ASSUMPTION
CATHOLIC SCHOOLS

4K–6 GRADE
Child Care Handbook

Before Care • After Care • Homework Club



FAITH | LEARNING | SERVICE | COMMUNITY

To inspire excellence and personal growth grounded in Catholic principles and tradition

Last Updated July 2026

Dear Parents/Guardians,

Welcome to the OLQH and SVDP Before and After Care Program! This handbook provides important information about our program procedures, expectations, and daily routines. Our goal is to provide a safe, caring, and welcoming environment where students can learn, play, and grow.

Before Care is available at OLQH and SVDP starting at 7:00 a.m. until the time of the morning recess (8:15 a.m.) on Tuesdays through Fridays, and until 9:00 a.m. on late start Mondays.

After Care is available at OLQH from 3:35 p.m. until 5:00 p.m. SVDP offers Homework Club in Room 108, Monday through Friday from 3:40–4:30 p.m. at no cost, providing students with time to work on homework and independent reading goals.

SVDP students needing after-school care beyond 4:30 p.m. will need to make alternate arrangements, such as the Boys and Girls Club. If your child needs transportation from St. Vincent de Paul School to the Boys & Girls Club after school, please contact the bus company directly to arrange service. A bus route is available for this stop.

We are grateful for the opportunity to care for your children and appreciate the trust you place in us. We welcome your questions, suggestions, and partnership as we work together to make Before and After Care a positive experience for every child and family.

God bless,

The OLQH and SVDP Before and After Care Program Staff

Our Mission and Purpose

Assumption Catholic Schools is committed to inspiring excellence and personal growth grounded in Catholic principles and tradition. Our vision is to be a community of academic excellence, Catholic in spirit and culture, nurturing integrity and respect.

The OLQH and SVDP Before and After Care Program views each child as a precious gift from God and shares with parents/guardians the responsibility of providing care and support. We strive to create a safe, secure, and nurturing Catholic environment where children are valued, respected, and encouraged to grow.

Nondiscrimination Policy:

We believe the successful education of children is achieved by the partnership created between schools and parents/guardians. This handbook will familiarize you with our expectations. This is a set of policy guidelines for students, parents/guardians, teachers, and staff to ensure smooth day-to-day operations. These policies, along with common sense, parent/guardian partnership with the school staff, and student responsibility, lead to sound decisions. It is by no means meant to be an all-inclusive document. Situations not mentioned in the handbook will be handled at the discretion and best judgment of the school administration. Thank you for your support.

St. Vincent de Paul and Our Lady Queen of Heaven Schools are Catholic Schools in the Diocese of La Crosse. As a Catholic School, we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught and our policies will be informed by the teachings and policies of the Catholic Church as expressed by the Bishop of the Diocese of La Crosse. The passing on of our Catholic Faith is our number one priority.

Assumption Catholic Schools shall not discriminate in student participation in programs, standards and rules of behavior, disciplinary actions, or facility usage on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital parental status, sexual orientation or physical, mental, emotional, or learning disability. The Code of Canon Law governs guidance on nondiscrimination within the Diocese of La Crosse and may take precedence over civil nondiscrimination.

Program Registration Information

Students enrolled at either OLQH or SVDP are eligible to attend the Before and After Care Program. At the time of enrollment, families should communicate their anticipated child care schedule with the school office and their child's teacher. If a family's child care needs change during the school year, parents are asked to notify both the office and the child's teacher as soon as possible. This information helps us plan appropriate staffing and provide a safe, well-organized environment for all students.

Families who use child care on an occasional or as-needed basis should notify the school office and their child's teacher in advance of the date care will be needed whenever possible.

Students must be picked up by an adult age 18 or older who is listed on the authorized pick-up list.

In family situations where child custody has been determined by a court, a copy of the applicable court documentation must be provided to the OLQH or SVDP Before and After Care Program. This documentation is especially important when a court order limits parental access.

Program Fees and Billing Information:

Before Care:
The Before Care fee is a flat rate of **$7.00 per child**, regardless of the length of time attended.

After Care:
After Care fees are based on the length of attendance:

- **First hour:** $7.00 per child
- **Second hour:** $5.00 per child

Any portion of an hour is billed as a full hour.

