

**Childcare
Registration
2014-2015**

2014-2015 Childcare Registration

Interest Form

Please check below which Childcare program(s) your child(ren) will be participating in next school year:

- Before/After School Care (6:30-7:55 a.m. OR 3:15-5:45 p.m.)
 Extended Day (6:30-12:05 a.m. OR 11:05-5:45 p.m.) (Preschool only)
 Inclusive Care (6:30 a.m.-5:45 p.m. M-F, 180 school days) (Preschool only)

You will receive financial contracts for each of the programs you indicated above after you have completed and turned in your registration packet(s).

Please return all of the following by **August 15th** per child:

- ✓ This form (Interest Form)
- ✓ Enrollment Form
- ✓ Health History and Emergency Care Form
- ✓ Parent Signature Form (page 8 of Handbook) (the rest of the Handbook is for your reference)
- ✓ Financial Contract

Your completed registration and financial contract will help with planning staff for next year.

Thank you for your cooperation. We look forward to working with your family!

April Neuville
Childcare Coordinator
358-4222

childcare@holyspiritknights.org



HOLY SPIRIT SCHOOL WRAP-AROUND CHILDCARE Handbook



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Appleton, WI 54915
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Contact for registration:
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MISSION STATEMENT

The Wrap-Around Childcare Program at Holy Spirit Catholic School will offer a safe and caring environment for students. Our focus is to provide stimulating, high quality and developmentally appropriate care. In addition, our goal is to give working parents/guardians an alternative for care that is provided right on campus.

PROGRAMS

PROGRAMS	AGES	TIMES
Before School	PreK-Gr.5	6:30 a.m.-7:55 a.m.
Extended Care	PreK	6:30 a.m.-12:05 a.m. OR 11:05 a.m.-5:45 p.m.
After School	K-Gr. 5	3:15 p.m.-5:45 p.m.
Off School	PreK-Gr.5	6:30 a.m.-5:45 p.m.

*For more information regarding each program refer to their respective descriptions.

COST

*Fees below represent only the cost of our programs. Tuition fees and lunches are not included. Also, these fees are NON-REFUNDABLE and will NOT be altered because of absence, hours of attendance, vacation etc.

- Before School Care: \$5/day per child
- Extended Care: \$25/day (snack included)
- After School Care: \$6.50/day per child (snack included)
- Off School Care: (NO legal holidays): \$35/day (Max. 10hrs/day) OR \$25/day Early Dismissal Day (snack included)
- All Inclusive Rate: (PreK tuition+ Extended Care 5 days/wk): \$30/day (snack included) *committed 180 days

DAYS OF OPERATION

OPENED:

- Full day school days
- Early dismissal days (except those early dismissal days due to inclement weather)
- Off School days

CLOSED:

- Off School Days (only when enrollment is below a minimum of 4)
- Legal holidays and Christmas Eve
- Inclement weather days when school is closed

STAFF

The program is under the supervision of the School Principal who selects the Childcare Coordinator and who also has final approval in the hiring of all Childcare personnel. The Childcare Coordinator supervises the staff, student schedules and daily activities.

Primary staff are certified childcare teachers and or licensed teachers by the Wisconsin Department of Instruction. The staff is also VIRTUS and CPR trained, as well as, Religion Certified. In addition, the staff will participate in professional development/in services as deemed appropriate by the Administrator and or Coordinator. Furthermore, a background check is performed on each teacher.

POLICIES

Parents/Guardians are required to read this handbook and familiarize themselves with the policies and procedures. At the end of this guide there is a Parent/Guardian agreement form that must be signed. This agreement states that the parents/guardians will follow and abide by the procedures stated in this book

ADMISSION/FORMS REQUIRED ON FILE

It is the policy that we don't discriminate on the basis of race, color, national origin, sex, age, disability, or creed against:

- Any employee or applicant for employment
- Any enrolled child and family or any applicant for enrollment

Holy Spirit Wrap-Around Childcare will accept any students enrolled in grades Pre-K-Gr. 5. Enrollment is on a first come, first serve basis. Our programs are open to Holy Spirit students only. Waiting lists will be used if deemed necessary. Furthermore, all children must be potty trained.

