

St. Peter Catholic School After School Care Program

Policies and Procedures 2013-2014 School Year

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After School Schedule

3:10-4:00 After school care provider arrives and picks students up at entrance. Students proceed downstairs for care. Students wash hands and eat snack. Once everyone is finished with snack we will have a bathroom break and then outdoor playtime.

4:00-4:30/4:45 Study Hall/Homework time will be flexible depending on student needs. If a student doesn't have homework, they can read independently, use math manipulatives or participate in other educational activities.

4:30-5:15- Story/Music/Physical Activity time—we will read books together and then participate in some musical or physical activity. We will have a bathroom break during this time as well.

5:15-5:45 – Group Activities—puzzles, cards, games or other activities such as coloring or a group craft

5:45-6:00 - Clean up

CONTACT INFORMATION

To reach the Secretary: **608-831-4846** (between 7:30 am and 4:30 pm)
After-School Phone: **608-831-4846**

OPERATING HOURS

- ❖ On regular school days following the Saint Peter Catholic School calendar, the After-School Program will be open from 3:15-6:00 P.M.
- ❖ On early dismissal days the After-School Program will be open from 3:15-6:00 **other than** days when dismissal is early due to inclement weather.

DROP IN CARE

Drop-In Care: If a parent discovers that they need care they can contact the school by phone at 608-831-4846 on the day they need care. Our secretary will confirm that we have After School Care on the day of your call, and indicate whether we have space for your child in the after school program. If we have space, your child will be able to participate in our program on the day of your call. We will take a maximum of 10 students per Childcare Adult.

This applies also to days when there is any Early Dismissal Days.

DAILY ROUTINES

SIGNING IN AND OUT:

- ❖ All students should be signed in by 3:15. Students should bring all items with them as they will not be allowed into classrooms to retrieve items.
- ❖ If your child is scheduled to come to After-School and for some reason is not going to be attending (due to an appointment, other pick-up arrangements, going to a friend's, etc.), please send a note directed to Saint Peter Catholic School or call 608-831-4846 letting us know of the change.
- ❖ Any student in the building for any reason must sign in to After-School if they are not picked up in a timely manner. The activity supervisor/teacher will bring them to the After-School program and you will be billed for their time with us.
- ❖ All Students must be signed out, by an authorized adult, upon leaving the program. Please record the time, also. This is crucial for the safety of each child in our care, as well as for our record keeping.
- ❖ The program closes at 6:00 p.m. Please arrive with plenty of time to gather your child and his/her belongings.
- ❖ Entrance to the After-School Program is by the front school doors. Please ring the bell to the right of these doors for admittance.
- ❖ Every day we will have a snack time. Choices will include items such as: yogurt, cracker, fruit, raw veggies. If your child(ren) has any known allergies, we will provide an alternative if, and only if, we have a note from your physician stating each allergy. For milk allergies, water will be provided as an alternative.

OUTSIDE PLAY:

- ❖ All groups will have outside time each day weather permitting. Please be sure your child has warm clothing for cold and snowy days.

HOMEWORK TIME:

- ❖ Homework hall will be available every day from 4:00 to 4:30.

- ❖ This will be a quiet workspace directed by someone prepared to keep the students focused on their homework. If your child has no homework, they will engage in quiet activities during this time.

HOMEWORK SUPPORT:

- ❖ Will work closely with Saint Peter Catholic School teachers in order to provide proper support for each child's needs.

EMERGENCY CLOSING

Due to the weather or other unforeseen circumstances, we may see the need to close early. If this is the case, we will announce over the radio and call you for early pick-up. If the Middleton Cross Plains Area School District closes early or cancels after school activities, we will close also. For the safety of all involved, please make every effort to pick up your child as soon as possible.

MANDATED REPORTER

All individuals who work with children are required by law to report any suspected signs of child abuse to the child abuse hot line. It is then up to the proper authorities to investigate. In this case we are not allowed to contact the parents.

ENROLLMENT

For students participating in After School Care on a regular basis (weekly) a NON-REFUNDABLE registration fee of \$55 for a single child is due at the time of enrollment to hold your child's position in our program. For students accessing the program 10 times or less per semester, the registration fee will be waived, but a snack fee of 1.50 will be assessed each time the student participates.

TUITION

Tuition is set on an HOURLY BASIS and is calculated as follows:

- Hourly rate: 5.00/hour
- Calculated in quarter hour increments. Therefore, a child who attends from 3:15-4:30 would owe \$6.25

OTHER FEES

- \$1.50 snack fee assessed each time child attends.
- \$55.00 non-refundable enrollment fee per child to hold child's place in the program. This fee is waived if a child will attend 10 times or less.

CUSTODY ORDERS

Certified custody orders must be provided to the center director or office staff prior to enrollment. Any charges in custody orders must be provided to the center immediately. In sole custody situations, the center has the authority to ask that the exchange of the child(ren) is conducted off the center's property.

GENERAL INFORMATION

We cannot release your child to anyone without parental consent. Please include all probable parties on your child's registration form. If the person picking your child up is not on that list, we CAN NOT release your child to them. If you anticipate that someone other than your list of authorized parties will be picking up your child, please notify us in writing. All persons picking up your child will be required to show a picture ID.

