



**ST. IGNATIUS
CATHOLIC SCHOOL**
CLASSICAL EDUCATION

Thinkers.
Leaders.
Disciples.



PARENT POLICY BOOKLET

St. Ignatius Catholic School Before and After School Care

220 Doty Street, Kaukauna, WI 54130
(920) 759-4566

Karen Hanagan
Program Director
beforeaftercare@stignatiuskaukauna.org

HOURS OF OPERATION

Before School: 7:00AM - 7:40AM
After School: 11:00AM - 6:00PM

DROP-OFF / PICK-UP

Sarah Street - Door # 7 - Ring Bell

BEFORE SCHOOL DROP-OFF AND AFTER SCHOOL PICK-UP PROCEDURES

THE PARENT WILL:

- Personally bring the child into the Before/After Care room.
- Assist child with hanging up coat, backpack, etc. and wash their hands.
- Sign the child in to Before/After Care-completing all the information required.
- Include any schedule changes, person picking up, etc. on either the sign-in sheet or a separate written note for the teacher. Do NOT “mention in passing” the changes for the day!
- Release of the child is only allowed to previously authorized people
- “Sign out” child (required).
- If your child is not picked up by 6:00 PM, a late fee of \$5, for the first five minutes and \$1 for each minute thereafter will be charged.
- Please drop off your older children first before your younger ones. Pick up your younger children first before your older ones. This cuts down on germs being spread between rooms.

CALENDAR

Please **SAVE** and refer to the After School Calendar for Early Dismissal/No After School Care. **THIS IS IMPORTANT!** After care may close early on school sponsored special event nights such as concerts. Parents will be given notice of this at least 1 week in advance.

CHECK IN

Kindergarten – 5th grade students are dismissed from their classrooms at 3:10. Students **MUST** check in to After School Care by 3:15 PM. Students are not permitted to “wander the halls” or go to other classrooms before coming to After School Care. If child is not checked in at 3:15 and are scheduled to be in After Care, parents will be contacted. (Exceptions will be made if homeroom teacher contacts After Care about a child staying after class for academic reasons.)

DAILY SCHEDULE

Activities may include outdoor play, homework, snack, quiet play time and/or art projects.

EARLY DISMISSAL DAYS

There is After School Care on Early Dismissal Days. Parents are asked to let the staff know if your child will/will not attend on an Early Dismissal Day. All students will need to pack a cold lunch (including a beverage) on Early Dismissal Days.

ELIGIBILITY

Children in grades Preschool through 5th grade are eligible to attend the program. Children must attend school that day to attend after care.

FEES

The hourly fee is \$6.00/hour (\$1.50/quarter hour.) There is a minimum billing fee of one (1) hour. Statements are prepared weekly and payment is due upon receipt. Pre-payments are appreciated. Past due accounts are charged a monthly late fee of 1.5% (18% per year) on the unpaid balance.

FOOD

Snacks: Snacks are provided OR your child may bring a healthy snack from home. (Please, NO CANDY and be respectful of any allergies in the room.)

Lunch: Bundle Package includes lunch. Students who are not part of a bundle package can purchase hot lunch in the school cafeteria through their Powerlunch account or bring a healthy bag lunch. All children are to bring a healthy cold lunch on Early Dismissal Days.

HOMEWORK

Kindergarten - 5th grade students will be given a half hour of quiet time to complete homework. If students do not have homework to complete, they will be respectful of those completing homework and to play quietly.

NO SCHOOL DAYS/SNOW DAYS

There is NO program on NO SCHOOL/SNOW DAYS

PARKING

Please use the marked parking stalls ONLY! Do NOT drive or park in the "Safe Zone." (SEE MAP)

PROGRAM

Before/After School Care provides a warm, safe and nurturing environment for your children that is consistent with the philosophy, structure and routine provided during the school day.

REGISTRATION FEE

There is an annual \$25.00 Registration Fee per child. This fee is non-refundable and non-applicable to the daily fees. (Registration Fee is waived for those using the Bundle Package.)

REGISTRATION FORMS

The Primary Admission Form / Financial Agreement / Emergency Form and Verification Statement must ALL be completed and on file before acceptance in Before/After School Care.

REST TIME

Preschool and K4 students will have at least 30 minutes of rest time in the afternoon. Students are provided with their own cot and sheet. Children are allowed to bring in their own child size blanket for rest time. These will be sent home each week to be cleaned. If students do not fall asleep or do not require a nap, they will be provided with quiet activities after 30 minutes to allow other students the opportunity to sleep.

RIGHT TO AMEND HANDBOOK

The B/A Program Director with the approval of the Administrator/Headmaster retains the right to amend the handbook for just cause. Parents and students will be given prompt notification if changes are made.

