



St. John
THE Baptist
CATHOLIC SCHOOL
FAITH - ACADEMIC EXCELLENCE - SERVICE

St. John the Baptist Afterschool Childcare Handbook



Location: St. John the Baptist School

Time Frame: based on school calendar

St. John the Baptist Afterschool Childcare serves children **3 years and up**

Contacts: (920) 893-5961

Childcare Director: Kelly Drews childcare@sjbplymouth.org

School Principal: Amy Nelson anelson@sjbplymouth.org

Program Philosophy and Purpose

The primary purpose for offering childcare at St. John the Baptist School is to provide high quality, Christ-centered care for our families. The program seeks to provide an educational and recreational environment. A balance of imaginative free time and formal structure is provided.

Spiritual values will be reinforced through our actions and attitudes, as well as, through meaningful service projects. The intent of our program is to create a warm and caring atmosphere that offers a “home away from home” feeling for each child. Children are involved in the planning and preparation of snacks and activities.

Parent feedback is not only welcome, but encouraged. We invite your input to help shape our program to build a strong resource for our families. Occasionally, there will be newsletters to keep you informed of upcoming fun or goals. If there are ever any concerns or conflicts, please contact the childcare director immediately so that it can be resolved. Concerns that are not dealt with immediately tend to grow and are much more complicated to resolve. Keep us informed via email childcare@sjbplymouth.org or during the school day call (920) 893-5961. After childcare hours if there is a need to contact the childcare director immediately, please call (920) 319-1445.

Admission & Registration

Students currently enrolled at St. John the Baptist School will be first priority for admission. Next priority will go to parishioners and then to the community at large, if space allows. No child will be discriminated against due to race, color or religious affiliation. All children will be accepted and cared for as long as it can be done while maintaining a safe environment for all.

Upon receipt of all registration and emergency forms (available on the school website), and a yearly snack and supply fee of \$30.00 per child (\$70.00 max per family), your child(ren) can begin to use our afterschool childcare program.

Summary of Rates & Fees

Snack & supply fee:	\$30 per child / \$70 maximum per family / Due with registration
Hourly rate:	\$3.50 for parish members or SJB students / \$4.00 all others Billed in ¼ hour increments Minimum daily charge – ½ hour
Late pick-up charge:	\$1.00 per minute after 5:45 pm
Un-scheduled additional day:	\$5.00 fee plus standard hourly charges*
No-show:	\$7.00 fee*

*See Schedule of Needs for additional details.

Days of Operation: Monday through Friday from dismissal until 5:45 p.m.

St. John the Baptist Afterschool Childcare will be offered on the days when school is in session following the school day. For our youngest learners in 3K and 4K, childcare is offered beginning at 11:30 daily. For 5-year old Kindergarten and older grades, afterschool care will begin at 2:30 p.m. daily.

Days off of School

Childcare is offered for most days off of school **except** for holidays and spring break. Preferred placement will be given to families who attend after school on a regular basis. For other students, care will be offered on a first come basis, as space allows. No-school operational days are where afterschool childcare will be offered:

2016: Sept. 23, Oct. 13 & 14, and Nov. 4 (early release)

2017: Jan. 20, Feb. 17, and April 28

***PLEASE NOTE:** THERE IS NO CHILD CARE ON VACATION DAYS, INCLUDING SPRING BREAK and HOLIDAYS WHICH ARE INDICATED ON THE SCHOOL CALENDAR LOCATED ON OUR WEBSITE.

Schedule of Needs

In order to properly plan for staff, snacks and supplies we rely on your consistent communication. If you have an ongoing schedule that rarely changes, you may fill out the schedule form once and note the schedule as ongoing throughout the school year, or until further notice. However, if you have a varied schedule, you will need to fill a schedule form in weekly, as care is needed, and return it to school by the week previous to when the care is needed.

Once care is scheduled, you may still add or delete care by calling 920-893-5961, email kdrews@sjbplymouth.org.

PLEASE NOTE: You have until noon the day of care to cancel or add without a charge. Pre-K changes must be in by 9am.

