

St. Agnes Tender Care University

Daycare Handbook

2023/2024





DAYCARE FACILITY AND PHILOSOPHY

The Before and After School program will strive to be a worthwhile part of the child's day. TCU hours are from 6:45 A.M to 6:00 P.M. and is available to all St. Agnes Students. The environment and program will stimulate the child to grow in self-esteem, self-expression, Christian values, and reinforce school learning. The Daycare provides a balance of structured and non-structured activities. We also utilize the gym and playground on a regular basis.

Chromebooks are available for the older children to do homework or play a variety of supervised games. Working parents are better able to plan their day when their children have a safe place to be outside of class time in the same building.



SECURITY

The TCU entrance is located on the west side of the school next to the gym. Please use this entrance at all times. We ask parents to please be patient with this security system, which is to provide the School maximum security for all the children in St. Agnes and Daycare. When we utilize the gym or playground a sign will be posted on the TCU entrance door on which entrance to use. When the children are on the playground please do not drive over and pick up your child. A parent or someone authorized by the parents must sign their child in and out. This person must be of high school age and must show I.D. The daycare staff will never release a child to someone who is not authorized by the parents to pick up the child. If you forget to sign your child in or out you will be charged your regular hours.

At the end of the school day your child's teacher will inform the class which children attend TCU. No child will be allowed to leave the building without being signed out by a parent or authorized person. This will be strictly enforced.

MONTHLY CALENDARS



TCU is open on all school days. Parents are expected to fill out a calendar each month. This needs to be turned in by the 28th of each month and specific to times your child will attend. If your child is scheduled to come every morning at 6:45 A.M. this is what you will be charged. If a calendar is turned in late a \$5.00 late fee will be applied. Changes can be made with as much notice as possible, but not less than 24 hours. The parent will be charged unless a 24-hour notice is given. The daycare staff needs to know in advance so that the scheduling of staff can be accomplished. The exception will be an illness of the child, in which a phone call is needed before 9:00 A.M. to the school office at 262-781-4996. If emergency daycare is needed please call the school office so we are aware your child is attending. It is very difficult for the daycare staff to sort out the confusion and uncertainty that occurs at 2:50 P.M. when last minute changes are made.

When a child takes advantage of the scouting program, music lessons, homework study, student council, drama or any other after school activity the estimated hours and cost for daycare do not change. If a child is normally in Daycare for two hours after school the cost will remain the same even if the child spends one hour at a scouting activity because his/her space cannot be filled by another child on an intermittent basis. The same standard will apply when a parent chooses to pick up a child right after school and we do not receive 24-hour notice.

TCU will be closed for Thanksgiving, Christmas break, Easter break and all legal holidays. The program will follow the school's direction in regard to snow and cold days. If school is canceled, TCU is as well.

COST



There is a registration fee of \$35.00 per family and a refundable deposit of \$100.00. The deposit may be used toward TCU services at the end of the school year or may be returned if there is no balance. The after-school rate is \$6.00 per hour per child and before school rate is \$5.00 per hour per child. Also if your child attends TCU with no advanced notice you will be charged the drop in rate of \$8.00 per hour. A family **MUST** be registered with TCU in order to utilize our services.

Hours calculated for billing:

Before school rates; 6:45 A.M. to 7:40 A.M = \$5.00

After school rates; 2:50 to 3:50 = \$6.00

3:51 to 4:50 = \$12.00

4:51 to 6:00 = \$18.00

If you recognize at 5:30 P.M. that you will not be able to pick up your child before 6:00 P.M, please arrange for the person so designated on the Emergency Information Form to pick up your child. Please notify TCU so that the staff is aware who will be picking up your child and so the child knows that you have not forgotten him/her. The designated person must be of High school age and show a Driver license or school I.D. The daycare phone number is 262-781-5712. The phone number has a voice mail system, so that if the Daycare is outside or in the gym you will be able to leave a message. Please inform the Daycare who is designated by you to pick up your child. The Daycare staff will ask for identification, in the form of a driver's license, if that person is not known to Daycare staff. The Daycare Staff will never release a child to someone who is not authorized by the parents to pick up the child. If you arrive after 6.00 P.M. to pick up your child, you will be charged a late fee of \$1.00 per minute per child. This will be strictly enforced. If you are late more than two times a written warning will be given. If you are late a third time we have the right to terminate TCU services. Please be considerate and understand the staff has commitments after 6:00 P.M.

BILLING



Families will receive a monthly bill for the use of TCU services indicating the charges for the previous month for their child's care. Payment is due according to the date on the TCU payment calendar. Any account that is past due will automatically receive a late fee of \$10.00 and TCU services will be terminated until full payment has been received. At the end of the school year all outstanding bills must be paid in full two weeks prior to the last day of school. If payment has not been received your child/ren may not utilize TCU services during the last weeks of school. Nonpayment may result in the termination of services for your child for the following year.

