

**ST. PAUL
LUTHERAN SCHOOL
AFTER SCHOOL
CHILD CARE
HANDBOOK 2016-17**



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AFTER SCHOOL
CHILD CARE**



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2016-17**

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Mission Statement

St. Paul Lutheran (Church & School) exists to nurture families in their faith providing a comprehensive Christian education for life now and for eternity.

St. Paul Lutheran School After School Child Care

The St. Paul After School Child Care Program provides a safe, developmentally appropriate environment in a Christian setting for children ages 3-11 in our community. Our focus is to provide a stimulating, caring and educational experience to support our young children's social/emotional, physical and cognitive development.



Welcome to our Family

Our staff welcomes the opportunity to meet with you to discuss your child's progress, growth, and development. We also invite you to share your suggestions and concerns with us. You know your child better than anyone else, and we value your ideas and insights. We are looking forward to getting to know you and your child better. Thank you for entrusting your child to our care. It is a privilege to be part of your lives.

Program Hours & Schedule

The St. Paul After School Child Care Program will be open from 3:00-6:00pm M-F during the school year. Based on the needs of the parents, our program may open and close at different times. It is essential for families to drop-off and pick-up your children during the hours stated on your specific registration form and enrolled contract.

*Parents must pick up their child(ren) at the time specified in their contract. **Failure to follow this policy will result in a warning for the first offense; thereafter, an additional \$1.00 per minute that you are late (this also applies for after 6:00pm pick up). Repeated offenses could result in termination from the center.***

Our After School Child Care program will be closed the following days

*September 5th - Labor Day
October 13-14th - Teacher Conference
November 23-25 - Thanksgiving
January 20th - Teacher-in-Service
March 24th - Teacher-in-Service
April 13-16 - Easter Break*

*September 30th - Teacher-in-Service
November 18th - Parent-Teacher Conference
December 22, 2016 - Jan. 2, 2017 - Christmas Break
February 23-24th - Winter Break
April 12th - Teacher-in-Service
May 29th - Memorial Day*



Administration & Staff

The St. Paul After School Child Care program operates under the umbrella of and with the permission of the St. Paul Lutheran Board of Education. The Board and Principal will provide administrative support to the program Director. The program is staffed with certified childcare teachers and assistants.

Please be aware that as part of the St. Paul Lutheran School, we are subject to school board and state directives. The State Health Department does not require a license for our program because it is already subject to the health standards that guide our school.

Fees, Contracts & Room Arrangements

The administration sets the childcare rates for our program. Rates for the 2016-17 school year are listed below. We offer weekly care and drop-in care (when space is available) for children 3 years old through 5th grade. After school child care is offered only during the school year.

Classroom arrangements will be determined by our staff and administration considering the number of children registered and their ages and developmental levels. Parent input is appreciated, but final arrangements will be made in the best interest of the child as well as the program as a whole.

RATES

Ages 3-5 After School Child Care: (3:00 to 6:00pm) – Days & Hours must stay the same each week & be set by Sept 1st

- After School Care \$ 30.00 per week (Includes snack)
- After School Care, by the hour \$ 3.50 per hour (Sold in sets of 10hrs on a pre-paid basis)

Grades K-5 After: (3:00 to 6:00pm) – Days and Hours must stay the same each week and set by Sept 1st

- After School Care \$ 50.00 per week (Includes snack)
- After School Care, by the hour \$ 3.50 per hour (Sold in sets of 10hrs on a pre-paid basis)

Payments

Payments must be paid in advance: weekly or monthly. There will be no refunds for days when your child is absent from the program. Payments must be made the Friday before or Monday of the week your child will receive care. Payments continually late may result in termination from the center. You will receive statements mid-January and June 3rd with your payments posted for your records. Please keep these for your tax records.

**An NSF Charge of \$35 will be applied to your statement if a check is returned NSF to the School Office.*

**A \$1.00/Minute Late Charge will be applied to your statement if your child is picked up after 6:00pm.*

*Our program is administered through St. Paul Lutheran School. **Checks must be made to St. Paul Lutheran School. Cash payments must be made in the School Office.** The address for the school office is St. Paul Lutheran School, P.O. Box 577, 240 E. Green Bay St., Bonduel, WI 54107.*

Parents are encouraged to participate in your employer flexible spending plan (if available) for childcare to reduce your total cost and to also use the childcare provider credit on your taxes.

The center's Tax ID number is: 39-0901175.

Registration & Enrollment

Registration for the school year takes place in advance. Preference will be given to families who are St. Paul members and families that need full-time care. If space is available, drop-in care may be offered. Enrollment forms will be given out to all currently enrolled families in March for the school year 2016-17. Shortly after registration materials are given to current families, information will be made available to the community in the school office, as well as online at www.stpaulbonduel.com

Financial Childcare Assistance

If you are in need of financial assistance, please contact the local agencies of the county in which you reside (usually Shawano). They will provide you with the correct information regarding assistance in managing your childcare fees. If approved, the agency will contact us and you will then be able to have your child begin receiving care.

Sign in & Out Sheets

There are roster sheets in our classroom for parents to sign their child in/out at the time of drop off/pick up. This is very important, as we need documentation of hours for each enrolled child in our program on a daily basis.

