
Shepherd of the Hills Catholic School



Before and After School Child Care Handbook

2009-2010



Child Custody

In the case of child custody arrangements, a copy of the court decree must be submitted. Shepherd of the Hills staff will abide by the information presented on the court decree including rules regarding communication with parents.

Child Abuse

All school and parish employees shall immediately report cases of suspected child abuse to the appropriate authority/agency as provided in Wisconsin Statute 48.981. Wisconsin Statute 48.981 is viewable in the school office.

Emergency School Closing

Inclement weather conditions or a disaster may necessitate the closing of school. As with school, Shepherd of the Hills Catholic School Before and After School Child Care will follow the Campbellsport Public School system in whatever action they take. Please tune to 97.7 or 96.1 FM, KFIZ 1450 AM, WTMJ 620 AM or WTMJ-TV 4 for your school cancellation.

In the event of a morning school closing or delay of school opening, before school child care will also be closed or delayed, respectively.

If school will be dismissed early, it will be announced on the above stations. Please make every effort to have your children picked up timely in the case of closure, as child care will also close for the day.

Registration Disclaimer

Because the Before and After School Child Care Program compliments the existing Shepherd of the Hills 3K through 8th grade programs, this handbook only emphasizes the policies specific to the Before and After School Care Program. Policies in this handbook are to be followed in addition to policies in the Shepherd of the Hills Parent/Student Handbook. This handbook is designed to answer questions about policies, procedures, and practices. Please keep your copy for future reference.

Mission Statement

Shepherd of the Hills Before and After School Child Care strives to form students in the image of Christ through the teachings, values and traditions of the Catholic Church. Through a quality educational program and service in their school, parish and community, students are empowered to reach their highest potential.

Philosophy

We believe that each child is a gift from God and . . .

- Has the right to a nurturing, safe and loving environment.
- Needs structure and rules.
- Should be encouraged to learn, grow and enjoy childhood.
- Profits from the opportunity to make choices.
- Needs guidance in developing appropriate social behaviors.
- Needs to be stimulated cognitively, physically, socially and emotionally.
- Needs to develop positive self-image, respect and responsibility to themselves and others.
- Needs activities that allow him/her to achieve or experience success at his/her own level.

Admission Policy

Before and After School Child Care is open to any child that is enrolled in 3K program through 8th grade at Shepherd of the Hills Catholic School. Parents and students must abide by the policies in both the Shepherd of the Hills Catholic School parent/student handbook and the Shepherd of the Hills Before and After School Child Care Program Handbook. Parents must submit all required forms.

Occasional Child Care

Families enrolled in Shepherd of the Hills Catholic School are eligible for occasional child care services, based on availability. For example, should a parent run late or have a doctor appointment, shopping, etc., they could call to request child care. This service is offered as a convenience to parents within the 6:30 a.m. - 5:30 p.m. time slot.

Forms

The following forms must be completed and remain on file in the child care room.

1. Registration Form accompanied by registration fee
2. Emergency Information Sheet
3. Archdiocesan Custody Form, if applicable

Supply List

- 1 box Kleenex tissues
- 1 roll of paper towel
- Backpack/school bag
- 1 box band-aids
- 3K & 4K only – child sized pillow and sleeping bag/blanket

Dress Attire

The following guidelines should be taken into consideration for dress attire.

- Clothing suited to the season (i.e. jackets, hats, mittens, snow pants and boots) as necessary
- Clothing that is safe and comfortable
- An extra set of clothing is preferred for each child to be kept in the child care room. Items should be kept in a bag marked with the child's name.

Payment Schedule

Regularly Scheduled Services: All fees for child care will be billed monthly. You may not use Shepherd of the Hills Child Care if you have an outstanding bill.

Occasional Services: You will be billed monthly.

Grace Period: There is a fourteen calendar day grace period for contracted child care services before late fees are assessed. After fourteen calendar days, a late fee of \$5.00 per day will be incurred.

Financial Hardships: Contact the school principal to make payment arrangements.

Termination of Enrollment by Parents

Care can be terminated, by parents/guardians, with two weeks written notice. Payment for two weeks will be accepted in lieu of notice. All final payments are to be paid at the time of notice. In cases of nonpayment, legal actions may be taken, and the parents will pay all legal fees incurred.

Termination of Enrollment by SOTH Child Care Program

Shepherd of the Hills Before and After School Child Care will give two weeks notice if the child is to be terminated from care. Any abuse or violation of the rules/policies of the contract/handbook may be just cause for termination.

The following steps will be taken for children demonstrating disruptive behavior:

A meeting will be arranged between parents, teachers and the child care teacher. Problems will be discussed and a plan will be developed.

If no improvement or cooperation is achieved to Shepherd of the Hills satisfaction, immediate termination can occur.

Immediate termination can occur for behavior problems or dangerous parental situations or if the account becomes delinquent. If immediate termination is given by Shepherd of the Hills for the above or any other reason, any deposit will be forfeited.

Confidentiality

Our staff is required to keep all information regarding a child and his/her family confidential.

Discipline

Procedures for discipline will involve helping your child react to his/her environment in a positive manner. The promotion of self-esteem and respect for others will be encouraged through the use of positive reinforcement and positive redirection. Good rapport among children and staff will be encouraged at all times by setting limits and enforcing them.

