



ST. DOMINIC

CATHOLIC SCHOOL

Extended Care Parent Handbook

Effective:	August 29th, 2020
Revised:	Annually
Reviewed by:	Principal
Date:	August, 2021
Approved by:	Pastor and Human Resources Committee
Date:	

18255 West Capitol Drive, Brookfield, WI 53045



Welcome

Dear Extended Care Family,

We are the Knights! We are the defenders of all that is sacred and true. We value our academics, our faith, and our commitment to one another in service and community. We strive to be courageous in our efforts and humble in our accomplishments. We honor history for it informs us but embrace the present to prepare for the future. We have a legacy to uphold and a path to forge. We are the Knights!

It is my honor and privilege to be the principal of St. Dominic Catholic School. You will find that enshrined within these walls a history of humble excellence. You will find a tradition of service to our Lord and Savior, Jesus Christ. It is here that you will find all that you cherished about your own Catholic education, all the excellence that Catholic education represents, and the joy of being a child. It is also here that you will find a respect and focus on the uniqueness of each student and each family. We provide quality instruction with an attention to the needs of each child. We are God-centered and student focused. We value parents as the primary educators of our students and encourage their involvement in the education of their child. We value teamwork. The family is the heart of society. We invite you and your family to become a part of our family through volunteering in our classrooms and in our school and actively engage in the life of the parish. Jesus needed help to carry out his mission and so do we. We strive to provide an experience for students and their families that is accessible, affordable, and available to all in order to build up a community of believers, to evangelize the culture, and to serve the common good of society as noted in the Holy See's Teaching on Catholic Schools (2006).

It is the parent who is the primary teacher of children but in today's day and age it is inevitable parents will need a solid support network to assist them in their vocation. It is my belief that we are called to do whatever we can to preserve the family in our role as educators. In this handbook, we wish to share with you all of those elements that make Extended Care program run effectively and efficiently in light of our school mission. We encourage you to read the contents and review them often. We live by a code, this code, much like the code of chivalry employed under Emperor Charlemagne in the middle ages. Our Knights are loyal, brave and true to the cause. A Knight is a defender of the faith while faithful to God and neighbor upholding virtue over vice. I humbly ask that you take up the task with us – to be defenders of the faith by living a life in relationship with Jesus Christ; to do all things for His greater glory.

Mary, Mother of God, pray for us!

St. Dominic, pray for us!

Mrs. Jill A. Fischer

Principal

Archdiocesan Policies and Procedures Manual

The policies and regulations of the Archdiocese of Milwaukee are kept in the office of the Principal. These documents provide the policies, regulation, law or directive of Governmental Agencies and Cannon Law to be followed by any school that is accredited by WRISA or the Archdiocese of Milwaukee. The documents refer to community relations, administration, business and non-instructional operations, personnel, students, instruction and new construction. This document is open for review by appointment.

Parish Policies and Procedures Manual

The faculty handbook is meant to reflect, not super cede, St. Dominic Catholic Parish policy. Guidelines that are specific to the School and its faculty and staff are represented in this handbook. All employees, including school faculty and staff members, are to be familiar with and adhere to the Parish Policies and Procedures Manual.

Faculty Handbook

The members of the faculty will find this handbook useful as a summary of their responsibilities and overview of the procedures for our school. Substantive policy changes are made only after consultation with the Pastor and the School Board Committee. All employees, including school faculty and staff members, are to be familiar with the Faculty Handbook and the Parent Handbook for St. Dominic School.

Parent Handbook

All employees of the school are to be familiar with the Parent Handbook.

St. Dominic Parish Mission Statement

“To Seek Christ, Know Christ and Become Christ, each one for the sake of all.”

We are a thriving community of Christians in the Roman Catholic Tradition, assembled under the patronage of St. Dominic, the preacher and teacher.

