

Saint  
**Francis Xavier**  
Catholic School



St. Francis Xavier  
After School Program Handbook

Cross Plains, WI  
Est. 1857

## St. Francis Xavier School After School Child Care Program



### Message from Mr. Abshire

We are so thrilled to be able to offer safe and affordable after school care for your children for the school year. It is our goal to provide a safe and nurturing environment that meets the needs of today's working families. Please continue to provide us with your feedback as we grow and evolve our after school program. If you at any time have a question or suggestion for the program, please feel free to reach out to myself or our talented afterschool program staff.

### Contacts

**Robert Abshire** *Principal*  
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**Christina Klar** *Program Director*  
798-2422 / [Christina.klar@sfxcrossplains.org](mailto:Christina.klar@sfxcrossplains.org)

**Stacey Eslinger** *Director of Development*  
798-2423 / [Stacey.eslinger@sfxcrossplains.org](mailto:Stacey.eslinger@sfxcrossplains.org)

**School Office** 798-2422  
Office hours: 7:30am-3:30pm

**Parish Office** 798-0100  
Office hours: 8:30am-5:30pm

**After School Mobile Phone** (608)338-5425  
Note: expect a delay between dialing and the first ring

**Admission**

St. Francis Xavier After School Program provides child care for children enrolled in either St. Francis Xavier School or the St. Francis Xavier Religious Education Program in grades K4 through fifth grade.

No child will be admitted into the program until all forms have been completed and returned to the school office. Completed forms must be returned along with the \$50.00 registration fee and any afterschool care payments that are due prior to the child attending.

All children are enrolled under a probationary period of thirty days. After that time if the Director feels that the child is not a good fit or that we cannot meet the needs of the child, the parent will be asked to remove the child from the program.

**Discrimination**

St. Francis Xavier School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

**Schedule**

After school care is provided on all school days (per the school calendar) from 3:00 p.m. (final dismissal) to 6:00 p.m. Children may be picked up earlier than closing time; however the full amount will be charged. After school care is not offered on half days or if school closes for any reason.

**Attendance and Scheduling**

Children are checked in daily by a Child Care Teacher. Check in and checkout attendance times are recorded and kept on file.

Parents need to notify the school by 1pm via phone or written message if their child will not be attending the program on a scheduled day. If no note is sent and a child is not present at check in, parents will be notified immediately.

**Tuition**

St. Francis Xavier After School Child Care fees are due on the first of each month, for the care that is to be provided for the upcoming month. Payments may be made in two installments (on the 1<sup>st</sup> and the 15<sup>th</sup> of each month) if necessary.

Payments may be made online via TeacherEase or by check. Checks should be made payable to St. Francis Xavier School. If you need payment documentation, please contact the school office. Check payments should be sent to the school office, clearly labeled "After School Program Fees."

A one-time, \$50.00 per family, non-refundable registration fee is due at the time of registration.

No payments will be collected for the days when the programs are not in session, including school vacation days, in-service days and snow days.

If a child is registered to attend the after school program and does not attend (due to absence, illness, club activity, etc) payments for that day are not refundable. Payments made for days that result in a snow day, may be deducted from the next month's payment.

### **2019/2020 Rates**

After school care is provided on all school days (per the Middleton-Cross Plains School District Calendar). A late fee of \$25 will be assessed anytime a child is picked up after 6:00pm.

- Full-time (5 days per week) \$65 per week for the 1<sup>st</sup> child, \$55 per week for each subsequent child
- All Day 4K \$20 per day per child
- Part-time \$14.50 per day per child
- Drop In \$16.00 per day per child
- Late Fee: A late fee of \$25.00 will be assessed for pick-ups after 6:00pm

### **Location**

The after school program will be held primarily in the school cafeteria. Students will check in at the lunchroom entrance. Parents will pick their children up by parking and entering through the school's west entrance. Supervised activities will be held in the cafeteria, library, computer lab, gymnasium, playground and church hospitality room. Teachers will post a schedule of activities and locations at the west entrance for parents to reference when picking up their child.

### **Snacks**

A healthy snack and milk will be provided to each student daily.

### **Dress Code**

Students are expected to abide by the St. Francis Xavier School dress code while in attendance at the afterschool program.

### **Education**

St. Francis Xavier After School Program is a place where children learn to:

- Develop self-esteem
- Treasure their gifts from God
- Develop friendships and have fun with others
- Make their own choices
- Resolve conflicts
- Problem solve
- Develop new hobbies and interests
- Become more sensitive to the feelings of others
- Care about other people
- Value and protect the environment

Daily activities and curriculum are planned out in advance under the guidance of the School Principal.

Activities Include:

- Centers (art, music, literature, religion, drama, etc)
- Board games, sports and outdoor play.
- Children will also have supervised access to the computer lab and gymnasium.
- G, PG or PG13 movies may be shown periodically, parents will be notified in advance of any PG13 movie being shown. Screen time (TV, computer and tablet) will be limited.