The procedure for discipline will follow the plan outlined in the Shepherd of the Hills Catholic School Parent/Student Handbook. Consistent misbehavior that is not corrected may result in dismissal from the before and after school child care program.

Open communication with our staff regarding your child is encouraged and welcomed.

Lunch

The hot lunch program is optional for 3K and 4K students. Lunch may be purchased at a cost of \$1.25 per day. Your child may also choose to bring his/her own lunch. Lunch time is 11:25 a.m.

Fee Schedule

For placement in the Shepherd of the Hills Child Care Program, you must have completed and returned all of the forms listed in the Admission Policy along with a \$25.00 non-refundable (per family) registration fee per school year. (In addition to the regular hourly rate, occasional child care participants will pay \$5.00 per day towards the registration fee, up to \$25.00 per school year.)

Hourly Rate: \$3.00 for 1st child, \$2.50 each additional child and billed in 30 minute increments: \$.75 per 1st child, \$.63 each additional child.

Late fees: Children must be picked up no later than 5:30p.m. A late fee of \$5.00 will be incurred from 5:30 – 5:45 p.m. and a \$1.00 per minute charge after 5:45 p.m.

Daily Schedule (Schedule subject to change without prior notification)

6:30 – 7:50	Arrival, free choice activities, light snack or light breakfast provided by the family. All snack and breakfast items must be finished by 7:45 a.m.
7:50	Students 5K – 8 go to their respective classroom (4K students on Monday, Wednesday, and Friday) (3K students on Tuesday and Thursday)
10:00	3K students go to child care room (T, TH)
11:15	4K students go to child care room (M, W, F)
11:15 – 11:20	Bathroom, wash hands, prepare for lunch
11:25 – 11:50	Lunch
11:50 - 12:30	Outside play time
12:30 - 1:00	Bathroom break, playtime, crafts, activities
1:00 - 2:15	Rest time
2:15 - 2:30	Bathroom break
2:45 – 3:00	4K children that ride the bus home will prepare to leave and wait for bus.
3:00	5K – 8 students arrive
3:00 – 3:10	Bathroom, wash hands, prepare for snack
3:10 – 3:20	Snack time
3:30 – 4:00	Outside play: if inclement weather, children will go to the gymnasium for organized physical activities
4:00 – 4:30	Classroom Activity / Homework Time
4:30 – 5:30	Free choice time
5:30	Shepherd of the Hills Child Care Closes

****Reminder:** To help instill responsibility, we ask that when you pick up your child that he/she put away the activity that he/she was using. Thank you.

Absences

Please call the school by 7:00am if your child/children will not be attending that day. You will be charged for the day if calling after 7:00am for staffing purposes. If we do not receive communication from parents regarding cancellation of scheduled child care services, a fine will be assessed after the second occurrence.

One week advance notice is required for family vacations.

Sick Child

To maintain and promote a healthy environment, we ask you **do not** send your child to Before and After Child Care if he/she is not well enough to participate in **all** activities, including outdoor play, or has any of the following signs and symptoms:

- temperature of 100 degrees or higher
- diarrhea or vomiting within 24 hours
- undiagnosed or contagious rash
- contagious illness
- head lice or scabies
- open weeping lesions of the skin that cannot be covered by clothing or bandages
- mouth lesions
- green or yellow mucous discharge from the eyes or nose
- eye redness and excessive matter or discharge
- difficult or rapid breathing or severe coughing or continuous coughing
- sore throat - especially with fever or swollen glands in the neck
- gray or white or bloody stools
- blood tinged urine

For the mildly ill child, exclusion should be based on whether the child will be able to function in a group setting. Keep in mind all children go outside daily. **If a child is too ill to go outside, they are too ill to be at school.**

Should your child become sick during the day, you will be contacted and your child must be picked up within the hour. If a parent is asked to pick up a sick child, that child will not be readmitted the same day.

Administration of Medicine

1. No medication will be administered to children by school personnel without a Medication Consent Form and/or a Physician Order for Medication Administration Form being completed and returned to the school office.

- a. An accurate medication file, which includes all of these necessary forms on each student receiving medication, will be kept in a file in the child care room.

2. Medication to be given at school must have the following information printed on the container:

- a. Student's full name
- b. Name of the drug and dosage
- c. Time to be given
- d. Physician's name

3. All medication administered will be kept in a locked cabinet in the child care room.

4. Written instructions from the prescribing physician must be received if any changes to the prescription are made. A new Medication Consent Form and/or a Physician Order for Medication Administration Form must be completed for each change.

5. Authorized school personnel will administer aspirin or other non-prescribed medicine to students. The student's parents must send written authorization and/or complete a Medication Consent Form. Parents must provide these items. ***Shepherd of the Hills does not provide aspirin or non-prescribed medication.***

Accident Log

State law requires Shepherd of the Hills Catholic School to maintain a medical log book to record injuries received by a child or medication dispensed to a child. Entries are made on a daily basis by the teachers. They note the medication given, the amount given and the time administered.

When an injury occurs, we complete an incident report form, which is signed by the parent and placed in the child's file. The report is then recorded in a medical log book and put in the child's file.