We hear the voice of the Lord in our lives and desire to live the call of the Gospel by growing in faith through:

- Actively participating in liturgy, the Word of God, prayer, and the Sacraments;
- Extending ourselves in hospitality and evangelization;
- Serving human concerns of persons within and outside our Parish family;
- Offering lifetime opportunities for Christian formation and ongoing conversion; and
- Sharing in stewardship with our time, talent, and treasure.

St. Dominic Catholic School Mission Statement

St. Dominic Catholic School is inspiring minds, developing character and seeking Christ.

Philosophy Statement

We believe that it is our mission as disciples of Jesus Christ to continue His work in order to bring children and families into relationship with Him through our instructional programming. By honoring parents as the primary educators of children, we strive to serve the entire family through God centered, student focused learning opportunities that benefit the development of the whole child.

Inspiring Minds

We recognize that each child is an exceptional individual with talents and abilities to be developed to each child’s full potential. We provide an academic and co-curricular environment that challenges each individual and cultivates a desire for a lifetime of learning.

Developing Character

We enhance and support rigorous academics with religious faith and values by encouraging each child’s spiritual, creative, physical, psychological and social growth.

Seeking Christ

Each individual at St. Dominic Catholic School is encouraged to find Jesus in their neighbor, to deepen their relationship with Jesus Christ through participation in the Mass, prayer, and formational opportunities, and to work to be the hands of Jesus for others. We teach respect, acceptance, and justice for all people in the tradition of Catholic social justice teaching and the gospel message of Jesus Christ.

Extended Care Personnel

2021-2022

Pastor:

Rev. Dennis Saran

Associate Pastor:

Rev. Tim Schumaker

Principal:

Mrs. Jill A. Fischer

Extended Care Coordinator

Ms. Dani Kempfer

Kindergarten Connection Teacher

Mrs. Teri Dempsey

Kindergarten Connection Aide

Mrs. Karla Bryant

After School Team Member

Ms. Dasha Cuske

After School Team Member

Mrs. Aris Favela

After School Team

Ms. Jess Kempfer

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I. Operational Policies

St. Dominic Catholic School honors the family and takes pride in supporting parents as the primary caregivers of the children. In that, we offer an Extended Care Program to assist parents in caring for their children before, during, and after the school day.

The Extended Care Team is comprised of highly qualified individuals. The team works to provide a safe and loving environment where children are valued and cared for. Opportunities for study and play are provided in a supervised setting which functions as an extension of the St. Dominic Catholic School day.

Extended Care operates before school from 7:00 – 7:30 AM, during the school day as the Kindergarten Connection from 7:30-2:45, and after school from 2:45-5:45 PM. The Extended Care is closed when school is not in session for holiday breaks. On early release days, Extended Care remains open until 5:45. During the summer our morning sessions runs from 7:00-12:00, lunch is 12:00-12:30 and the afternoon sessions runs from 12:30-5:45.

A. Registration

Registration for Extended Care opens in May. All children enrolled at St. Dominic Catholic School are eligible for the services provided by the Extended Care Program. However, registration fees will not be processed until current balances are paid in full. Early registration ends on September 1st. There is a \$50 registration fee for each family. Families are welcome to register after September 1st but they may not be guaranteed a spot. Summer registration opens in March and runs through the end of May. There is a \$35.00 registration fee for each family.

B. Scheduling

Parents are responsible for scheduling their children for Extended Care. The scheduling form is found online at www.stdominic.net/school or may be shared with the Extended Care Team via email. Schedules are to be submitted by 3:30 PM the Thursday prior to the week of services to be rendered either electronically or in hard copy. Unscheduled time, including care being requested the day of service, will be billed at the unscheduled time rate.

In the event that there is a shortened week, schedules may be asked for earlier than Thursday.

C. Schedule Changes

If a change needs to be made to a planned Extended Care schedule, please contact the Extended Care Coordinator as soon as possible. Space is not always guaranteed for unscheduled time. Call or email as soon as possible to make sure space is available. If your child is out sick or you no longer need care on a scheduled day, let the Extended

Care Coordinator know as soon as possible. Failure to notify Extended Care at least 1 day in advance will result in the family being billed.

