



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



Dear Parents/Guardians,

This handbook provides essential information and resources for the OLQH and SVDP Before and After Care Program. We have included all the critical details needed to ensure your child's safety and the smooth operation 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 the 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 by 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 complete a reservation form indicating the times your child will be attending the program. If your child will attend daily, please provide the approximate drop-off and pick-up times for Monday through Friday. This information will help us anticipate the number of students in the program and plan accordingly. If your child will only attend on select days, please fill out the form to reflect those specific days. Lastly, if your child will attend only a few times during the year, please complete the registration form beforehand and submit it to the designated school office(s). These registration requirements allow us to better understand the number of children in the program.

Pick-up must be by an adult over the age of 18 who is on the list of people authorized to 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:**

The program fee for before care is a flat rate of \$7.00 per child, regardless of the duration of attendance.

The program fee for after care is structured as follows: \$7.00 per child for the first hour and \$5.00 per child for the second hour. Please note that any portion of an hour is billed as a full hour.

Late pick-up charges for after care are \$5.00 for every fifteen minutes.

Childcare fees are based on the times a child is signed in and out of before or after care by the parent. These fees are calculated weekly and added to your FACTS account.

## Hours of Operation:

Before School Care is open from 7:00–9:00 a.m. on Mondays and 7:00–8:15 a.m. Tuesday through Friday. After School Care runs from 3:35–5:30 p.m., Monday through Friday.

## Daily Schedules

### Before Care- Late Start Mondays

#### OLQH-

7-7:45 am- Before care activities

7:45-8:25 am-Students will be split into two groups (4K & K and 1<sup>st</sup> & 2<sup>nd</sup>) with free choice quiet activities continuing along with craft & project options

8:25-8:45 am- Breakfast offered

9:00 am- Outdoor Play/Student drop off begins and busses arrive

9:30 am- School Begins

#### SVDP-

7-8:40 am-Before care activities and then more focused activities after 8:00.

8:40-9 am-Breakfast offered

9-9:25 am-Recess, student drop off begins, buses arrive, pledge

9:30 am-School Begins

### Before Care- Tuesday-Friday- OLQH & SVDP

7:00-8:10-Quiet Choice Time/Free Play

8:10-8:15-Clean Up

8:15-Dismiss Children to school playground

8:20-SV Breakfast (Cafeteria)

8:25-OLQH Breakfast (Cafeteria)

### After Care-Tuesday-Friday-OLQH & SVDP

3:35/3:40-School dismissal

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/Guardian Responsibilities:

With your child(ren) in our care, it is important to prioritize their safety and well-being. Therefore, we require parents/guardians to fill out an emergency contact and information form and to follow these important regulations:

1. Parents/Guardians need to walk their child to the designated before care area and sign them in.
2. OLQH parents/guardians will need to use an ACS-issued key card to access the building for childcare drop-off and pick-up. Key cards can be obtained by completing the request form issued by OLQH School.

3. Parents/guardians need to come into the designated after care area to sign their child(ren) out of the program each day.
4. Children must leave in a car with either a designated person on the pick-up list or by their own parent/guardian.
5. Parents are encouraged to share any issues or concerns with program staff so we can assess and discuss what may need to be changed or adjusted.
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 be posted on the ACS website with the ACS Student/Parent Handbook regarding 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**