LATE CHARGES (PICK-UP)

For children left after 6:00 p.m., a grace period of 10 minutes will be given. Anytime thereafter, we will assess a \$1.00 per minute fee (per child). Calling DOES NOT eliminate your obligation to pay this fee, although letting us know if you're going to be late is appreciated. If parents are habitually late, we will ask to meet with you and may assess an additional fee.

SUPERVISION

Saint Peter Catholic School does extensive child maltreatment and criminal background checks on all employees. Employees must also participate in Virtus Training (Protecting God's Children). We also do a FBI check if the employee has lived outside the state of Wisconsin in the past 6 years. Our staff is well trained in serving your child at all times. All staff is required to actively participate in the supervision of children at all times regardless of the type of activity.

BILLING AND PAYMENT

Participants are billed for all care at the end of each month. Checks should be made payable to St. Peter Catholic School. Please indicate what the payment is for in the memo section of your check. Registration for the program and/or enrichment classes are not accepted without the appropriate payment. Delinquent payments are subject to late fees.

EMERGENCY DRILLS

Our facility is equipped with smoke detectors; fire alarms, fire extinguishers, carbon monoxide detectors, and doors that open out to the exterior of the building. We hold monthly fire and tornado drills with the children. Each room has an emergency evacuation plan posted which shows the route to be taken in case of a fire or other emergency.

LOST/MISPLACED ITEMS

Please be aware that St. Peter Catholic School is not responsible for lost, misplaced, torn, stained, or stolen items.

ILLNESSES

The following is a list of contagious/infectious diseases that will require us to send a child home:

- Fever (101 degrees or more)
- Diarrhea (3 or more watery stools in a 24 hour period)
- Vomiting (2 or more occasions in a 24 hour period)
- Rash (body rashes not associated with diapering, heat or allergic reactions to medicine)
- Sore Throat (if associated with fever or swollen glands)
- Severe coughing (episodes that may lead to repeated gagging, vomiting or difficulty breathing)
- Pink Eye (pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours)
- Untreated Scabies, Head Lice, or presence of nits (may return after treatment)
- Multiple Sores inside mouth with drooling (unless determined as non-infectious)
- Ring Worm (may return after evaluation and under treatment by a health care provider-doctors note required)
- Impetigo (may return 24 hours after treatment is initiated)

MEDICATION

We may dispense medication ONLY with written permission signed by a parent stating the date, time, and the amount of medication to be given. All medication must be in the original container with prescription label intact. Please stop at the front desk to fill out the Medication Distribution form. All medications must be left at the front desk.

INJURIES

If a child in our care acquires an injury, whether self induced or by another child the staff witnessing the injury will fill out an accident/incident report. If the injury is serious in nature, the parent/guardian and unless we are instructed to do different, we will call for an ambulance and EMTs. Please realize that any medical expense will be the responsibility of the parent/guardian. St. Peter Catholic School staff is CPR and First Aid certified.

DISCIPLINE ACTION STEPS

St. Peter Catholic School's educational program encourages Christian responsibility. What would Jesus do? "Love one another as I have loved you." (John 13:34) Since a respectful atmosphere is essential for academic, social, emotional, physical, and spiritual growth to take place, all students must respect:

- Other students, teachers, staff and visitors;
- Personal and school/church property;
- Rules and expectations.

It should also be understood that the rules that are in place in terms of acceptable recess and classroom behavior during the school day, are also in place during the After School Care Program.

Consequences for inappropriate behavior are:

1. Student correcting the behavior and achieving a solution that will resolve the problem.

2. Teacher working with the student to resolve the problem or develop a plan to improve behavior. Parents may be notified and involved, as appropriate.
3. Conference with the student, principal, and/or parent and teacher in which a behavior plan/consequence results. If the behavior is not changed, is serious, or affects the health or safety of others, the principal may meet with the student without the parent to decide appropriate actions.

The principal reserves the right to omit the conference with parent(s) and suspend or expel a student immediately if the infraction's severity warrants it.

EXPULSION and SUSPENSION

Diocesan Policy 5120 states, *“the suspension/expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Expulsion is permanent and is imposed only for serious offenses.”*

Violations of a serious nature may result in suspension. Behaviors which may result in the suspension of a student may include, but are not limited to, patterns of:

1. Disrespect for any persons (whether they be teachers, other students, staff, or visitors);
2. Disrespect for personal and communal property;
3. Defiant attitude or behavior contrary to school policies;
4. Possession of weapon.

If regular disciplinary measures have been taken by the teacher, and the parents have been contacted several times, the principal may suspend the child upon another such infringement of conduct. Suspension will range in duration from one to three days and may be either “in school” or “outside of school” detentions. As attendance in school is vital for learning, this is a serious consequence of inappropriate, repeated negative behaviors.

DRUGS AND ALCOHOL

The possession or use of drugs, alcohol, cigarettes or other tobacco is strictly prohibited in all areas of school property and at all activities authorized by the school as functions for its students. In the case of students who violate this regulation, the parents will be notified and a conference will be arranged. Suspension or expulsion may result.