SCHEDULE CHANGE

If your child will not attend After School Care on a scheduled day or you need your child to attend on a non-scheduled day, please email ALL of the following:

- St. Ignatius School Office at office@stignatiuskaukauna.org
 - B/A Program Director at beforeaftercare@stignatiuskaukauna.org
 - Your child's teacher
-

Before and After School Care Calendar 2021-2022

August

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|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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September

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October

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November

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December

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January

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February

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March

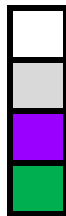
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April

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May

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| 29 | 30 | 31 | | | | |



Before/After Care Open

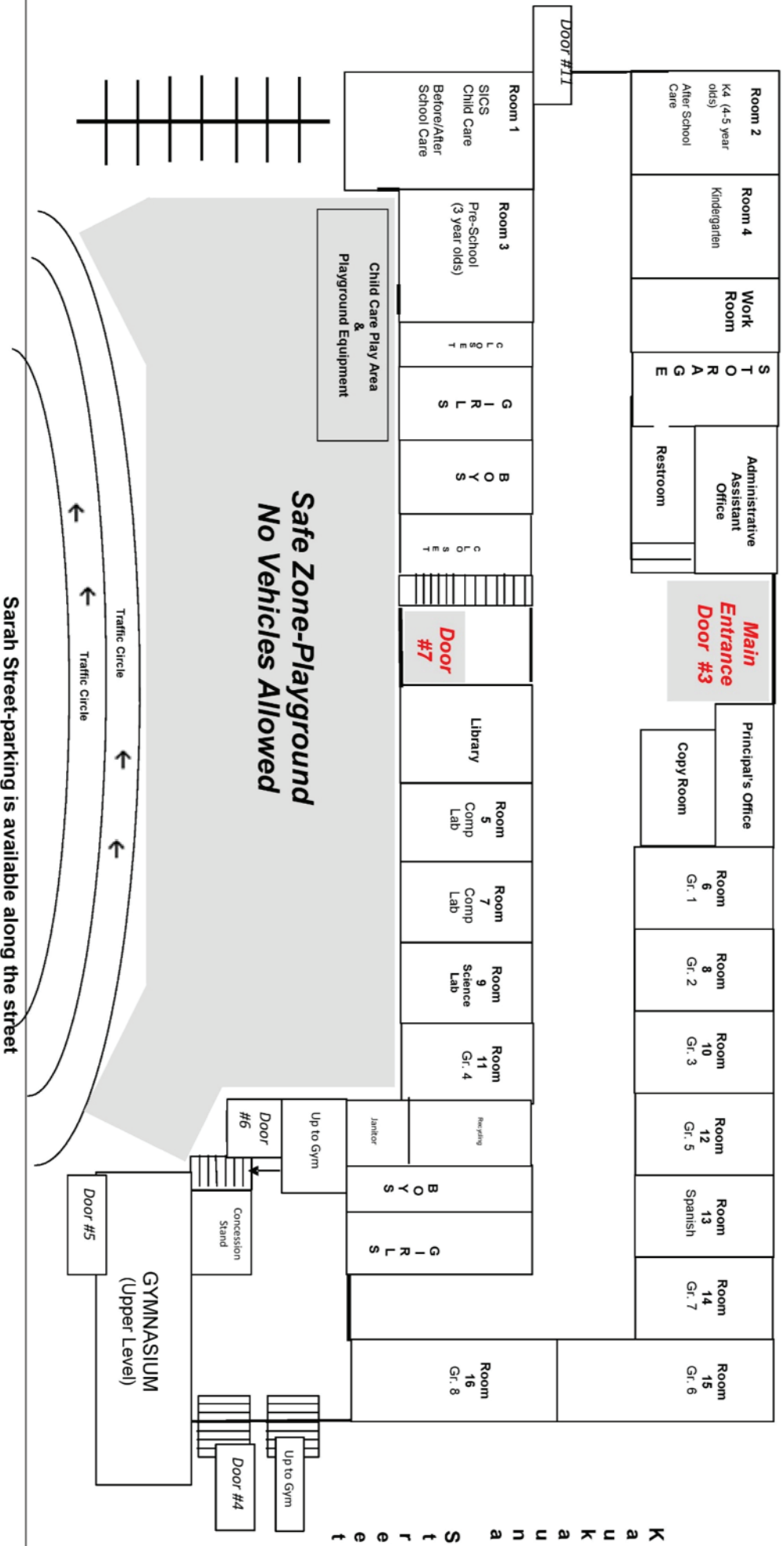
Before/After Care Closed

Early Dismissal - Need a cold lunch

Before Care Open Only (Last day of School)

St. Ignatius Catholic School (building and parking map)

Doty Street



Sarah Street-parking is available along the street



PLEASE COMPLETE AND RETURN THIS SECTION:

VERIFICATION STATEMENT

I hereby acknowledge that I have READ and UNDERSTAND the Before/After School Care Policy Booklet of St. Ignatius Catholic School and agree to abide by the directives therein.

Print Child's Name

Print Parent Name

Parent Signature

Date
