



Shepherd of the Hills Catholic School



Before and After School Child Care Handbook

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Hours of Operation

Monday - Friday from 6:30 - 7:45 am/11:30 am - 5:30 pm
During the School Year on Scheduled School Days

Non-Refundable Registration Fee

\$30.00 per family

Hourly Child Care Rate

\$4.50 per student, per hour

Phone Numbers

School Office: (920) 477-3551 during school hours

Child Care Room: (920) 477-2081 after 4:00 pm

Child Care Email

childc@sothparish.org

School Principal

Mr. Ron Smyczek

Child Care Director

Mrs. Diane Apkarian

Mission Statement

Walking the path of Christ with love and service through a Catholic education.

Vision 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. For placement in the Shepherd of the Hills Child Care Program, please submit the following required forms and fees.

Forms

- Registration Form
- Archdiocesan Custody Form, if applicable

Fees

- Registration Fee: \$30.00 (per family)
- Hourly Rate: \$4.50 per child, per hour

Parents and students must abide by the policies in both the Shepherd of the Hills Catholic School Family Handbook and the Shepherd of the Hills Before and After School Child Care Program Handbook.

Payment

Regularly Scheduled & Occasional Child Care Services: All fees for child care are billed in the Student Information System - PowerSchool. Payment can be made in person (cash or check) or online. Checks should be written out to Shepherd of the Hills or SOTH.

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

Revocation of Services: Child Care services may be revoked if you have an outstanding bill and make no effort to contact the school principal or make payment arrangements.

Attendance Policy

Morning Care: Please contact Diane Apkarian by 7:00 pm the evening before if your child/children will not be attending child care the following morning.

Afternoon/After School Care: Please contact the school or Diane Apkarian by 7:00 am if your child/children will not be attending child care between 11:30 am - 5:30 pm the same day.

In the event that you do not give notice of a child/children not attending child care by the stated times, a 1 hour fee per child will be charged to your account.

One week advance notice is required for family vacations.

Accident & Medication Log

State law requires Shepherd of the Hills Catholic School to maintain a medical log book to record 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 a serious injury occurs, we complete an accident report form which is signed by the principal and is kept on file in the school office. A parent/guardian is contacted. The report is also filed with Catholic Mutual Insurance.

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.

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.

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.

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 their backpacks. Items should be kept in a bag marked with the child's name.

Emergency School Closing

If school will be dismissed early, an alert message will be sent out to all school families. Please make every effort to have your children picked up. Child Care will close when all students have been picked up.

Child Care is not open on days that school is cancelled.

Illness

To maintain and promote a healthy environment, we ask you **to 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 ill 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 child that is ill, that child will not be readmitted the same day.

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 am.

Medication

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
 - Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.

4. Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so.

Schedule (Schedule subject to change without prior notification)

6:30 - 7:45	Arrival, free choice activities, light snack or light breakfast provided by the family.
7:45	Students go to their respective classroom
11:25	3K & 4K students arrive in child care; bathroom break, wash hands, prepare for lunch
11:30 - 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	Children that ride the bus home will prepare to leave and wait for bus.
3:00 - 3:10	5K – 8 students arrive in child care; bathroom break, wash hands, prepare for snack
3:10 - 3:20	Snack time
3:20 - 4:30	Gym time/Outside play
4:30 - 5:30	Homework
5:30	Shepherd of the Hills Child Care Closes

Children must be picked up no later than 5:30 pm.

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.

Supply List

- 1 box of facial tissue
- 2 rolls of paper towel
- 3K & 4K only – child sized pillow and sleeping bag/blanket

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.

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.