeshacatholic.org). You MUST notify the school office, your child's teacher, and the director of any scheduling changes that occur mid-week.

In the event that your child participates in any school-sponsored recreation activity, (band, Scouts, sports, etc.) your child may leave the program to participate and return to the program upon its completion. A signed permission slip from the parents stating the time he/she should leave and return MUST be given to the director.

### Registration Fee: \$25.00

### Hourly Rate for Before and After School Care

(After School Care is after 3:40 for St. William – before that is considered Wrap Care)

- 1<sup>st</sup> Child: \$6.00/hour
- 2<sup>nd</sup> Child: \$4.00/hour
- 3<sup>rd</sup> Child: \$3.00/hour
- 4<sup>th</sup> Child: \$2.00/hour

### Wrap Around Rates- (note this is a flat fee/day-not hourly)

- **K3 AM Wrap** (8:40-11:40): \$12.00/day
- **K3,K4 PM Wrap** (11:40-3:40): \$16.00/day

### Other Rates-

- In Service days: \$50.00/child

### ADDITIONAL FEES:

- **Late Pick Up Fees:** \$5.00 for 1-15 minutes after 6:00pm per child, \$1.00 per minute after 6:15
- **Late Schedule fees:**
  - \$5.00/child/day of care scheduled after Thursday of the previous week. (#1)
  - \$10.00/child/day of care scheduled for that same day. (#2)
  - \$15.00/child/day of care we provide that we did not receive any notice, i.e. Drop-In. (#3)
- **Cancellation Fee/No-show Fee:** \$5.00 for **every day** of care cancelled after Thursday deadline. (You are allowed five personal days per year **WITH NOTICE**)
- **No Sign-Out Fee:** If you fail to sign out your child, you will be charged until 6:00 p.m.
- **Non-sufficient Funds Check Fee:** There may be a fee charged for a returned check.

**IF THERE ARE MORE THAN 2 OCCURANCES WHEN THE STAFF IS NOT NOTIFIED OF AN ABSENCE, YOU MAY BE ASKED TO LEAVE THE PROGRAM.**

*If you have extenuating or unusual circumstances, please contact the program director.*

## **BILLS:**

We will be utilizing a post billing system. Bills will reflect daily time used for the previous week. Bills will be available on Wednesday following the week of care, and will be emailed by Wednesday to the email indicated. **Please make all checks payable to Waukesha Catholic.**

## **PAYMENT:**

- Payment is to be received by Friday of the week they are distributed.
- Please do not send payment with your child. Please give payment directly to the Before and After Care director or assistant, or put your clearly-marked payment in the Wednesday folder.
- Tax information will be available to all families upon request only.

## **ABSENCE POLICY**

- **You are allowed five personal days per year WITH NOTICE.**
- Please notify the director if your child leaves school early due to illness or other circumstance and he/she is scheduled to attend the Before & After Care/Wraparound Program.

***\*\* Please note that if your child is scheduled to come to the Before & After Care/Wraparound Program, and the child tells the staff that they are not supposed to attend and we have not received any notice of this, we will still escort the child to the program. This is done for the safety of the child.***

After taking attendance, any scheduled child who is not present is considered missing and the procedure below will be followed:

1. The intended usage schedule will be checked to be sure the child was scheduled.
2. We will inquire at the school office about the student's attendance for the day.
3. We will check with the child's teacher and supervisors.
4. A member of the staff will try to make contact with the parents.

## **DISCIPLINE POLICY**

Disciplinary procedures will be consistent with school policy. No child will be allowed to negatively impact the positive atmosphere of the students. Initial/minor discipline problems will be handled by the program staff and parents will be notified if necessary. Any consistent or major disciplinary issues will be referred to the campus principal and could result in dismissal from the program.

## **Health Care Policies**

**Accidents/Illnesses:** Any serious illness or accident is to be brought to the attention of the Before & After Care director as quickly as possible. Parents will be notified if any serious accident or illness occurs which involves their child. Parents will be contacted to pick the child up if necessary. No child will be sent home unless accompanied by a parent or someone designated by the parent.

**Emergency Information:** It is of great importance to KEEP YOUR CHILD'S EMERGENCY INFORMATION UPDATED. In case of emergency, the paramedics will be called and the parents will be notified.

**Immunizations:** Each campus of Waukesha Catholic maintains the health and immunization records of each student enrolled at that campus. If immunization requirements are not met, the school is mandated to notify the district attorney requesting the district attorney to seek a court order. The Before & After Care Program will follow any mandates provided by the school or district attorney's office.

**Medication:** No medication of any kind, including cough drops and aspirin, may be taken while the child is in the care of the Before & After Care/Wraparound Program without written permission from the parents. In order for your child to take medications please follow these guidelines:

- **For cough drops:** send a note with the child who will give the note to the program director.
- **For aspirin, cough syrup, and other non-prescription medication:** Fill out Parent/Guardian Medication Consent Form and give it along with the medication the child is to take to the program director. Be sure that all medication is properly labeled with the child's full name, name of drug and dosage, and time to be given.
- **Prescription Medication:** A Physician Request and Authorization Form must be filled out by the prescribing physician and returned to the director. A Parent/Guardian Medication Consent Form must also be filled out and returned to the director. (Forms available from the school office.)

