

St. Peter Catholic School Child Care Handbook

2019-2020



“Then children were brought to him that he might lay his hands on them and pray. The disciples rebuked them, but Jesus said, “Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these. “

Matthew 10: 13-14

206 East Washington Street
Slinger, WI 53086
262-644-8083 x3103



Dear Parents/Guardians,

Welcome to the St. Peter Catholic School Child Care! We are excited that you have chosen us to be a part of your family and will do our very best to provide an environment that will help your child grow not only physically and academically, but also emotionally and spiritually.

The goal of the St. Peter Catholic School Child Care Program is to provide a safe and enriching program which supports the values of your family, school and community. It provides continuous opportunities for children to develop socially, emotionally, physically, academically and spiritually within a warm and caring Christian atmosphere.

Our professional staff willingly participates as partners with you in providing a quality program that incorporates values you trust. Communication, support, and cooperation are essential ingredients in this partnership. The purpose of this handbook is to familiarize you with our purposes, objectives, policies, and regulations so that we may be successful in our relationship with you. Please read this handbook carefully for it will help us to achieve a unity of purpose and successful cooperation. Please sign and return the “Parent Acknowledgment” form on the back cover, prior to your child’s first day in the program.

We look forward to a great year of working with you!

Sincerely,

Cheryl Jaeger
Principal/Marketing Director

ADMISSION

The St. Peter Catholic School Child Care Program does not discriminate on the basis of race, sex, or ethnic origin.

Children three years old (independent bathroom habits) through fifth grade may enroll. Children will be admitted to the program on a first-come, first-serve basis, depending upon available space in the program for the child's age level.

A child is considered enrolled when all registration and medical forms have been completed and turned in and when the registration fee/down payment has been received. The registration fee may be paid in a one-time payment of \$30.00, or as \$10.00 payments each time the childcare is used for a maximum of 3 payments. The registration fee is considered fulfilled when a total of \$30.00 has been paid.

DAYS AND HOURS OF OPERATION

The St. Peter Catholic School Child Care Center is open from 6:30 – 7:15 a.m. and 2:25 – 5:30 p.m. Monday through Friday and will follow the academic calendar year. It will also be open on prescheduled in-service days if enough interest exists, as determined by the principal.

ARRIVAL AND DEPARTURE OF STUDENTS

Parents/guardians must enter the building to pick up their child for the St. Peter Catholic School Child Care program. No child will be released to anyone not authorized in writing by the custodial parent and listed on file. We will release a child to either parent unless we have a written restraining order or court decree stating otherwise. Other dismissal procedures may be arranged but must be in writing and listed on file.

EMERGENCIES

In the event of a medical emergency, every effort will be made to contact parents/guardians for specific instructions. If parents/guardians cannot be reached, the coordinator/staff member will take necessary actions. The action on the part of the program personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. If a child becomes ill while attending the center, the child's parents/guardians will be contacted to pick the child up from the program.

ILLNESS AND ABSENCES

One objective of the St. Peter Catholic School Child Care Program is to protect and maintain the health of all children. Established policies are with the intended purpose of reducing the risk of spreading a disease and/or childhood illnesses to other children in our care. We, therefore ask that a child not be brought to the center if a parent is aware of the following conditions:

- ***Fever:*** A fever is a warning sign that all is not right with the body. The best way to check for fever is with a thermometer, which every home should have. A child with an oral temperature of **100 degrees** or higher should **not** be sent to school even

though the fever may have subsided due to taking a fever-reducing medication. Rest at the onset of an illness conserves energy providing the body strength to resist infection. Do not allow student to return to school until he/she **does not have a fever for 24 hours without using a fever-reducing medication.**

- **Colds/Sore Throat:** If your child has a cold, he/she may attend school unless accompanied with a hacking cough or heavy nasal congestion, then he/she belongs at home, even if there is no fever. If your child complains of a sore throat and has no other symptoms, he/she may attend school. If white spots can be seen in the back of the throat or a fever is present, keep him/her at home and call your doctor.
- **Rash:** A rash may be the first sign of one of the childhood's illnesses, such as Chicken Pox, Measles, or Fifth Disease, etc. A rash or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has been seen or consulted.
- **Vomiting/Diarrhea/Stomachache:** If vomiting occurs, keep your child home until he/she can keep food and liquids down. A child with diarrhea should be kept at home as well. Call your doctor if prompt improvement does not occur. Consult your doctor if your child has a stomachache that is persistent or severe enough to limit his/her activity
- **Lice:** Students with head lice will be removed from childcare and/or classrooms at St. Peter Catholic School until they have received proper treatment. A child should not return to school unless he/she is "nit" free. When in doubt, consult your family physician. Notification will be sent home with your child.
- **Any contagious disease**

ABSENCES

In the event that your child is ill and will not be attending child care as scheduled, it is necessary for you to contact the school office prior to your child's scheduled arrival time. Credits will be issued based upon the financial policy described later.

EMERGENCY CLOSING

St. Peter Catholic School Child Care is only open if St. Peter Catholic School is open. In the event there is a school closing due to inclement weather, announcements will be made on the local radio and TV stations as to when and what time school will close. Please be aware that St. Peter Catholic School follows the Slinger School District for any school and childcare closings, two hour delays, or early afternoon releases.

- If there is a school closing, there will be no childcare services.
- If there is an early afternoon release, childcare will be open until all students are picked up at the parents' earliest convenience.

If your child has already been dropped off before the decision is made to close, you will be contacted to inform you of the center's closing.

