



Before and After School Care Program

Parent and Student Handbook

Holy Cross Catholic School

7/24/2019

Welcome to the Before and After School Program at Holy Cross Catholic School!

*"I have no greater joy than to hear that my children are walking in the truth."
(3 John 1:4)*

Program Mission & Goal

The mission of the Before and After School Care Program is to provide care for children attending Holy Cross Catholic School who need on campus extended day supervision. The goal of the program is to provide a safe, pleasant, informally structured environment in which a variety of activities that promote the spiritual, emotional and intellectual growth of each child are available.

This Handbook serves as a valid part of the enrollment agreement between the Before School Care (BSC) and After School Care (ASC) Program and the parents or guardians of children who are enrolled therein.

POLICIES AND PROCEDURES

Section I. Registration and Enrollment

Registration: The parent/guardian must complete online registration and submit it with a non-refundable registration fee prior to their child attending either program. Registration and fee must be submitted for each school year in attendance.

Enrollments: Each registered family will receive a scheduling agreement for enrollment each month.

1. Scheduled Care Agreements must be completed and sent in the first week of the month for the following month. The parent must fill out the schedule (one for each child) by checking each session that the child will attend. Schedules will be available in the school office and on the school website.
2. The schedule must be submitted by the indicated deadline. Schedules may be dropped off in the school office, emailed to, or dropped off with the program supervisor. Scheduled Care session fees will be pre-charged to your TADS account. All fees are prepaid and non-refundable.
3. Spaces in each session are limited and will be filled by the scheduling contracts on a first come first serve basis.
4. All sessions not originally indicated on the Scheduled Care Agreement will be charged the drop in session rate and must be paid the same day of service with a check or on our school website.
5. Scheduled Care Session may not be traded or swapped for another day.

The parent must inform the program supervisor of any changes that occur, such as emergency contact and pick-up persons, home address, and phone numbers.

Section II. Fees and Payment Policy

The Program salaries, supplies, and administrative expenses are supported entirely by fees. Fees are as follows:

A. BEFORE SCHOOL SESSION:	\$12.00
B. AFTER SCHOOL SESSION:	\$17.00
C. REGISTRATION FEE:	\$20.00 per family
D. LATE CARE SCHEDULED AGREEMENT FEE:	\$10.00
E. DROP-IN FOR AM OR PM SESSIONS ADD	\$ 3.00

Payment Policies

- F. Registration fees and Scheduled Care fees are prepaid and non-refundable.
- G. Scheduled care sessions will be pre-charged to your TADS account.
- H. Drop in care sessions must be paid on the day of service EITHER by check or on the school website through this link: <https://www.holycrossschool.net/before-and-after-school-care>
- I. The Program maintains a detailed account record for each participating family. Account information is available through your TADS account.
- J. Weather related cancellations for scheduled care will be refunded to your TADS account.
- K. A \$10.00 late fee will be charged for schedules submitted after the deadline indicated in each scheduled agreement and charged to your TADS account.
- L. Overtime fees will be applied if a child is picked up past the program's hours of operation and must be paid the day of service with a check or on our school website.

PAST DUE ACCOUNTS

BSC and ASC program services are **not** available to any family whose TADS account is one month or more past due.

Section III. Contact Information

Phone: 952-652-6100 Ext. 115

AM Supervisor: Sydney Fransiscus sydneyf@holycrossschool.net

PM Supervisor: Heather Groenke heatherg@holycrossschool.net

Section IV. Hours of Operation

AM Session: 6:30 AM – School begins

PM Session: 2:45 – 6:00 PM

A parent must come into the building with the child when dropping off or picking up. Please enter and exit from the school's main entrance. If no staff is available to answer the front door buzzer, please call the program supervisor at 952-652-6100 Ext. 115. Children must be signed in and/or out by the parent on the form provided. Please do not allow your child to sign this form. It is an official attendance record, and verification of the identity of the pick-up persons.

The building will not be open before 6:30AM.

The program closes at 6:00 PM. Parents whose children remain past 6:00 PM must pay overtime fees as follows:

5 – 15 minutes overtime - \$5.00

Each additional 1 – 15 minutes - \$5.00

Late fees will be charged to the individual family's TADS account.

Emergency contacts given on the registration form will be called upon to pick up a child remaining 30 minutes after 6:00 PM.

Section V. Schedule Verification

Copies of the Schedule Care Agreement will be in the BSC & ASC binder.

Section VI. Absences and Schedule Changes

The ASC program assumes responsibility for the enrolled children immediately after the school day ends. If your child will not be attending a scheduled session due to absence from school, please notify the school. Absentees without prior notification may be mistaken for a missing child, causing unnecessary concern and time spent in searching for the child.

Advance written or email notification to the program supervisor is required for all additions or cancellations to the schedule. **Classroom teachers are not responsible for transferring information concerning additions or cancellations to a student's care schedule.** Schedule changes without written or email notification will not be accommodated and any child scheduled to attend ASC will be kept at school. If a child does not arrive at the program as intended, the staff will notify the parents. If the parent cannot be reached, the child's emergency contact person will be notified. **Same day schedule changes must be received no later than 12:00 noon.**

Also, please notify the ASC supervisor if your child will be participating in any on-site extra-curricular activities.