*All registration forms MUST be completed and turned in BEFORE a child may attend any programs. The following list constitute as all the forms required:

- ✓ Enrollment Form
- ✓ Health History and Emergency Care Form
- ✓ Payment Agreement
- ✓ Signed Handbook Agreement

If at any time you have a change of address, phone, emergency contact or anything else your files will need to be updated.

All information provided by the parents about their child and/or family is confidential. Such written information is kept in individual files. This information will not be shared with anyone other than the staff of the center, except where required by law, without the written permission of the child's parents. Verbal information is also to be kept confidential. Please do not ask our staff to break this confidentiality. As an enrolling parent or legal guardian, you have the right to add and update information, comments, data, or other relevant materials to your child's records. Please see the Childcare Coordinator if you need to update your child's records.

PAYMENTS

Fees are to be prepaid on a weekly basis. All fees are due the Friday (or the last day each week your child is in attendance) **before** services rendered. (*Exception: Drop In Care participants) Online payment will be accepted until Sunday. If fees are not paid on time, a \$15 late fee will be added. If all fees are not received within one week, childcare services will be suspended without notice until full payment is received. NO refunds will be given for any child absence, including, but not limited to illness and family vacation. Checks may be made payable to: **Holy Spirit School**. There will be an extra \$25 charge for checks deemed as NSF (non sufficient funds).

TAXES

To use these programs as a childcare tax deduction use the following ID number: #39-0807237. Also, parents/guardians should keep their own records for care expenses through cancelled checks or invoices. No end of the year statement will be issued by Holy Spirit School.

CHECK IN AND CHECK OUT

Our check-in and check-out system is important, because it is with this log that child safety is ensured. ALL children **must** be checked in and out by an authorized adult and escorted to and from the building. Parents/authorized pick up person will report directly to a check in/out table. If a staff member is not already there, one will be there shortly to assist with the proper drop off/dismissal of the appropriate child(ren).

*Once a child is checked in to the After School Care program by staff, they will not be allowed to return to the classroom to pick up books or forgotten items. * Each child must remain in Wrap-Around Childcare until checked out by an authorized adult. If your child is involved in after school activities/co-curricular or needs to meet with a teacher they must first check in at After School Care so that program staff know they are present. Parents are expected to check out and notify staff of their child's departure in the event that they pick their child up immediately following such activities.

Parents should be sure to list all persons authorized to pick up their child on the Enrollment Form. A copy of a court order **must** be on file with the center if any biological parent is to be denied access to a child. We may not deny a parent access to their child without proper documentation. Program staff will **not** allow anyone other than those listed to pick up your child. If you must have someone not listed pick up your child, please notify the Childcare in writing. Only in case of an emergency will we accept telephone authorization from the custodial parent. Also, upon arrival of such an individual, a staff member will ask for their license to serve as identification. Please inform individuals picking up your child about the Photo Identification Policy.

(In the event of a substitute all authorized pickup people, parents included, should be prepared to show identification.)

A security system has been installed to ensure safety of all children in the program. Each family will be given a pass code to use to enter the building for drop off and pick up. Please make sure to keep your pass code private. Only share with authorized family members. This code will only be activated during childcare operational hours. A camera and computer system records all access attempts. If at any time you feel your code has been compromised, you are expected to contact the Childcare Coordinator and a new code will be issued.

Staff will not release children to anyone, including parents, who appear to be under influence of drugs or alcohol.

The Childcare closes promptly at 5:45 p.m. Please notify the Childcare in case of emergency which will prevent timely pick up. If your child is not picked up within 10 minutes of closing time without prior notification, an authorized person will be called to pick up your child and there will be an **extra charge of \$1.00/minute** for failure to pick up your child by closing time. Care can be withdrawn if there is a pattern of delinquency.