Extended Care Families will not be billed if there is a snow day or school cancellation. Should a school extra-curricular activity be cancelled without warning resulting in a need for a child to attend Extended Care, the family will be billed the regular rates (not the unscheduled rate provided there is space available. Non-school cancellations resulting in your child(ren) attending will be billed at the unscheduled rate providing space is available.

D. Fees

Extended Care collects fees in order to sustain its programming. These fees help to pay the salaries of the Extended Care team in order to ensure adequate staffing so that we may provide for a safe and secure environment for the St. Dominic Catholic School children and ensure adequate staffing. Fees are subject to review and change by the Parish Finance Council and budget committees of the parish using information provided by the principal.

Before School Care	\$3.50 for time between 7:00-7:30 AM
During School Care	Time less than 8 hours = \$7.25 per child/hour Time greater than 8 hours= \$55.00 per child/day
After School Care	\$7.25 per hour per child between 2:45-5:45
Late Pick Up	\$1 per minute after 5:45 to be billed in 15 minute increments.
Before School Unscheduled Time	\$5.00 per child
After School Unscheduled Time	\$8.75/hour per child billed in 15 minute increments

*Fees are based on scheduled time. Any portion of an hour is rounded to the next quarter hour.

E. Scheduling Communication

Communication is critical to ensure the safety of all children and to adjust team member staffing levels. Life happens and changes will be needed. We simply ask for your cooperation in keeping us informed. You may contact Extended Care via phone or email. Due to the vital need for communication the following will apply. Please note, it is our goal to have communication; not to bill for non-communication.


No call/No show	\$10 fee plus schedule time
No call but child(ren) show up for care	\$10 fee plus billed at unscheduled rate per child

F. Billing

Extended Care fees are charged for services rendered and must be paid in a timely manner by any family utilizing St. Dominic Catholic School’s Extended Care Program. Payments shall be made in accordance with the guidelines published by the school. Invoices are accessible through Procure and are posted to your ProCare account every Monday for the care received the week prior. Unless otherwise agreed to by the Extended Care Coordinator, payments are due within 7 calendar days. After 14 days, a late fee of 5% of your bill will be applied. Failure to fulfill the financial obligation may lead to your child(ren) not being eligible to attend Extended Care. ACH and prepay options are available and preferred. Families with unique payment requirements should contact the Extended Care Coordinator in advance.

Families may apply for financial assistance by contacting the Principal. Applications for assistance will be reviewed by the tuition assistance committee of the Finance Council. Aid is awarded based on needs and available funds. Assistance is applicable to regularly scheduled hours of attendance. Families who receive assistance are responsible for paying for any late pick up fees, unscheduled time fees, and late payment fees.

How to make a payment:

Check	<p>~ Please make checks payable to St. Dominic’s and write Extended Care on the Memo line.</p> <p>~ Checks can be turned/mailed in to the school office and labeled for Extended Care or turned in directly to Extended Care</p>
Credit Card-Online Payment	<p>~ Payments can be made by logging in to your ProCare account online</p> <p>~ Go to https://stdominic.net/school/families/extended-care/</p> <p>~ Click on the ProCare logo that looks like the following </p> <p>~ Log in using your email address you provided to us on your registration</p> <p>~ First time log in you will need to create a password</p>

Credit Card- Extended Care Room Payment	<p>~ Use your fingerprint to log into your account on the sign in and out computer</p> <p>~ Click on the Make a Payment option on the bottom of the screen</p> <p>~ Swipe your credit card using the credit card swipe machine located next to the screen. NOTE: Cards must be swiped and may not be entered in.</p>
ACH-Automated Payment Processing	<p>~ You will fill out a form with your checking or savings information.</p> <p>~ One-time, current balance, or recurring payment options are available.</p> <p>~ The withdrawal is done by the Extended Care Coordinator for the balance owed each Monday (unless prior agreement has been made with the Extended Care Coordinator)</p> <p>~ No prepayment with ACH</p>

Processing fees may apply. These are assessed by the financial institution and not St. Dominic.