BSC and ASC Fees are due whether or not your child attended the scheduled sessions.

Section VII. Release of Children

The Program Registration Form lists the names of persons authorized to pick up the child. Authorized persons will be asked for formal picture identification (driver's license) before they are permitted to have a child released to them until all staff recognizes that authorized person. Authorized persons must be 16 years or older. If someone other than an authorized person will be picking up a child, the school must have advance written or email notification. If an unauthorized person attempts to pick up a child, the parent will be called. If a parent is unavailable the child will be held until an authorized person picks up the child. No child will be allowed to go home on the bus when he/she is scheduled to stay for ASC unless program staff has been properly informed of a schedule change.

Section VIII. Breakfast and Snack

AM Session: Breakfast will be served at 7:00 AM

PM Session: An afternoon snack will be served by 3:30 PM

Food from Home: Children should not bring breakfast or snack items from home unless there are special health concerns.

Section IX. Personal Property

Children should not bring money, toys, electronic devices, or any other items not necessary for school activity to the Program.

Any personal property remaining after the session will be taken to the school lost and found. The Program is not responsible for lost personal property.

Section XIII. Homework

Time will be set aside each afternoon for students to work on homework. The supervisor will support a student's efforts in the completion of homework, but will not enforce the completion of homework.

Section XIV. Illness, Medical Conditions, Medication

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **Fever over 100 degrees F, Vomiting or Diarrhea, Accident Requiring Medical Attention, Parasitic Infestation.** If the parent is unavailable, instructions on the BSC/ASC Registration will be followed and the emergency contact person will be notified.

If your child has a known medical condition (asthma, diabetes, allergy, etc.) please be sure the staff has been informed of procedures to follow should complications from the condition arise. Update all medical information on the registration form at the beginning of each new session of the Program.

BSC and ASC staff will administer medication only if a proper **Medical Authorization Form** has been submitted to the school health office. This form is found on the Health Office page of the school website and is also available in the school Health Office.

1. All medications must be delivered to or taken from the Program by a parent. The school health attendant may deliver medications to the Program and Program staff may return medications to the health office if the medications were delivered to the school by the parent and the medication is to be taken over the course of designated days.

2. The medication must be provided in the original or duplicate container accompanied by the doctor's directions, (Tylenol in the Tylenol bottle, etc.). Please make sure the child's name is on the outside of the bottle with appropriate dosage to be given. Stray pills in sandwich bags and envelopes will not be administered.
3. Physician's orders are required for all changes in medications or changes in dosage.
4. If medication is to be kept at the Program for treatment of a chronic condition, no more than a one-month supply should be provided at a time.
5. Tylenol and all other drugs will not be administered without a **Medical Authorization Form**. Parents may fill out an authorization form that must be signed by both a physician and the parent allowing the administration of Tylenol for each school year.

Section XV. Emergency Closings

In the event that school is closed because of severe weather or any other emergency, the BSC and ASC will close. In the event of late starts due to severe weather or any other emergency, there will be no AM Session. In the event of early closings due to severe weather or any other emergency, there will be no PM Session. Fees for cancellations due weather or emergency related school closings will be refunded in your TADS account.

Section XVI. Communication

Communications, such as monthly schedules, and registration information, will be sent electronically via "Flocknote". Information about the program can be found on the school website. Receipts and Statements of Account will be recorded in your TADS account.

Section XVII. Privacy

The program staff and administration respects a family's right to privacy. If a staff person is concerned about any issue pertaining to a child in the care of the Program, the staff person will identify that concern to the parent/guardian and work with the parent/guardian to address concerns. The Program Director may also seek the assistance of the School Councilor, School Principal, and/or the child's teacher to deal effectively with the concern. The people in these positions work as a team to meet the specific needs of each child in their care.

Caregivers will report any suspected cases of child abuse or neglect.

Section XVIII. Behavioral Expectations, Discipline and Discharge

The Holy Cross BSC and ASC Program conform to the Code of Conduct, Behavioral Expectations, and Discipline Policy as stated in the School Parent/Student and Volunteer Handbook. The policy provisions are as follows:

- Reward systems recognizing positive behavior
- Verbal redirection
- Loss of privileges
- Staff reports behavior to director
- Parent is notified of behavioral issues via email or in written form
- Meeting with parents, program supervisor, and school principal
- If the behavioral issues persist, the program supervisor will meet with the school principal to discuss the potential suspension or discharge of a child.
- If the severity of a problem is great enough that it could endanger the safety of the child or other children in the Program, suspension or discharge will be effective immediately after the program supervisor consults with the school principal and the Canonical Administrator.

Behavioral issues can be understood as any negative or inappropriate action that is repetitive, that disrupts the operation of

the program or demands an excessive amount of staff time, that is destructive, or that is aggressive.

Thank you for your trust in Holy Cross Catholic School in taking care of your children and their daily needs. We strive to give each of them a daily experience that is fruitful, faithful, helpful, and joyful!

“Who is the greatest in the kingdom of heaven?” And calling to him a child, he put him in the midst of them and said, “Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven.”

(Matthew 18:1-3)