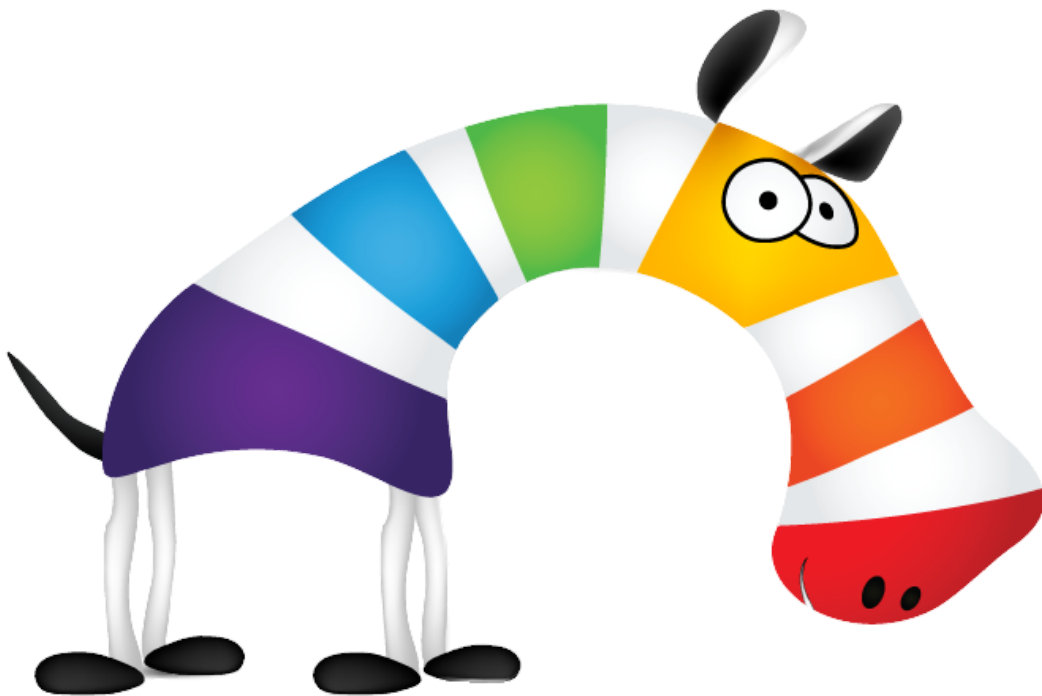


# Child Care Handbook & Enrollment Forms



Caring for the Future

# St. John XXIII Catholic Child Care Philosophy

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

## Objectives

St. John XXIII Catholic Child Care:

- Ensures a safe, secure, and warm environment offered by nurturing child care professionals.
- Promotes an atmosphere where cooperation, self-control, responsibility, personal initiative and independence are both lived and taught.
- Provides 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 Child 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 2 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.*

### Cancellation/Schedule Changes

The director or secretary 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

St. John XXIII Catholic Child Care Program opens at 6:30 a.m. and closes at 6:00 p.m.

## Eligible Students

St. John XXIII Catholic students in grades Pre-3 through 6<sup>th</sup> grade may use this service.

## Location

The secure Child Care entrance is located at St. John XXIII Catholic School's main office doors (1802 North Wisconsin Street). **A doorbell is located on the side of the main school doors.** All parents must ring the bell for entrance.

## Fees

1. Hourly fee is \$5.10 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. FYI – Parents, be sure to check with your Employer to see if they offer prepayment or other pretax child care payment plans. With these plans you set aside money specifically for child care, and receive a tax break.
4. Attached is a financial contract. This contract must be signed and returned with your deposit. Please take note of our \*Late Payment Policy.\*

## 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 cancelled, 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 Child Care Room. **If your**

**child is delivering the note, a follow up telephone call is required. Do not place same day changes in the Child Care mailbox or send them via an e-mail address.**

4. **ATTENTION PARENTS:** St. John XXIII Catholic Child Care will follow the same procedures as the school should there be an emergency closing. Anytime St. John XXIII Catholic School closes due to the weather or for any other school emergency, Child Care will also close.

## Daily Procedures

Your child will sign in upon arrival and a parent/guardian or authorized person will sign the child out upon departure. Signing out requires you to put the time and your initials in the box located next to your child's name. Your child **may not sign him/herself out.**

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 to Child Care is required.

Over-the-counter medicine may not be administered without explicit directions from the parent on a medication consent form, located in Child Care and 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 Child Care and the school office.

## 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 Child Care of their child's absence.**

## Food

1. It is our policy that children do not bring breakfast from home unless he/she has a medical excuse or there are extenuating circumstances clears with the Child Care Director.
2. The hot lunch program is also available for the Child Care children.
3. A snack is served after school at 3:15. Snack donations are greatly appreciated.

## Toys

Toys from home are only allowed in Child Care on Fridays. To prevent confusion, we ask that the children not bring Lego's or Matchbox cars. As always, they may not bring toys that represent weapons of any kind (including electronic games). All toys are the sole responsibility of their owners. Toys must be able to fit in the backpack.

Child's Name(s):

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### **THE FOLLOWING PEOPLE ARE AUTHORIZED TO PICK UP MY CHILD FROM CHILD CARE.**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

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Parent Signature

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Date

## Child Care Program Fee Schedule

**The fee for St. John XXIII Catholic Child Care is \$5.10 an hour per child.**

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.

### Late Payment Policy for Child Care Program

Recognizing that the billing for the St. John XXIII Catholic Child Care Program is on a biweekly basis, a late payment is defined as one where the family is more than two weeks behind in its payment of child care fees.

When a family is more than two weeks behind in child care fees, a letter shall be prepared by the School Administrator and sent to the family giving them five working days within which to become current.

If no payment is made within five working days, that family is no longer eligible to use the Child Care Program until the family has paid up all past due child care fees.

**\*I have read the above policy and agree to abide by the policy.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

### **St. John XXIII Catholic Parent Combined Handbook Verification**

**\*I have read the Parent Handbook I received and understand the St. John XXIII Catholic Child Care policies and procedures.**

\_\_\_\_\_  
**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 Weekly Planner

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					

Month: \_\_\_\_\_ Week Beginning: \_\_\_\_\_ through \_\_\_\_\_

Child's Name \_\_\_\_\_



# Child Care Supply List

## Supply List:

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

