



# ST. DOMINIC

CATHOLIC SCHOOL

## Summer Fun Parent Handbook

<b>Effective:</b>	May 7 <sup>th</sup> , 2021
<b>Revised:</b>	Annually
<b>Reviewed by:</b>	Principal
<b>Date:</b>	April, 2021
<b>Approved by:</b>	Pastor and Human Resources Committee
<b>Date:</b>	

18255 West Capitol Drive, Brookfield, WI 53045



## St. Dominic Parish Mission Statement

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*“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

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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.

# Summer Fun Personnel

2021

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**Pastor:**

Rev. Dennis Saran

**Associate Pastor:**

Rev. Aaron Laskiewicz

**Principal:**

Mrs. Jill A. Fischer

**Summer Fun Coordinator**

Ms. Dani Kempfer

**Summer Fun Teacher**

Mrs. Teri Dempsey

**Summer Fun Teacher**

Ms. Jennifer Grey

**Summer Fun Teacher**

Ms. Harper LaFond

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## **I. Operational Policies**

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St. Dominic Catholic School honors the family and takes pride in supporting parents as the primary caregivers of the children. In that, we offer a Summer Fun program to assist families in caring for their children throughout the summer.

The Summer Fun Team is comprised of highly qualified individuals. The team works to provide a safe and loving environment where children are valued and cared for.

Summer Fun operates from 7:00 AM until 5:45 PM Monday through Friday based on enrollment.

### **A. Registration**

Registration for Summer Fun opens the last week of February. All children ages 4-13 enrolled at St. Dominic Catholic School or belong to St. Dominic Parish are eligible for the services provided by the Summer Fun program. Registration ends May 21<sup>st</sup> and is \$35 per family. Registrations received before April 24<sup>th</sup> are discounted to \$20 per family.

### **B. Scheduling**

The scheduling form is found online at [www.stdominic.net/school](http://www.stdominic.net/school) or may be shared with the Summer Fun 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 Summer Fun schedule, please contact the Summer Fun 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 Summer Fun Coordinator know as soon as possible. Failure to notify Summer Fun at least 1 day in advance will result in the family being billed.

### **D. Fees**

Summer Fun collects fees in order to sustain its programming. These fees ensure adequate staffing so we may provide a safe and secure environment. Fees are subject to review and change by the Parish Finance Council and budget committees using information provided by the principal.

Hourly Rate	Time less than 8 hours = \$8.00 per child/hour Time greater than 8 hours= \$60.00 per child/day
Unscheduled Hourly Rate	\$9.50/hour per child billed in 15 minute increments
Late Pick Up	\$1 per minute after 5:45 to be billed in 15 minute increments.

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

\*Unscheduled charges may occur in addition to the \$60 if pick up or drop off time exceeds the scheduled time

**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 Summer Fun 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**

Summer Fun fees are charged for services rendered and must be paid in a timely manner by any family utilizing St. Dominic Catholic School’s Summer Fun 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 Summer Fun 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 Summer Fun. ACH and prepay options are available and preferred. Families with unique payment requirements should contact the Summer Fun 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 and write Extended Care on the Memo line.</p> <p>~ Checks can be turned/mailed in to the school office and labeled for Summer Fun or turned in directly to Summer Fun</p>
Credit Card-Online Payment	<p>~ Payments can be made by logging in to your ProCare account online</p> <p>~ Go to <a href="https://stdominic.net/school/families/extended-care/">https://stdominic.net/school/families/extended-care/</a></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 Summer Fun 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. Field Trips**

St. Dominic's Summer Fun loves to participate in different field trips. Many of the field trip locations need exact numbers and pre-payment. Two weeks prior to the end of each month, parents/guardians will receive a sign-up sheet for the field trips for the following month. All children will need to be signed-up for the field trips that they will attend. Payment will not be due at the time of sign-up. Payment will be due a week before attending the field trip. Payment will not be reimbursed if a child is unable to participate. If a child is unable to attend a field trip they have been signed up for, payment will still be required.

## **H. 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 Summer Fun Team is responsible for keeping the principal apprised of any and all behavioral concerns pertaining to the children of St. Dominic Catholic School.

Summer Fun team members have the right to inform parents 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 Summer Fun services depending on the severity of the behavior.

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

## **I. Electronic Devices/ Telephones**

Cell phones, computers, iPads or other hand held communication devices used by children 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 Summer Fun Team to call on the classroom phone.



## J. 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 children 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**

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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**

During summer, all attendance is taken as children come and go. Children are to report to the main Summer Fun 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 Summer Fun team member to alert them of their coming and goings.

### **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 in the afternoon. All children will be taken outside at these times weather permitting.

### **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**

All parents are required to make face to face contact with their child's Summer Fun team member at the time of pick up and drop off. This helps ensure the safety of the children. The parent will then check their child in or out at the check in and out computer located in the Summer Fun room.

#### **F. Snacks**

Summer Fun is a peanut-free zone. All snacks will be provided by the Summer Fun Program. Snacks not being provided by Summer Fun are prohibited unless arrangements have been made with the Summer Fun Coordinator. Two snacks are provided throughout the day. One snack at 9:00 AM and another at 3:30 PM. A weekly snack schedule is posted on the "What's Happening" board located in the Summer Fun room.

### **III. SAFETY AND SECURITY**

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#### **A. Buzzer**

During the summer, all pick up and drop offs will be done at the Summer Fun doors located off of Capitol Drive.

**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 Summer Fun, 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.

#### **C. Quarantine/ Pandemic**

Should the program, Summer Fun group, or individual be required to quarantine, St. Dominic Catholic School will launch protocols under its Crisis Plan for a Pandemic identified as the Crisis Plan Handbook on the school website. All families and staff will need to abide by the practices and protocols of the handbook in a pandemic.

**D. Injured Children**

If a child suffers an injury while in Summer Fun, 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. A Summer Fun 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.

#### **IV. General Conditions**

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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.

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.

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Printed Signature

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Date

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Signature

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Date