#### Sample Schedule:

- 2:55 Attendance taken; students put belongings in bins provided
- 3:05 Bathroom / Hand washing
- 3:20 Snack
- 3:35 Teacher Guided Activity
- 4:15 Student Choice or Study Time
- 5:00 Outdoor Play (weather permitting)

#### **Withdrawal and Termination**

If a parent wishes to withdraw a child from the program, they must notify the school in writing at least two weeks prior to the last day of attendance. If the child does not attend the last two weeks, parents will still be responsible for fees for those two weeks.

St. Francis Xavier After School Program wishes to provide a happy, safe and social learning experience for all of the children enrolled. In order to achieve this goal, it may be necessary to remove a child from the program for one or more of the following reasons:

1. The child has special needs that cannot be accommodated by our staff or facility
2. Paperwork is not completed or fees are not paid
3. The rules of the program are not followed
4. The child has been absent from the program for a period in excess of one week without notification

If a director makes a decision to terminate a child's enrollment, any unused tuition will be refunded. Registration fees are non-refundable.

#### **Release of a Child**

Anyone authorized to pick up a child must come to the location in which the program is being held, sign the child out and note the time of pick up. No child will be allowed to check themselves out or exit the building unattended.

#### **Medication**

##### **Prescription Medication**

In most cases the easiest solution is to give all prescription medication doses at home. Ask your doctor the best way to do this.

If you must have medication given at school or during afterschool care you will need a Physician's Order for Medication form filled out. Any prescription medication must be brought to school in the original container with the pharmacy label intact. A Medication Consent Form must be signed by the parent.

##### **Over-the-Counter Medication (Tylenol, etc...)**

A Medication Consent Form must be signed by a parent and will be kept on file in the school office. The medication must be brought to school in the original container (no baggies, etc). The container must be labeled with:

- Student's full name
- Name of drug and dose
- Time to be administered

**Note:** All medications (prescription and over-the-counter) will be kept locked in the school office where no unauthorized person will have access. No medication is to be kept in the student's possession except in the cases of inhalers for asthma. In these cases we recommend an additional inhaler be purchased so that both the student and the office have immediate access in the event of an emergency. Exceptions will be made with written parent and physician instructions.

### **Child Safety**

Saint Francis Xavier strives to create a safe place for all students and to prevent any school violence. There is an important balance between sufficient building security and providing students a healthy, nurturing, normal school environment. School safety starts by creating a caring school community in which adults and students respect and trust each other and all students feel connected, understand expectations and receive the support they need.

St. Francis Xavier works in accordance with the Cross Plains Police Department to practice regular Emergency drills.

State law requires school personnel, including administrators, teachers, counselors and speech therapists to immediately report all cases of suspected abuse or neglect involving children under the age of 18 seen in the course of their professional duties.

### **Health**

Parents are asked to call the school on days when their child is absent, indicating that your child will also be absent from the After School Program. Any child who has a fever, vomiting or diarrhea within 24 hours should stay home.

### **Accident or Injury**

Incident reports will be completed for any injury that occurs during afterschool care and parents will be notified at the time of pick up (unless the injury requires immediate attention, in which case parents will be notified immediately). Incident reports will be kept on file in the school office.

In case of an emergency, the teacher will call paramedics from the nearest school phone by dialing 911.

### **Discipline**

St. Francis Xavier Catholic School is drug-free, weapon-free, bully-free and harassment-free.

In the spirit of cooperation and our Catholic school mission, St. Francis Xavier Catholic School students follow our Code of Conduct. When the Code of Conduct is not followed, appropriate actions are taken to ensure that the learning environment remains a safe and positive one for all of our students and staff. St. Francis Xavier School follows progressive steps in assigning disciplinary consequences for Code of Conduct infractions. Our goal is to not punish but to change negative behavior. Students are expected to follow all rules, policies and the Code of Conduct. Parental support is essential for the effectiveness of this discipline policy.

Please refer to the St. Francis Xavier School Handbook additional information, including reasons for disciplinary action and the consequences for those actions.

### **Playground Guidelines**

We feel that it is important for all students to go outside each day unless the temperature or wind chill is below 0°F. If the temperature is hovering near 0°F we might go briefly outside. Make sure you label hats, mittens, scarves, snow pants, etc. with your child's name.

Students remain outside throughout the recess period unless they have received specific permission from a teacher or playground supervisor. Under most circumstances, if a student is well enough to be at school/afterschool care, they are well enough for outdoor recess.

Students will be respectful to all students, adults and to the property of students and that of St. Francis Xavier School and parish. Students will act with safety, kindness and respect in mind to all. All equipment taken from the school must be returned. At the end of outdoor play time, the students will be lined up and escorted back into the building by a staff member.

### **Cleanliness**

Afterschool program staff will follow universal precautions when exposed to bodily fluids. Gloves will be worn and hands will be washed. All staff and children will wash hands with warm water and soap before and after snack and after using the bathroom. Tables will be washed and sanitized before and after each use. Toys and supplies will be washed if soiled.

### **Emergency Procedures**

Fire and tornado drills will be conducted regularly, in accordance with school policy and procedural requirements.