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EXPLORE AND  
LEARN



St. John XXIII  
*Catholic School*

WRAP-AROUND CARE

ENROLL NOW



262-284-2682

1802 N. Wisconsin St., Port Washington, WI

# ST. JOHN XXIII CATHOLIC WRAP-AROUND CARE PHILOSOPHY

The St. John XXIII Catholic School (SJ23) Wrap-Around Care is a faith-filled, child-centered community uniquely woven within the walls of SJ23. Positive self-esteem and personal awareness of self and others is promoted through the celebration of our growth and diversity.

## OBJECTIVES

- Ensure a safe, secure, and warm environment offered by nurturing professionals
- Promote an atmosphere where cooperation, self-control, responsibility, personal initiative, and independence are both lived and taught
- Provide activities which foster spiritual, intellectual, social and physical development.

Offers a fun and affordable program committed to excellence

## POLICIES

In an effort to keep your Wrap-Around Care costs at a minimum, the following policies will be enforced:

### In-Service & Early Dismissal Schedule

Sign up for In-Service/Early Dismissal Days takes place two weeks prior. Should you cancel, for any reason, five or less school days before the In-Service/Early Dismissal Day, you will be charged for the hours scheduled.

We reserve the right to close, should there be five or fewer children signed up for an Early Dismissal or In-Service day. *\*PM timing is subject to change based on staffing.*

### Cancellation/Schedule Changes

The director must receive your schedule in writing no later than the Thursday before the next week. Once submitted, changes and cancellations made to this schedule will result in your account being charged for the hours you had previously scheduled. Exceptions will be made for illness or emergencies.

## GENERAL INFORMATION

### HOURS OF OPERATION

6:30 AM - 8:20 AM | 3:30 PM - 6:00 PM

### ELIGIBLE STUDENTS

SJ23 students in Pre-3 through 6th Grade may use this service.

### LOCATION

The secure Wrap-Around Care entrance is located the main office doors (1802 North Wisconsin St.). A doorbell is located on the left side of the main school doors. All parents must ring the bell for entrance.

## FEES

1. The hourly fee is \$5.80 an hour.
2. A deposit of \$50.00 per family is required to reserve a space for your child in the program. This deposit will apply toward your child care fees and is not refundable. The \$50.00 deposit is due before your child's start date and only applies to the current school year. Billing is done by the hour, and you will receive a bill every two weeks.
3. Please be sure to check with your Employer to see if they offer prepayment or other pre-tax child care payment plans. With these plans, you set aside money specifically for child care, and receive a tax break.
4. Please take note of our *\*Late Payment Policy*.
5. Incidental Billing is done through FACTS.

## SCHEDULING

1. YOUR SCHEDULE (WEEKLY PLANNER) IS DUE THE THURSDAY BEFORE THE NEW WEEK. Please review the *Daily Procedures Section*.
2. AFTER SCHOOL ACTIVITIES: Boy/Girl Scouts, Choir, and Lego Club: We have a green notification form to be filled out as soon as you receive the appropriate meeting schedule. Daily/monthly Child Care schedules and the scout/art club/choir schedules are located in the black box by the phone. You must also notify us of any changes in your child's schedule. Should an after-school activity be canceled, please do not assume the activity leader will notify us.
3. CHANGES: Any changes to your weekly planner must be brought to our immediate attention in writing. Please deliver any notes directly to the Wrap-Around Care Room. If your child is delivering the note, a follow up telephone call is required. Do not place same day changes in the mailbox or send them via an e-mail address.
4. ATTENTION PARENTS: Wrap-Around Care will follow the same procedures as the school, should there be an emergency closing. Anytime SJ23 closes due to the weather, or for any other school emergency, Wrap-Around Care will also close.

## DAILY PROCEDURES

All children enrolled in the program must be brought into the classroom by a parent, or another adult. A staff member must recognize the child's arrival. For the children's safety, we will not allow anyone who is not on the authorization sheet to pick him/her up. Should you have an emergency and need another adult who is not authorized to pick your child up, a phone call or a note is required.

Over-the-counter medicine may not be administered without explicit directions from the parent on a medication consent form, located in the school office. Prescription drugs will not be administered without a medication consent form filled out by your physician. This form is also located in the school office.

## FOOD

1. It is our policy that children do not bring breakfast from home unless he/she has a medical excuse.
2. After school snack takes place at 3:30. Please send your child with a snack and a water bottle.

## ILLNESS

Children who become ill while at the center will be isolated from the group but will be within sight and hearing of an adult. A parent/guardian will be called and is expected to pick the child up immediately. Your child should be symptom-free (fever, vomiting, diarrhea) for 24 hours without Tylenol or Motrin, before returning to school. Parents are responsible for notifying Wrap-Around Care of their child's absence.

CHILD'S NAME:

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THE FOLLOWING PEOPLE ARE AUTHORIZED TO PICK UP MY CHILD:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PARENT SIGNATURE:

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### WRAP-AROUND CARE PROGRAM SCHEDULE

Wrap-Around Care Fee: \$5.80

- Late charges are assessed after 6:00 PM.
- \$15.00 for up to 15 minutes late – at 15 minutes the emergency contact will be called.
- \$1.00 will be charged for every minute thereafter.

*I HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY THE POLICY:*

*Parent Signature*

*Date:*



## CHILD CARE PROGRAM DISCIPLINE POLICY

For your child's safety and to develop positive interactive skills, we have developed the following plan:

1. We stress respect, good manners, and Christian values.
2. Name-calling is not accepted. Proper names are used at all times.
3. Arguing is not tolerated. A time-out to cool down will be given to all involved.
4. Aggressive behavior is not tolerated.
5. All equipment is used appropriately.
6. Destruction or theft of school property will result in the replacement of items by the parent/guardian of the child responsible. Termination of the student from the program may occur.
7. Examples of "conduct of a serious nature" that will result in disciplinary action are, but not limited to: student behavior that is dangerous to others:
  - Abusive language
  - Disrespectful behavior
  - Fighting
  - Stealing
  - Destroying property
8. Serious offenses, which reoccur within 30 days, will result in the following disciplinary action:
  - On the first offense, the child will be removed from the room and reprimanded by the teacher.
  - On the second offense, the child will again be removed from the room and the teacher will contact the parents.
  - On the third offense, the director of the program and/or the principal will suspend the child. In the event of a suspension, a conference between the parents, the child, the director, and the principal will occur.
  - On the fourth offense, the child will be terminated from the program for the remainder of the program term. A child may be terminated from the program by the principal only.

*\*After 30 days without further disciplinary action beyond a, b, or c, the student is allowed to start over. The record, however, remains.*

*Child Care Discipline Policy 5141.1*

## CHILD CARE SUPPLY LIST

- 1 Package of Crayola washable markers
- 2 boxes of lotion free Kleenex
- 4 glue sticks
- 2 rolls of paper toweling or more
- 2 package of napkins
- 1 ream of white paper
- 1 container of Clorox Disinfecting Wipes

# Wrap-Around Care Planner

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 AM					
7:00 AM					
7:30 AM					
8:00 AM					
8:20 AM					
3:30 PM					
4:00 PM					
4:30 PM					
5:00 PM					
5:30 PM					
6:00 PM					

MONTH: \_\_\_\_\_ DURATION: \_\_\_\_\_

CHILDS NAME: \_\_\_\_\_