G. Behavior/ Discipline

All people are sons and daughters of a loving God and share equally in God’s unconditional love. All formational programs for children and youth are to reflect this loving, inclusive experience.

Formational programs are to be pro-active in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum and is evidenced by statements in various handbooks.

Staff shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/or exclusive language or behavior are to be implemented.

The Extended Care Team is responsible for keeping the principal apprised of any and all academic or behavioral concerns pertaining to the students of St. Dominic Catholic School.

Extended Care team members have the right to inform parents, teachers, and the principal of unwelcome behavior of a child through a Correction Notice. Appropriate consequences for inappropriate behavior will be given which may include removal of a child from Extended Care services depending on the severity of the behavior.

Parents are encouraged to address concerns to the Extended Care team members directly. Should the situation not be resolved, parents are encouraged to contact the principal as direct supervisor to the Extended Care Team. All complaints or concerns are to be documented and forwarded to the principal.

Since the Extended Care Program is an extension of the school day, the policies and guidelines for behavior and discipline outlined in the Parent and Student Handbook, Faculty Handbook and Parish Policy and Procedure manuals will apply to issues that arise as part of before, during, and after school care.

H. Electronic Devices/ Telephones

Cell phones, computers, iPads or other hand held communication devices used by students is strictly prohibited unless it is team member directed. Student cell phones may be confiscated and given to the principal. The principal will determine when a student's cell phone will be returned after communication is made with the parent. Students needing to phone their parents should ask permission from the Extended Care Team to call on the classroom phone.

There are Chrome Books available for homework use only. The Extended Care Program is an extension of the school so the acceptable use policy applies. Students may only use the Chrome Books and other mobile devices under direct adult supervision.

Use is not to exceed 15 minutes unless otherwise determined by the Extended Care Team.

Children are not to download new games off the internet. Changes of settings, passwords, etc should not be made to any electronic devices such as iPads, tablets, Chrome Books, or computers. Should a child be found using the technology available to them inappropriately, they will lose that privilege for a week. This consequence is subject to change depending on the severity of the violation under the auspices of the principal.

I. Dress Code

As an extension of St. Dominic Catholic School, we will be following the "out of uniform" dress code, during summer fun, and out of school programming. When out of uniform, it is important that students continue to practice making appropriate clothing choices to emulate the virtue of chastity. Therefore, clothing should be modest, neat, clean and in good repair and of appropriate size and length. Offensive pictures and messages on shirts, shorts, or other articles

of clothing and camouflage or military attire are not acceptable. Clothes should be comfortable and appropriate for the day's weather and activity.

Shirts/ Sweaters/ Sweatshirts: Halter tops, tube tops, spaghetti straps, bare mid-drifts and muscle shirts are not permitted. **Sweatshirts with hoods or strings are not permitted at any time including outdoor play.** Tank tops may be worn in summer. Tank top straps must be at least 1 inch wide. Shirts are to be worn as shirts and not tied around the waist or shoulders.

Shorts and Skirts: Shorts and skirts may be worn provided the length **must be no shorter than 2" above the top of the knee.** Torn off pants, shorts and skirts, spandex biking shorts, distressed fabrics, or volleyball shorts are not acceptable.

Pants: Pants should be of a looser fit and worn at the waist. Girls in grades kindergarten through third grade may wear leggings as pants. Girls in grades fourth through eighth **may not** wear leggings as pants. Clean, non-baggy blue jeans may be worn. Jeans with frayed bottoms, cuts or tears, are not appropriate.

Athletic Attire: Athletic suits or athletic pants are allowed as long as they meet the criteria above.

Footwear: Shoes must have backs to fit securely and have a hard sole; they must be safe and practical for the playground. Shoes should be hard bottomed not soft. **No sandals, open toe, open sides, or backless shoes, including Crocs and Healys, are allowed in the school building even on out of uniform days. Tall boots and ankle boots/ fashion boots with hard soles will be permitted on out of uniform days as part of an outfit. Soft boots such as Uggs are not allowed in school but may be worn outside for warmth.** Socks are to be worn at all times.