DISCIPLINE

Every child will be treated with love and respect. We will focus on helping children to learn appropriate behavior. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Disciplinary methods like positive reinforcement (recognizing children doing the "right" thing), positive redirection (removing a child and giving them a more appropriate activity) and giving two positive choices will be used. A child may be asked to sit for an age appropriate length of time to give the child a chance to regain control if they are having difficulties. Parents will be kept informed of any necessary serious behavior that raises concern with Childcare Staff.

If a situation arises where a child is repeatedly hurtful to themselves, staff or peers, it may be necessary to request the child be removed from the program.

INCLEMENT WEATHER

Childcare will be closed if school is canceled for the day. Prepaid fees will be applied to future billing for such days.

If any weather conditions cause a 2 hour delay we will be open our normal business hours. If weather requires an early school closing, parents need to make arrangements to pick up their child(ren) as soon as possible. Parents are expected to contact the Childcare in regards to the arrangements they have made. If we haven't heard from you within 15 minutes of dismissal, we will contact you and or the Emergency Contact on file. The Childcare will remain open until all children are picked up.

We follow the Kimberly School District for cancellations. Parents and students are responsible for knowing about school delays or closings.

WITHDRAWAL/TERMINATION OF ENROLLMENT

Parents wishing to discontinue child care need to give **written** notification two weeks prior to discontinuation. The parent or guardian is responsible for scheduled payments for a 2 week period from the date written notice is given regardless if the child attends.

The Childcare Coordinator may also decide to terminate enrollment for any of the following reasons:

- 1.) If the Coordinator and the parent agree that the placement is inappropriate.
- 2.) If the child's individual needs cannot be served.
- 3.) Parent's failure to pay fees.
- 4.) Parent's failure to submit required child enrollment/health forms.
- 5.) Parent's or child's failure to observe rules and policies.

Holy Spirit Wrap-Around Childcare reserves the right to terminate enrollment without notice to parents who are uncooperative or unreasonable regarding policies and procedures. In which case, any prepaid fees will be refunded.

SCHEDULE CHANGE/ATTENDANCE

Written notice of intent to change a parent's contract must be given at least 14 days prior to schedule change to guarantee fee adjustments for the effective date.

Cancellations of a scheduled day must occur by 6 a.m. on that day by calling the Wrap-Around Childcare number at 358-4222 and leaving a message. (No refunds will be given for child absence, including, but not limited to illness and family vacation.)

Attendance on an unscheduled day requires notice by 6 a.m. on that day (except on Off School/Early Dismissal Childcare situations, see below). *A 24 hour advanced notice is appreciated and assists with staffing and planning.*

The attendance procedure for Off School Care is as follows: the Childcare Coordinator will notify parents of upcoming Off School Day(s). Registration materials and payment are due 1 week in advance. NO drop ins accepted. ***Low enrollment may dictate the closure of Off School/Early Dismissal Care for the day (4 children minimum).** In which case, parents will be notified immediately.

ILLNESS

We are not equipped nor are we able to care for sick children. Do not bring your child for care if any of the following apply:

- *A temperature of 101 or above
- *Requires 1-on-1 care
- *Vomited in the last 24 hours
- *Diarrhea in the last 24 hours
- *Nasal drainage if thick and green or yellow
- *Eye redness and drainage
- *Severe sore throat
- *Skin or mouth lesions
- *Unexplained rash
- *Lice: children with lice will be checked by a staff member prior to re-admittance. The child must be free of **all** nits.

Doctor Diagnosed:

- * Pink Eye: (child needs to have taken antibiotics for a full 24 hours before returning)
- *Strep: (child needs to have taken antibiotics for a full 48 hours before returning)

For the safety and health of all Childcare participants, if a child enters childcare and is determined ill by staff or the child becomes sick during the day, the child will be separated from the group and parent/guardian will be contacted to make arrangements to pick up the child as soon as possible. If a parent cannot be contacted, the emergency person identified on the Enrollment Form will be contacted. (If your child goes home sick because of fever, diarrhea or vomiting, your child will not be allowed to return to the center or be around the other children until they have been symptom free for a full 24 hours.) Please plan for alternate care. A child may not return until he or she has been symptom free for 24-48hrs per above requirements.

