



Assumption Catholic Schools
K-5
Before and After School Care
Parent Handbook



Dear Parents:

This handbook is being provided as information and resources for the OLQH and SVDP Before and After Care Program. We have done our best to include all information considered important to your child's safety and for the basic operations of the program.

It is well known that more learning takes place during the early years than at any other period in life. With this as our focus, we are excited about the opportunity to provide your child(ren) with a quality program in a safe and caring environment.

We welcome your suggestions as we all work together to make this a happy and worthwhile experience for both child and family. We understand that you are placing a great amount of trust you are placing in us by having your child(ren) enrolled in our before/after care program.

God bless,

The OLQH and SVDP Before and After Care Program Staff

Mission Statement:

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

Vision Statement:

A community of academic excellence, Catholic in spirit and culture, nurturing integrity and respect.

Statement Purpose:

The OLQH and SVDP Before and After Care Program views children as precious resources, given by God, and acknowledges our responsibility, along with the parents/guardians, for their care and nurture. Therefore, OLQH and SVDP Before and After Care Programs carry out this mission through establishing and maintaining programs of care that provide safe, secure, and nurturing Catholic environments for our children.

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 School 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. Guidance on nondiscrimination within the Diocese of La Crosse is governed by the Code of Canon Law and may take precedence on civil nondiscrimination.

Program Registration Information:

Any child who is a student at either OLQH or SVDP is allowed to attend the before/after care program.

At the time of enrollment in the OLQH and SVDP Before and After Care Program we ask that you fill out a reservation form with the respective times your child will be attending the program. If they will be attending each day, please provide the approximate M-F time you will be dropping off and/or picking up your child. This information will aid us in understanding how many students will be in the program and allow us to plan accordingly. If your child will only be coming select days please fill out the form to fit those days. Lastly, if your child will only be attending a few times in the year please fill out the registration form beforehand and turn it into the designated school office(s). Having these registration requirements will allow us to have a better understanding of the number of kids in the program.

When you register your child for this program please provide us with a list of the individuals who are allowed to pick up your child, and if there is a last minute change please contact the school office during the day so they can notify the person in charge of the after school program. Pick up has to be by an adult over the age of 18 who is on the list of people who can pick up your child.

In family situations where child custody has been granted by the court to one parent, a copy of that portion of the court decree must be provided to the OLQH or SVDP Before and After Care Program. This is especially necessary if parental access is denied by a court order.

Program Fees and Billing Information:

Program fees are \$5 per hour for the first child, and any sibling is given a \$0.75 discount per hour. Any part of an hour is billed for an entire hour. Late pick up charges for After School Care are \$5 for every five minutes. Billing will be determined by when the child is signed in or out of before/after care by the parent.

Hours of Operation:

Before School Care is open from 7-8:15 am: After School Care runs from 3:35- 5:30 pm.

Daily Schedules

Before Care

7:00-8:10	Quiet Choice Time/Free Play
8:10-8:15	Clean Up
8:15	Dismiss Children to school playground
8:25	OLQH Breakfast (Cafeteria)
8:35	SV Breakfast

After Care

3:35/3:40	Children are called from end of day prayer service
3:35/3:40-4:30	Bathroom Break/Snack/Free Play/Academics, if needed (SVDP-ACS)
4:30-5:30	Small Group/Free Play/Clean Up/Close Center

Parent Responsibilities:

With your child(ren) being in our care and safety and with well-being in mind, it is important that the parent/guardian fills out an emergency contact and information form and that parents/

guardians follow these important regulations regarding the safety of your child(ren) and other children in the before/after school program.

1. Parents need to walk their child to the child care area designated for before care and sign their child in.
2. Parents need to come into the child care area for after care to sign their child(ren) out of the program each day.
3. Children must leave in a car with either a designated person on the pick-up list, or by their own parent/guardian.
4. Do not allow your child to bring toys from home to play with in before/after care. This is important as we do not want someone to be playing with the toy and your child may not want them to, or they could get broken.
5. Parents are encouraged to share any issues or concerns with program staff so that way we can assess and discuss what may need to be changed or watched for adjustments.
6. When parents need to reach child care personnel outside of regular school hours, please utilize the **child care classroom phone number** of your school care.
 - a. OLQH 715-422-0983
 - b. SV 715-422-0964

These regulations are to uphold the dignity and worth of the value of your child or children's life and for safety reasons. Assumption Catholic Schools reserves the right to modify this handbook at any time.

All other common rules and regulations will go in line with the ASC Student/Parent Handbook on information such as behavior issues, confidentiality, health and safety policies etc.

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

Location:

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/After Care Program Contact Information

Location:

831 12th St. South

Wisconsin Rapids, WI 54494

Main Office Phone Number: (715) 422-0960

Before/After Care Cell Phone Number: (715) 422-0964