DISCIPLINE

As the safety of all children and staff is very important, discipline policies are necessary at the St. Peter Catholic School Child Care. We proactively administer positive reinforcement as a first line in the discipline procedure. In the event of inappropriate behavior, action or language, however, further discipline may be required. In these cases, the teacher will:

- Try to redirect the child's attention to something else.
- Verbally state the problem and politely ask the child to refrain from repeating the action.
- Have the child sit quietly for a short period of time.

In extreme cases, a child may be removed from the program if:

- The child poses a threat to self, staff or other children.
- The child behaves in a manner difficult to manage in a large group.
- The parents/guardians or children are physically or verbally abusive to staff or other children.
- The child or family fails to abide by the policies and procedures found in the St. Peter Catholic School Child Care Handbook.
- The principal/director believes that the continued service is not in the best interest of the child and/or program.

If there is a danger of removal of a child from the program, a written warning will be given to the parents/guardians and a conference will be held to discuss the problem. The principal/director, however, reserves the right to dismiss a child immediately if a situation occurs which jeopardizes the welfare of the children and/or staff.

COMMUNICATIONS

The staff of the St. Peter Catholic School Child Care will communicate with parents on a daily basis. Parents/guardians will be notified of activities, schedules and other pertinent information. Parents/guardians are encouraged to speak with the staff daily about any special family happenings or concerns that may affect the child during the day.

IMMUNIZATIONS

Each child shall have an immunization history on file with St. Peter Catholic School which states that the child has been immunized as required by s.252.04, Wisconsin Statutes.

MEDICATION

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. In order to ensure that the physicians retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications.

(Archdiocese Policy # 5140.2)

1. Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.

2. A written statement from the prescribing physician which:
 - a. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications, and
 - b. Reflects a willingness on the part of the physician to accept direction communications from the person administering the medication.
3. A written statement from the parent/legal guardian:
 - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician, and
 - b. Authorizing school personnel to contact the physician directly.

The following procedures are necessary when medication for a child needs to be sent to school:

1. School administrators and school personnel must receive medication training in accordance with DPI regulations. 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 in school office.
 - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication in school office.
 - b. 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 in school office.
 - c. 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, the 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 the 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 other individual who has been identified to do so.

St. Peter Catholic School recognizes the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagons, and EpiPens. Students in grades 3K/5TH may self-administer this emergency prescription medication(s) while at school only under the supervision of trained school staff/volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. Please obtain a form 5140.2C from school office. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility if safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (please obtain form 5140.2d from school office) for students who require an emergency prescription medication. (Archdiocesan Policy #5140.2(a))

5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in a the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication error must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication. All of this information will be kept in the school office.
 - a. All documentations will be in the school office, a list of pupils needing medication during the school hours, including the type of medication, the dose, the time to be given and the date the medication is to be discontinued. This list should be updated periodically by parents/guardians.
 - b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given and the duration.
 - c. School personnel are asked to report any unusual behavior of pupils on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

NOTIFICATION OF CHANGES

To protect your children and provide them with the best care possible, it is extremely important that the school office be notified of any changes in home address, home phone numbers, employment phone numbers, etc. Emergency phone numbers and contact information must be kept current in

order for them to be effective. Please notify the office immediately of any changes.

Likewise, any changes in family dynamics or major changes at home of any kind should be communicated so that staff will be prepared to deal with any changes in behavior, and be able to better assist you and your child. All matters are kept confidential and used only to care for your child. Instances of extreme sensitivity may be brought to the attention of the principal, if so desired

FEE SCHEDULE FOR THE 2019-2020 SCHOOL YEAR

Registration Fee: A non-refundable \$30.00 per family Registration Fee may be paid in a one-time payment of \$30.00, or as \$10.00 payments each time the childcare is used for a maximum of 3 payments. The registration fee is considered fulfilled when a total of \$30.00 has been paid.

Late Pick-Up Fee: A Late Pick-Up Fee will be assessed at a rate of \$7.00 for every 15 minutes after 5:30 p.m. Payment of this fee is due within one week.

Hourly Rate: A flat hourly rate of \$5.00 per hour per child is charged to utilize the childcare program. Payment is due when submitting the Weekly or Monthly Planner.

FINANCIAL POLICIES AND PROCEDURES

Planners and payments are due:

- Weekly or Monthly payment -no later than Thursday of each week by 5:30 p.m. of the week before the planner is in effect.
- **NO REFUNDS/CREDITS** will be issued if the child is not present as scheduled, comes late or is picked up early, with the exception of illness. Refunds will be issued only in cases where the proper notification is given.
- Your child/children's actual hours will be calculated weekly, and any additional time accrued from the submitted weekly plan will be figured at the regular rate.
- A financial agreement must be signed as part of the financial process.

NUTRITION

Snacks provided by the parents should be nutritious, in a plastic container, and clearly marked as to the contents due to serious food allergies (i.e. peanuts, nuts, milk, eggs).

OTHER PROGRAM INFORMATION

Program Activities:

The program will vary according to the interests of the children and talents of the staff. The programs will include snack time, recreational, academic, and enrichment activities.

Please make sure your child is dressed appropriately for active play. Tennis shoes and a change of clothes are recommended.

Staff:

All staff members must meet established educational and experience requirements for the position held and participate in workshops. Each employee must undergo criminal background checks and participate in the “Safeguarding All God’s Children” program. All on-site coordinators and staff are certified in CPR and First Aid.

St. Peter Catholic School Child Care Handbook Acknowledgment Form



I/We acknowledge that I/we have read and understand the policies in the St. Peter Catholic School Child Care Handbook for the 2019-2020 school year.

Print Parent Name: _____

Parent Signature: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____