If your child is sick, but does not need to be seen by a doctor to receive an antibiotic or other medication, the child will not be allowed back if they have any of the symptoms listed above. The staff is trained to follow this health policy. If you have any questions, please ask any of the staff.

We will communicate incidents of communicable health issues such as head lice or chicken pox. Parents shall likewise provide information to the Childcare about all communicable health issues concerning their children.

MEDICATIONS/PRESCRIPTIONS

Certain medications and procedures may not be administered by our staff. These may include, but are not limited to: injections, suppositories, treatments of the eye, etc. We reserve the right to deny medical treatments that we do not feel confident giving.

***All medicines must be stored in specified medicine containers in the office file cabinet or refrigerator (inhalers included). They may not be left in a child's backpack.**

We will administer medicine to children under the following guidelines:

1. Training on the administration of all medicines must be done by the parent of said student. A signature form to exempt us from liability and other necessary forms must be on file before treatments can be given.
2. The prescription must be in the original container with the child's name, dosage, and name of drug, directions, date and physician's name. The Medication Authorization Form must be completed and on file in the center.
3. Non-prescription medication must be in the original container labeled with the child's name and will include the dosage and directions for administration. **THIS INCLUDES COUGH DROPS.**
4. Parents must complete a Medication Authorization Form allowing administration of all medication. A report will be kept in the child's file on all medication administered and in the medical log.

INJURY/ACCIDENTS

An accident report will be issued to parents of children who incur an injury or who are involved in an accident during care. The report will include the type of injury, as well as, the treatment given. Staff will also document injuries and or accidents in a medical log book.

EMERGENCIES

Emergency numbers are posted by each telephone.

On the Health History and Emergency Care form parents/guardian have given Wrap-Around Childcare Program staff, written authorization to act in the best interest of the child in a medical emergency. The staff will use their best judgment if immediate action is necessary in case of illness or accident and a parent or guardian cannot be reached immediately. Emergency transportation may include ambulance, parent's private vehicle, or like transportation.

EVACUATION/DRILLS

We will participate with the school wide practice drills on a regular basis. These drills include: fire, tornado and intruder drills.

BUILDING SECURITY

A security system has been installed to ensure safety of all children in the program. This security system allows the doors to be locked during hours of operation. There is also a monitoring system so that staff can ensure the identity of each visitor.

Each family will be given a pass code to use to enter the building for drop off and pick up. Please make sure to keep your pass code private. Only share with authorized family members. This code will only be activated during childcare operational hours. A camera and computer system records all access attempts. If at any time you feel your code has been compromised, you are expected to contact the Childcare Coordinator and a new code will be issued.

ALLERGIES

Please inform the staff about any allergy your child may have and list the allergy information on your enrollment forms so the necessary precautions can be taken.

Holy Spirit School (Childcare included) is NUT FREE. This includes but is not limited to: peanuts, peanut butter, tree nuts and other nut products.

MEALS

At this time breakfast will not be offered through the Childcare Program, however, we will allow for a student to bring a breakfast in of their own. Please make sure that the breakfast you send is nutritious and needs no preparation on part of the staff.

Students may purchase a school hot lunch \$2.45/meal (**except on Off School/Early Dismissal Days**) or pack a cold lunch from home. Milks can be purchased a la carte for \$.35. Please be sure to always keep a positive balance in your child's lunch account.

Snacks will be provided on behalf of the Extended, After School and Off School Care/Early Dismissal Programs.

All students attending Off School/Early Dismissal Childcare must bring a cold lunch as there will be no kitchen staff on these days. We will only be able to provide milk (\$.35). Please do not send along any items that need to be warmed and remember no nuts (refer to "Allergies" section above)! A very rudimentary lunch will be provided only if a student needs one at an additional \$5.00 fee.

*Cold lunches are required to fulfill one-third of your child's recommended daily dietary allowances. (Lunchables and fruit snacks that do not contain 100% juice do not abide by the state guidelines.) For your convenience, we have provided nutritional guideline information at the end of this handbook to assist you in meeting this requirement.