Health & Admittance

As per state requirements, a completed health form will be kept on file, which includes a physical exam and immunization record. The physical exam may not be dated more than 6 months prior to admission nor later than 90 days after admission and every two years thereafter.

A pre-admission conference visit with parents and their child is required. Visiting the program allows both parent and child to become comfortable with our environment, staff and schedule. Registration forms to be completed include: (1) enrollment (2) health report (3) immunization and a (4) emergency card (5) acceptable use form (photographs & computer). The forms must be filled out before beginning at the center.

All student need to be toilet trained.



Allergies

Please inform the center about any allergy your child may have and list the allergy information on your enrollment forms so we may take the correct precautions to protect his or her health. If your child has severe allergies or those that require a medical response, additional forms may be required prior to your child's first day.



Illness & Health Regulations

The program is not able to care for sick children. Do not bring your child to the program if your child has any of the following:

- *A temperature of 101 or above*
- *Vomited in the last 24 hours*
- *Diarrhea in the last 24 hours*
- *Eye redness and drainage*
- *Constant crying requiring 1-on-1 care*
- *A new rash*
- *Nasal drainage if thick & green or yellow*
- *Skin or mouth lesions*

If a child enters the program and is determined ill by the child care staff, the child must be immediately taken home; you will be contacted to pick up the child as soon as possible. The child must go home within 1 hour of being called. When a parent cannot pick up the child or be contacted, the emergency person identified on the enrollment form will be contacted. Parent's plans MUST include arrangements to provide for a sick child.

If your child goes home sick because of fever, diarrhea or vomiting, your child will not be allowed to return to the program or be around the other children until they have been symptom free for a full 24 hours. Please plan to have alternate care on the following day.

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 in the center if they have any of the symptoms listed above. The program staff is trained to follow this health policy. If you have any questions, please ask any of the staff. We will not be administering any medications during this program.

The county health nurse and the center will communicate incidents of communicable health issues such as head lice or chicken pox. Parents shall provide the center with information about all communicable health issues concerning their children.

Medication & Prescriptions

We will not be administering any medications during this program.

Nutrition / Snacks

Children who are enrolled in the after school program will be offered a snack and drink.

Food Allergies & Snacks

Please advise the staff of any food allergies your child has. Alternative foods and/or drinks will only be given if there is a known food allergy. There are no additional fees lunch and snacks; it is included in your child care fee.

If you would like to bring in a birthday treat or snack, please remember to bring enough for all of the children. Please ask the teacher for the number of children.

Supplies and Clothing for Young Students

Each young child should have at least 1 complete change of clothes (including socks and t-shirts), clearly labeled at the center to be replaced as needed. The clothes you leave at the center should be checked occasionally. Children out grow sizes and the seasons change, causing the child to need larger sizes and seasonal clothes.

Please dress your children for outdoor activity. The children may be taken outside to the playground when weather permits. Warm coats, hats, gloves & footwear are necessary. Please label everything.

Accident & Incident Reports

Accidents of any kind will be reported to you. If your child has a minor accident at the center, you will receive a copy of the accident report. If your child has a major accident, you will be contacted immediately.

Discipline

Changes in behavior and discipline needed throughout the day will be reported to you. Only developmentally appropriate practices will be used in disciplining your child. We focus on redirecting and will work with the parent in succeeding the situation.

Confidentiality

All information provided by the parents to the center 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 center director if you need to update your child's records.

Snow/Weather Emergencies

Because we are located in a school building, if school is cancelled due to a snow/weather emergency, the center will also be closed. Please check for school closings on TV, radio, on bad weather days to be sure school and the program is open.

Early Dismissal

If our center is open and there is an unplanned early release due to inclement weather, our center will remain open until all children are picked up. We would appreciate it if all parents would pick up their children as soon as possible, so our staff can also get home safely.

During planned early release days, parents must pick children up when all children are released from school. Currently this is 12:45PM.

Evacuations & Drills

Drills will be practiced and implemented as state law dictates. These drills include: fire, tornado and intruder drills.



Security

Keeping your child safe and secure is our first priority. In addition to the built in security features at our school, we ensure security by strictly following established procedures for your child's arrival and departure. Please use the specified door to enter and depart from the building.

Child Abuse Reporting

Suspected child abuse and/or neglect will be reported as per Wisconsin State law.

Termination of Enrollment

Parent Termination:

Parents are required to submit in writing a two-week notice to withdraw from our center.

Center Termination:

The center may decide to terminate enrollment for any of the following reasons:

- 1.) If the center and the parent agree that the placement is inappropriate.*
- 2.) If the child's individual's needs cannot be served by the center.*
- 3.) Parent's failure to pay fees.*
- 4.) Parent's failure to submit required child enrollment/health forms.*

We have read the policies and procedures handbook for the St. Paul Lutheran After School Child Care. We have also received a copy of our family contract statement explaining the cost involved in the program. We understand that we are responsible for the full contract amount that is shown on our contract for the school year. We promise to follow the policies and procedures of the St. Paul Lutheran After School Child Care.

Please sign and date below and return only this page to the center by 9/03/2015.

FAMILY NAME: _____

DATE: _____