Late Pick-Up Fee:
Late pick-up charges are **$5.00 for every 15 minutes** after the program closing time.

Child Care fees are based on the times your child is signed in and out of Before or After Care by a parent/guardian. Fees are calculated weekly and added to your FACTS account.

There is no cost for the SVDP Homework Club, which is available Monday through Friday from **3:40–4:30 p.m.**

Hours of Operation:

Before School Care is available at both campuses from **7:00–9:00 a.m. on Mondays** and **7:00–8:15 a.m. Tuesday through Friday.**

After School Care is available only at OLQH from **3:35–5:00 p.m.** Families with students at SVDP will need to make other aftercare arrangements or may utilize **SVDP Homework Club from 3:40–4:30 p.m.**

Daily Schedules

Before Care – Late Start Mondays

OLQH

- **7:00–7:45 a.m.** – Before Care activities
- **7:45–8:25 a.m.** – Students will be split into two groups (**4K & Kindergarten** and **1st & 2nd Grade**) for quiet activities, crafts, and projects.
- **8:25–8:45 a.m.** – Breakfast offered
- **9:00 a.m.** – Outdoor play, student drop-off begins, and buses arrive
- **9:30 a.m.** – School begins

SVDP

- **7:00–8:30 a.m.** – Before Care quiet activities and free-choice play in Room 109
- **8:30–9:00 a.m.** – Physical activity in the SVDP gym
- **9:00–9:25 a.m.** – Recess, student drop-off, buses arrive, and pledge
- **9:10–9:30 a.m.** – Breakfast offered
- **9:30 a.m.** – School begins

Before Care – Tuesday–Friday (OLQH & SVDP)

- **7:00–8:10 a.m.** – Quiet-choice time/free play
    - At **7:45 a.m.**, OLQH students will be split into two groups: **4K & Kindergarten** and **1st & 2nd Grade**.
- **8:10–8:15 a.m.** – Clean up
- **8:15 a.m.** – Students transition to the playground
- **8:20 a.m.** – SVDP breakfast
- **8:25 a.m.** – OLQH breakfast

After Care – Monday–Friday (OLQH Only)

- **3:35 p.m.** – School dismissal
- **3:35–4:30 p.m.** – Bathroom break, snack, and free play

- **4:30–5:00 p.m.** – Small group activities, free play, and clean up
- **5:00 p.m.** – After Care closes

Homework Club- Monday-Friday (SVDP Only)

- **3:40 p.m.** School dismissal
- **3:40-3:50 p.m.**- bathroom break and snack
- **3:50-4:30 p.m.**- actively engaged in homework with teacher support or independent reading toward AR goal

Parent/Guardian Responsibilities:

The safety and well-being of our students is our highest priority. To help us provide a safe and welcoming environment, parents/guardians are required to complete an emergency contact and information form and follow the expectations below:

- Parents/guardians must walk their child to the designated Before Care area and sign them in each morning.
- OLQH parents/guardians must use an ACS-issued key card to access the building for Child Care drop-off and pick-up. Key cards may be requested by completing the form provided by OLQH School.
- Parents/guardians must enter the designated After Care area to sign their child(ren) out of the program each day.
- Children may only be released to a parent/guardian or an approved person listed on the child's pick-up authorization form.
- Parents are encouraged to communicate any questions, concerns, or suggestions with Child Care staff so we can work together to support students' needs.

These guidelines are in place to help ensure the safety, dignity, and well-being of every child. Assumption Catholic Schools reserves the right to modify this handbook at any time.

Additional policies and procedures regarding behavior, confidentiality, health, and safety can be found in the ACS Student/Parent Handbook available on the ACS website.

Our Lady Queen of Heaven Before/After Care Program Contact Information

750 Tenth Ave South
Wisconsin Rapids, WI 54495

Main Office Phone Number: (715) 422-0980
Before/After Care Phone Number: (715) 422-0983

St. Vincent De Paul Before Care Program Contact Information

831 12th St. South (Room 109)
Wisconsin Rapids, WI 54494

Main Office Phone Number: (715) 422-0960
Before Care Phone Number: (715) 422-0958