Swimwear: To ensure modesty, all swimwear must be a 1 piece suit. If a girl is wearing a 2 piece suit, a t-shirt must be worn over it. Boys wearing swim trucks are to wear a shirt with it.

II. Operating Procedures

To ensure the safety and well-being of the children in our care, we have implemented a tracking sheet to know who is in our care, will be returning to our care, and who has left.

A. Attendance

It is the responsibility of the Extended Care Team to take attendance at three distinct times; during the before school care time of 7:00-7:30, when new students are added and subtracted during the school day around 10:30, and then at the beginning of after school care at 2:45. All absences are to be recorded. This requires that parents notify

Extended Care, school office, and teachers of any schedule changes being made. This includes if a child has left school early due to illness.

Students enrolled in K3, K4, and K5 are to report to the K3 classroom at the close of the school day for the purposes of attendance taking. Students enrolled in grades 1, 2, and 3 are to report to the Extended Care room. Students enrolled in grades 4-8 are to report to the Faculty Lounge. Here students will receive snack before relocating to the music room for silent work time. If a child does not show up that is scheduled, and the Extended Care team has not been notified, a call will be made to ensure they have been picked up.

During summer, all attendance is taken as children come and go. Children are to report to the main Extended Care classroom at the time of drop off or pick up.

B. Attendance Tracking

Team members are given a binder clipboard that will contain attendance and emergency contact information for the children in their care. They are required to carry this clipboard anytime they change locations with their children. This will allow for team members to have their children's emergency information easily at their disposal as well as a form of tracking the children in their groups.

Team members are required to write down in and out times for each child in their care. This provides us with more accurate data for each child, helps us in case whomever picks up is unable to sign out or the system is down, and helps us keep better track of our children's whereabouts for safety and security purposes. Keeping track of attendance is also important in insuring accurate billing. For this purpose, please make sure to always make face to face contact with your child's Extended Care team member to alert them of their coming and goings.

Children are to always stay in the care of their Extended Care team member. Children are not permitted to go to other classrooms and work with other school teachers or Extended Care team members unless given permission by parents for their child to do so on a specific day. This arrangement is to be made in collaboration with the Extended Care Coordinator. Please see "Volunteering" on page 9 for more complete details. We want to provide you with the best care for your children as possible.

C. Outside Play

The children are taken outside daily while in Extended Care. Once in the morning, once in the afternoon, and a third time after school. All children will be taken outside at these

times unless it is under 0 degrees (with the wind chill), raining, hailing, sleeting, or conditions are deemed unsafe.

As is school policy, jackets are required to be worn by all children when the temperature is under 60 degrees. It is highly recommended that when temperatures with the wind chill is under 35 degrees that snow pants, boots, hats and gloves be worn by all students for extra warmth. Children are not permitted to play on the snow without snow pants or boots per school policy.

D. Sunscreen

Please be sure to supply your child with sunscreen to help protect their skin during our outside play times. If sunscreen is to be applied while the child is in attendance, a medical form will need to be filled out and turned in.

E. Checking In/ Checking Out

Before school – parents check in the children

During school – Kindergarten Connection team members are to check children in and out

After school – Extended Care team is to check in all children (K3 classroom, Extended Care, and Teacher’s Lounge) from schedule, parents check out via fingerprint system of ProCare and cross referenced by team member

Summer Fun-parents check children in and out

All parents are required to make face to face contact with their child’s Extended Care team member at the time of pick up and drop off. This helps ensure the safety of the children. If your child is going to volunteer or has an extra-curricular and will not be returning to Extended Care, please let us know the name and contact information for the adult will be receiving your child to ensure that they have made it safely.

If children are in another designated place in the building when a parent arrives for pick up, the Extended Care team will communicate with one another via the phone to have those children return to the Extended Care room for pick-up.