The medication must be sent to the program director in the original prescription bottle with the following information printed on the container.

- The child's full name
- The name of the drug and dosage
- The time to be given
- The physician's name

The student must be instructed by his/her parents that it is the student's responsibility, not program staff, to get his/her medication at the designated time.

- **Inhalers:** Waukesha Catholic recognizes the importance and necessity of students being allowed to carry asthma inhalers. Students may self-administer certain emergency prescription medications, such as inhalers and glucagon. A student who carries an inhaler on his/her person will need to have an Archdiocese of Milwaukee Release Form for Student Inhaler Use completed and signed by the appropriate parties. The form states the student has been instructed in, and understands the purpose, appropriate method, and frequency of use of his/her inhaler. The Before and After Care Program is absolved from any responsibility in safeguarding the student's inhaler.

**Note: Due to the age of the students, Waukesha Catholic strongly urges that students using an inhaler have an extra inhaler that is kept at the Before and After Care Program.**

## NUTRITION POLICIES

Because young children are in the process of developing life-long eating habits, the Before and After Care program is desirous of helping to establish good, nutritional eating patterns.

- A snack and beverage will be provided to the students that attend the program after school. Snacks will be as healthy as possible. (Wraparound students should bring a drink & snack from home as they are not provided during wrap around care hours.)
- **PLEASE INFORM THE PROGRAM OF ANY AND ALL FOOD ALLERGIES!!**

## PROGRAM STRUCTURE

\*When the children arrive to the program, they will have a **snack break**. This is about a 20 minute time to unwind and enjoy a snack.

\*Next, we have about a ½ hour of **study time**. This is an opportunity for students to work on written homework, read, study, practice flash cards, etc. *We will not enforce study time on Fridays or the last school day of the week.*

\*After snack and study time, the program's **daily activities** COULD include the following:

- **Creative Individual Activities:** arts and craft projects, free play, painting, books, puzzles, etc.
- **Creative Group Activities:** free play, story time, learning games, dramatic play, puppetry, food preparation, talking/sharing time, guest speakers, nature study, etc.
- **Intellectual Stimulation:** school readiness skills and educational games/activities.
- **Large Motor Activities:** Exercise, dancing, beanbags, rhythm, playground activities, group games, etc.
- **Outside/Gym Time Play:** After Care activities will include outside play, weather permitting. We will go outside for a minimum of 15 minutes if it is not raining or snowing. This includes play outside during the winter months. **PLEASE SEND THE APPROPRIATE OUTSIDE ATTIRE WITH YOUR CHILDREN.** We will take the children outside provided that the air or wind chill temperature is above zero degrees Fahrenheit, which is consistent with school procedures for recess. On cold days, we may choose to utilize the gym (if it is available) vs. going outside.
- **Electronics:** We will allow the children to bring electronic devices, such as ipods, tablets, Nintendo DS, etc. to play games on **Fridays only**. ***Please be advised that we are not responsible for monitoring what your children are playing on their devices, nor are we responsible for damage to devices.*** Please carefully consider your decision to send electronics with your child.

### **Pick-up Procedures during Outside or Gym Time Play:**

- If you pick up your child during **OUTSIDE PLAY** time, you will notice a sign on the Multi-Purpose (MP) Room Door that reads "PLAYGROUND". The MP door is locked. Your child's belongings will be outside with them. Proceed down to the playground to pick-up your child and sign him or her out for the evening.
- If you pick up your child during **GYM PLAY TIME**, you will notice a sign on the Multi-Purpose Room Door that reads "GYM". The MP Room door is locked. Proceed around to the Gym doors and enter through the far south gym door to retrieve your child and sign him/her out. For your convenience, we will have the children bring their things with them when we go to the gym so you do not need to go back to the MP room.

## **SCHEDULE FOR 11:30 DISMISSAL AND IN SERVICE DAYS**

- The program will be open in the morning before school and after dismissal until 6:00 p.m. at the local campus.
- Early Dismissal Days for which care may be offered depend on pre-registration of at least 10 children for a minimum of 4 hours per child and staffing considerations are:
  - Wednesday, October 4<sup>th</sup>
  - Friday, December 1<sup>st</sup>
  - Friday, March 9<sup>th</sup>
  - Thursday, March 29<sup>th</sup>
- In Service Days for which care may be offered depending on pre-registration and staffing considerations are:
  - Thursday, October 12<sup>th</sup>
  - Friday, October 13<sup>th</sup>
  - Monday, October 16<sup>th</sup>
  - Thursday, February 15<sup>th</sup>
  - Friday, February 16<sup>th</sup>
  - Friday, May 4<sup>th</sup>
- NO Wrap Around or After Care will be available on the last day of school, June 8<sup>th</sup>.



## Before and After Care Program Handbook Receipt

I have received the Waukesha Catholic Before and After Care Program Handbook and have read and understand the handbook including billing procedures.

Child's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Grade \_\_\_\_\_

Child's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Grade \_\_\_\_\_

Child's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Grade \_\_\_\_\_

Child's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Grade \_\_\_\_\_

Registration forms, emergency forms, and Handbook Receipt must be completed and returned prior to the first day of attendance. All forms must be completed and returned WITHIN 30 DAYS from registration.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_