CHILD ABUSE LAWS

Wisconsin State Statute 48.981 (2). By law we are required to report any suspected child abuse or neglect which we encounter in the course of our duties.

EQUIPMENT

Normal wear and tear is expected with use, however, if equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible. The Childcare Coordinator will make contact with the parent/guardian of the child at fault to determine billing or replacement.

PERSONAL ITEMS/TOYS FROM HOME

All personal items should be left at home (i.e. toys, iPods, Kindles etc). The Childcare Program is not responsible for personal items that are damaged, misplaced, or lost.

SUPPLY LIST

The only Childcare Program requiring supplies are the Extended Day/Inclusive Programs serving Pre-K students. (Exception: a full change of clothing needs to be provided for Kindergarten students as well.)

Please provide the following:

1 plastic rest mat (labeled with name)

Small blanket and crib sheet (optional, please label and put into **plastic** bag)

1 full change of clothing to be kept at school: shirt, pants, socks, underwear (please label and put into gallon size Ziploc bag)

REST PERIODS

Pre-K students participating in the Extended or Inclusive Care Programs will have a rest period before or following lunch and recess depending on which Extended Care session they are enrolled in. The children will be allowed approximately 2 hours for rest. If you foresee this being a problem and would like your child not be allowed to sleep for that long, tell the Childcare Staff. If after 30 minutes a student is not asleep they will be allowed to participate in quiet activity choices chosen by the teacher until rest time is over.

HOMEWORK

Students K-Gr. 5 are able to work on homework if they so choose. The staff will be available to answer questions, however, one-on-one tutoring is not available. Ultimately, it is the responsibility of the parent to check homework for completion and accuracy.

DRESS CODE

Students are to follow the same Dress Code Policies as laid out by Holy Spirit School. On Off School Childcare days students may come in attire that represents a typical Relaxed Dress Code Day.

In addition, we recommend students wear a closed toe sturdy shoe that has a strap on the back and avoid formal/special outfits.

GRIEVANCE POLICY

Parents must first express their complaints, concerns and grievances with those staff that provide care for their child on a daily basis. More often than not, situations can be resolved. The Childcare Coordinator will subsequently be notified about the grievance and its outcome. If a resolution is not agreed upon then the Childcare Coordinator will be consulted and if necessary the school principal.

PARENT COMMUNICATION

Our number one means of communication with you will be in person at check in and checkout times. The Childcare Coordinator will frequently send you pertinent information via email. There will also be important information posted on our childcare board and blog.

PARENT RESPONSIBILITIES

1. Observe the rules of the Wrap-Around Childcare Program as set forth in this handbook and in any additional policy statements.
2. Share concerns with staff members if the program is not meeting your child's needs.
3. Listen to concerns that staff members have about your child's behavior and to work through an agreeable solution to any problems that might occur.
4. Know about any change in policy or procedure.
5. Replace any equipment that your child is responsible for misusing.
6. Sign child in and out at the beginning and end of the day; to notify a staff member when taking a child from the center, and to notify a staff member when another authorized person is picking up a child.
7. Inform staff if your child has been exposed to a contagious illness.
8. Notify staff of absences.
9. Notify staff of withdrawal at least two weeks in advance.
10. Pay fees on time.
11. Keep your child's records up-to-date with changes in phone number, addresses, medical issues, etc.
12. Honor contracted arrival and pick up times.
13. Launder child's sleep items weekly (Extended/Inclusive Care only)
14. Know about any school delays or closings.
15. Keep a positive balance in child's school lunch account (if applicable).

NEW POLICIES

New policies may be added to this handbook at the discretion of the Childcare Coordinator in consultation with the School Administrator. You will receive a copy of any new or updated policies (also available online).

PARENT/GUARDIAN AGREEMENT

I have read the guidelines and procedures for the Holy Spirit Catholic School Wrap-Around Childcare Program and agree to all of the stated policies. I realize that any failure to follow these policies may result in the suspension or termination of the privilege to use the School Childcare Program. Said suspension or termination of these privileges is in the discretion of the Childcare Coordinator and School Administrator after consultation.

Parent/Guardian Signature

Date