F. Volunteering

We are delighted to have a high interest in students wanting to volunteer by working with the younger students as part of our after school program. All volunteer hours are to be scheduled through the Extended Care Coordinator as we don’t wish to charge families for their child’s volunteerism. There will be a limit of 1-2 days per week per volunteer. There will be a limit of 1 volunteer per day. Volunteering is to begin right away after school at 2:45. Volunteers may help for as long as they wish, but not to exceed 5:00 PM. Volunteering will be permitted on full school days only. Any time students are staying in Extended Care after 5:00 will be considered billable time. Our

greatest priority is to make sure that academic expectations are fulfilled before providing service opportunities to students.

G. Snacks

Extended Care is a peanut-free zone. All snacks will be provided by the Extended Care Program. Snacks not being provided by Extended Care are prohibited unless arrangements have been made with the Extended Care Coordinator. Two snacks are provided throughout the day. One snack at 9:00 AM and another at 3:30 PM (2:45 for 4th-8th grade). A weekly snack schedule is posted on the “What’s Happening” board located in the Extended Care room.

III. SAFETY AND SECURITY

A. Buzzer

EXTENDED CARE AFTER SCHOOL PROGRAM IS RESPONSIBLE FOR THE BUZZER AS OF 3:15 PM

During the hours of 7:00 AM-7:30 AM, children being dropped off for Before School Care may enter through the Extended Care doors. Entry between the hours of 7:30 AM-2:45 PM to drop off or pick up a child from Extended Care is to be made through the main school office. From 2:45 PM-5:45 PM, pick-ups are to be made at the Extended Care doors.

During the summer, all pick up and drop offs will be done at the Extended Care doors as the office is closed.

For the safety and security of the children please do not let anyone into the building even if you know who they are.

B. Sick Children

If a child should become sick while in Extended Care, the team will assess the child’s needs and address them accordingly. If the situation warrants it, the parent or guardian is notified. Parents will be notified when a child has a temperature of 100 degrees or more, vomiting, head injury, or any serious illness of questionable significance. If the parent or guardian cannot be reached, the emergency contact will be called. If unable to reach responsible parties, depending on the severity of the situation, the local police department or law enforcement agency may be notified to assist in locating the parent/guardian.

In the event that your child leaves school early due to illness and will not be attending Extended Care as scheduled, be sure to notify Extended Care that they will not be there.

C. Injured Children

If a child suffers an injury while in Extended Care, the team will treat the wound as the school secretary would during the day. Documentation will be made of the injury and treatment will be given. An Extended Care team member will explain the situation to parents upon pick-up. An injury report form will be completed and forwarded to the principal. Serious injuries and injuries to the head will automatically be reported to parents in addition to the injury report. An accident report must be placed on file regarding all accidents resulting in significant injury occurring to and from the Parish facility/school, as well as in the school/Parish facility itself.

In the event that your child leaves school early due to an injury and will not be attending Extended Care as scheduled, be sure to notify Extended Care that they will not be there.

D. Crisis Plan for a Pandemic

In the event of a pandemic whereby our school is placed into quarantine for a period of time, Extended Care services will remain open at the cost of tuition for children of essential workers as deemed such by the Safer At Home Order #28. Following the Crisis Plan for a Pandemic, identified as Crisis Plan Handbook on the school website, when in the yellow scenario, children attending school as a Saint or Angel may utilize Extended Care services. Students not attending school as a Saint or Angel will not have access to services on the days they are not present in the building. Billing were occur as it would in the green scenario. During a red scenario, children of essential workers will have access to care for the cost of tuition.

IV. General Conditions

This document is subject to periodic review and changes. Said changes are deemed immediate and do not require a distribution of the Parent Handbook. Any errors or omissions in this document are considered reparable given the intent of the policy or procedure.

V. Acknowledgement

Please return this sheet, with a signature and date, to the Extended Care Coordinator before the first day of care.

I hereby acknowledge the policies of the St. Dominic Catholic School Extended Care program and will follow all policies that are set forth for me each school year.

Printed Signature

Date

Signature

Date