Charges are as follows: An unscheduled child in attendance will be charged an additional \$5 to their account. A child who was scheduled, but does not attend afterschool care, will be charged a \$7 (2 hour minimum charge) to their account.

For your children's safety, as well as staffing schedules, it is really important that we have accurate attendance information in advance. Our time at check-in can then be focused on engaging students in activity or conversations versus having a staff member trying to find children who were expected to attend, or resolve whether a child should be waiting on the parking lot to be picked up or attend childcare.

Billing and Payment Information

St. John the Baptist School Afterschool Childcare charges are \$3.50 per hour. **REMINDER:** There is a \$1.00 per minute charge for children picked up later than 5:45 p.m. This is a common policy to ensure the providers are able to plan their personal schedules accordingly. Normal charges are billed to the nearest quarter hour. There is a minimum half hour charge when in attendance.

Charges are posted to the FACTS accounts on a monthly basis. Payment is due between the 15th and 20th of the month. *See "schedule of needs" for additional charges and how to avoid them.

Lunch for our 3K/4K Students

For our youngest learners in 3K/4K, you may choose hot lunch for \$2.65, or send a cold lunch for your child. We do have a refrigerator in the room.

On days off of school hot lunch from the lunch room will not be an option. However, a lunch will be planned and prepared with the children in the childcare classroom. Families will be notified of the lunch plan in advance. If your child would prefer to bring his or her own lunch, or cannot have the lunch that the childcare is making, you are welcome to bring lunch from home on days when school is not in session. The rate for the lunch on these days will be \$3.50.

Snacks

After school snacks are offered daily. Parents are asked to voluntarily help by sending in snack items once a month. Fresh fruits, cheese and other non-perishable items, as well as, healthy beverages (100% juice) or milk are some suggestions. We thank everyone in advance for helping out when you can. We will follow the school wellness policy.

REMINDER: Please let us know if there are any food allergies or health restrictions for any reason.

Illness and Medication Policy

To protect your child and others, if your child was too ill to attend school, they will be unable to attend afterschool childcare. The school policy on attendance applies to communicable

diseases and other symptoms which include fever, diarrhea or vomiting, unexplained rashes or severe sore throats. A child who attends afterschool care, but shows any signs of the above, will be removed from the room and the emergency contacts will be called to arrange for the child to be picked up.

Activities

Activities are generally based on student interests. Activities may include, but are not limited to: game tournaments, art and sensory exploration, science experiments, cooking, library time, computer lab time and indoor and outdoor exercise and games. We do try to serve the greater community and do look for and participate in service projects.

Discipline Policy

The Afterschool Childcare Discipline Policy is consistent with that of the school policy. You can expect that your child's dignity remains intact and that appropriate measures are taken to address each situation. If it is a frequent or more serious infraction, students will be a part of, if not fully responsible for, writing a note home for you to discuss, sign, and return.

Praise and Positive reinforcement incentives are employed continually to maintain the focus in the environment on what is expected and acceptable. When children receive positive, nonviolent and understanding interactions from adults and peers, they develop good self-esteem, problem solving ability and self-discipline. Based on this, and the importance of a positive environment for all children, no child will be allowed to negatively impact the atmosphere with continual behavior problems. The following outlines the steps that will be taken before a required parent meeting may be necessary in or order for the child to continue in our afterschool childcare program:

- 1) Parent note written to be read and signed by the parent.
- 2) Parent communication from the childcare staff either verbally or emailed if there has been more than 3 notes addressing similar behavior(s) sent home already.
- 3) Parent meeting with director/childcare staff.
- 4) Parent meeting with director/childcare staff and school principal with a plan of action written and signed by all parties.
- 5) Removal from program for said time decided upon by the principal and director.

Each situation will be handled individually and confidentially. When we are truly working together as a team towards the same goal, effective solutions will be made. We know that you want what is best for your child, and we do as well. It is imperative that we maintain a safe environment both physically and emotionally for all children. For this to be possible, everyone must be accountable for their actions. If you ever have any concerns, please make us aware of them.

Thanks in advance for the collaborative efforts in maintaining an environment conducive to children's safety.