

HOLY SPIRIT SCHOOL
**WRAP-AROUND
CHILDCARE**
Handbook



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Childcare Handbook

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

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	AGES	TIMES
Before School	PreK-Gr.5	6:30 a.m.-7:55 a.m.
Lunch Bunch	PreK	11:05 a.m.-12:30 p.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.
Early Dismissal Care	PreK-Gr. 5	11:05/11:30 a.m.-5:45 p.m.
Occasional Care	PreK-Gr. 5	6:30 a.m.-5:45 p.m.

STAFF

The program is under the supervision of the school administrator 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.

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, extracurricular etc.

- Before School Care: \$5.50/day per child
- Lunch Bunch: \$5.50/day per child
- Extended Care: \$28.50/day (snack included)
- After School Care: \$8.50/day per child (snack included)
- Off School Care: (NO legal holidays or Thanksgiving, Christmas and Easter Breaks): \$40/day (Max. 10hrs/day) (snack included)
- Early Dismissal Day: \$28.50/day (snack included)
- All Inclusive Rate: (PreK tuition+ Extended Care 5 days/wk): \$34/day (snack included) *committed 180 days
- Occasional Care Rates:
 - Before Care \$5.50
 - Extended Care \$31.50
 - After School Care \$10.50

DAYS OF OPERATION

OPENED:

- Full day school days
- Early dismissal days (except those early dismissal days due to inclement weather)
- Off School days (except Thanksgiving, Christmas and Easter breaks)

CLOSED:

- Early dismissal & Off School Days (only when enrollment is below a minimum of 6)
- Legal holidays
- Thanksgiving, Christmas and Easter Breaks
- Inclement weather days when school is closed

Policies and Procedures

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
- ✓ Financial Contract
- ✓ 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 minimum 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, extracurricular 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.

*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 by closing time without prior notification an authorized person will be called to pick up your child. 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 which is defined as 5 late pickups in a school year.

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.

In extreme cases where a child is repeatedly hurtful to themselves, staff or peers, the following steps will be taken to address the situation before possible termination.

1. Childcare staff will confer with the child's classroom teacher to determine if the behaviors occur during the regular school day as well or just in childcare. If so, the teacher and childcare staff will discuss possible solutions, behavior plans and consequences. If the behavior(s) only occur during childcare, the childcare staff will decide on a plan of action. The school administrator and child's parents will be notified of either plan.
 - a. Staff will evaluate the effectiveness of said plan and reevaluate weekly if needed.
 - Staff will report any changes in course of action to child's parents.
 - b. Parents are required to check with staff about their child's progress weekly.
 - c. The situation will be considered resolved after 3 weeks of consistent improved behavior.
2. If after 3 weeks and attempts have been made to fix the situation, the problem is not resolved, a conference will be called between school/childcare staff, administration and the child's parents.
 - a. Staff will evaluate the effectiveness of said plan and reevaluate if needed.
 - Staff will report any changes in course of action to child's parents.
 - Parents are required to continue to check with staff about their child's progress weekly.
 - b. The situation will be considered resolved after 3 weeks of consistent improved behavior.
3. If the situation is still not resolved after steps one and two, the child will be required to participate in mandatory counseling with the school counselor.
 - a. His/her parents will be required to check with staff on a daily basis about their child's progress for two weeks and also participate in any activities and or implement strategies recommended by counselor.
 - b. Staff will consult with counselor for additional strategies.
 - c. The situation will be considered resolved after 3 weeks of consistent improved behavior.
4. Following the above steps:
 - a. If positive change is observed then the current plan will remain in place.
 - b. If after attempts have been made to correct a problem the situation is not rectified, then it will be deemed necessary that 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 open two hours later (8:30 a.m.). In the event of a two hour delay, the cost of Before Care (8:30 a.m. – 10:00 a.m.) remains \$5.50, however, the cost for care received any time *before* 11:05 a.m. and beyond would be \$40 versus your

normal daily rate (exception: Inclusive student's rate stays the same at \$34/day). If weather requires an early school closing, parents need to make arrangements to pick up their child(ren) within an hour of school closing. Upon making said arrangements parents are required to notify the childcare staff. If we have not heard from you by the time school closes childcare staff will contact the parent or authorized pick up person to make arrangements. **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 to the childcare coordinator.

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. Parents may make changes to their contract but only once per semester (exception: life changing event).

Cancellations

If a child is not attending a scheduled day parents are expected to notify staff as soon as possible. No refunds will be given for child absence, including, but not limited to illness, extracurricular and family vacation.

Occasional Care

Occasional Care (defined as care that is inconsistent) requires notice by **8 a.m. the day before** care is needed with the exception of Monday; notification is required by 8 a.m. on Friday. Occasional Care is capped based on scheduled daily enrollment and will be taken on a first come first serve basis.

Early Dismissal/Off School Care

The attendance procedure for Early Dismissal and Off School Care is as follows: the Childcare Coordinator will notify parents of upcoming Early Dismissal and Off School Day(s). Registration materials and payment are due 1 week in advance. NO drop ins are accepted. ***Low enrollment may dictate the closure of Early Dismissal/Off School Care for the day (6 children minimum).** In which case, parents will be notified immediately. Cancellations will be accepted only until the sign up deadline. Refunds will not be given for any cancellations made after the deadline.

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 100 or above without fever reducing medications (including Tylenol) for the previous 24 hours
- *Requires 1-on-1 care
- *Vomited in the last 24 hours
- *Diarrhea in the last 24 hours
- *Nasal drainage with fever
- *Cough that interferes with activities
- *Eye redness and drainage
- *Severe sore throat with fever
- *Skin or mouth lesions
- *Undiagnosed rash
- *Lice: children diagnosed 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). If no antibiotics are prescribed the child may return when the redness and drainage is resolved.

*Strep: (child needs to have taken antibiotics for a full 24 hours before returning given no fever)

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 24-48 hrs 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 are required to 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 or trained to administer.

***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. We also conduct our own drills on a monthly basis.

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.

Out of respect and for the safety of all students, Childcare is a NUT FREE zone. This includes but is not limited to: peanuts, peanut butter, tree nuts and other nut products. Sun Butter or WOW Butter are acceptable alternatives. These products can generally be found next to the peanut butter or in the natural food section in the grocery store.

MEALS

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 \$2.95/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:

1-2 Small blankets (optional, please label and put into a gallon size **Ziploc** 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. A cot or rest mat will be provided. 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 Gr. 1-5 will have a minimum of 15 minutes of homework time M-TH. 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 administrator.

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 (holyspirtchildcare.blogspot.com).

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).
16. Register for Early Dismissal and Off School Care days by the set deadline.

NEW POLICIES

New policies may be added to this handbook at the discretion of the Childcare Coordinator in consultation with the School Administrator and Education Committee. 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