ILLNESS



Good judgment on the part of the parent is expected as to when to keep a child home. In general, a fever of 100 degrees, diarrhea, and/or vomiting are reasons not to send a child to school. If a child becomes ill while at TCU, the parent will be called to come for the child.

In case of a communicable disease, the parent must notify the director, who will post a notice on the door of TCU. Forms kept on file in the TCU facility require the signature of an authorized parent.

INJURY



The parent must provide the name of a doctor or medical facility, which will be utilized in case of injury. In case of life-threatening injury, the rescue squad will be called and will transport the child to the nearest appropriate facility. In case of serious, but not life-threatening injury, the parent will be called and must accompany the child in the rescue squad. In case of minor injuries, the child will be taken care of, and the parent will be notified in a reasonable fashion.

MEDICATION



It may be necessary, on occasion for the Daycare to administer medication to a child. The parent needs to complete a permission form, which remains on file in the Daycare files. Medications are kept out of reach of the children. If the medication needs to be refrigerated, please inform the Daycare staff. If the child is allergic to any foods or insect bites. Please submit verification of this information to the Daycare.

TOYS



The Daycare rooms have a good supply of toys and computers. The Daycare staff asks that children do not bring toys or stuffed animals from home. If you have a video that you wish to share with the Daycare, please understand that the staff will decide if the video is suitable for all the children who will view it. If there are extenuating circumstances which would make your child more comfortable with a familiar item from home, please discuss this with Daycare staff.

CLOTHING



Keep in mind your child is much more comfortable in sensible play clothes. Some days are 'dress up days' such as liturgy or other events. Feel free to send a change of clothes along with your child on these days.

The Daycare will allow the children to play outside as often as possible. It is very helpful to label all clothing items. The Daycare Staff discourages the wearing of jewelry: i.e. necklaces, rings Children are fascinated with jewelry and sometimes it is lost in the Daycare room.

SNACKS AND BREAKFAST



An afternoon snack will be provided. Parents are encouraged to send snacks to share (crackers, cookies, granola bars, etc.) . Feel free to bring in a light breakfast for your child. TCU does have a microwave.

DISCIPLINE



All children are expected to follow the same basic rules that apply in the classroom. Respect for themselves, other children, the staff and the facility is demanded at all times. Children, who are continually disruptive, will be considered on probation and parents will be notified.

Children may be dropped from the program at the discretion of the director if they present serious discipline problems

DISCIPLINE POLICY



In order for the T.C.U. Program to run smoothly, I would like you and your child/ren to be aware of the discipline policy that we enforce. Please review the rules below to your child/ren.

UNACCEPTABLE BEHAVIOR

A list of unacceptable behavior includes:

1. Disrespect towards staff teachers.
2. Disrespect towards other children.
3. Involved in a verbal confrontation.
4. Not following rules and/ or listening to staff members.
5. Inappropriate language to staff or other children.
6. Physically fighting in school, on school premises.
7. Any severe anti-social or abnormal conduct that endanger life and limb.

CONSEQUENCES AND PROCEDURE

Following disruptive behavior, the child will be given a verbal warning. A second infraction will result in a "time-out". During the "time-out", the child will be asked to convey to the teacher either verbally or in a written form how the disruptive behavior could have been prevented. Any hitting would result in an immediate "time-out". In the case of non-cooperation acts that would endanger others or one self, the parent will be notified. Children who are continually disruptive will be given a "For Your Information Notice" (a description of your child/ren behavior that needs to be signed). After two signed notices, if the child continues to have serious discipline problems he/she may be suspended from the T.C.U. program for three days or dismissed from the program at the discretion of the director.

APPEAL

The child, or his/her parent or guardian, may within five school days following the dismissal, appeal to Pastor of St. Agnes Parish in writing, with rationale for appeal. The Pastor of St. Agnes Parish will investigate that correct procedures were followed. If they were not followed, the Pastor of St. Agnes Parish will refer the issue back to the parish/secondary school/daycare with a recommendation about at which step of the procedure needs to be further processed.

Unfortunately, some children think the rules do not apply to them. T.C.U. will not tolerate any disrespectfulness toward staff members.

Director: Dawn Meyers



TCU Phone number: 262-781-5712

St. Agnes School: 262-781-4996

Email: meyersd@stagnesparish.org

Location: Rooms 123 and 125 across from parish offices. Other areas will be utilized as needed, including the playground, gym and PAC



St. Agnes TCU Handbook Receipt

2023-2024

I hereby acknowledge that I have read the online St. Agnes TCU Handbook and agree to abide by the policies as stated, including the Financial policy.

Family Name (please print) _____ Date _____

Parent Signature(s) _____