

Holy Cross School



HOLY CROSS
CATHOLIC SCHOOL
TEACHING AS JESUS DID SINCE 1868

Before & After School Care 2022/23 Handbook & Procedures

Contact:

Summer BASC Coordinator: Sonja Gapinski

School Principal: Kari Peterson 920-468-0625 x121

kpeterson@gracesystem.org

The Before & After School Care Program (BASC) provides a safe and caring environment for students of Holy Cross School, Parish and GRACE. It provides a safe, fun and affordable alternative to students going home to an empty house or needing transportation to other child care programs. All students in grades PK4 through 8 are eligible for attendance in this extended care program.

This Parent Handbook will help families become more familiar with the program goals, policies and procedures. Some of the forms you may need can be found at the end of this handbook as well.

Mission Statement

Holy Cross Catholic School guides each student in developing academic, emotional and physical excellence while spreading the Gospel message as Jesus did, since 1868.

Program Goals

- To provide quality care and supervision while allowing children to be independent while satisfying their needs
- To provide a safe and friendly environment where students can thrive academically, socially and spiritually
- To ensure opportunities for students to express themselves and show their creativity and individuality
- To provide support for busy families by creating a quiet area for silent activities (reading, writing, etc.) and homework
- To provide a fun space and time by utilizing resources to plan interesting and age appropriate activities

Schedule

Before & After School Care:

Before School: 6:30-7:30 AM

After School: Pick-up between 2:45 – 5:30 PM

Summer Care:

6:30 AM - 5:30 PM

Charges and Fees

There is a yearly registration fee of \$25.00 per student or \$35.00 per family. Fees are \$5.00 per hour per child. For those who need to drop their child off anytime prior to the first bell at 7:30 AM during school days, fees will be prorated at 15-minute intervals at \$1.25/min.

Payments and Accounts

Payment is due Monday each week care is needed. All families are asked to keep a positive or zero balance in their account. Prompt payment on all negative balance accounts is expected. We reserve the right to deny program attendance for families with excessively negative accounts.

Please make checks payable to GRACE. A fee of \$35 will be applied to accounts that come back with non-sufficient funds. Three consecutive months of NSF notices or non-payment will result in the dismissal of your child from the program. A letter requesting reinstatement to the program, along with new paperwork and a \$50 registration fee will be required to rejoin the program.

Late Pick-Up Fee

BASC closes promptly at 5:30 PM. In the event a child is picked up after closing time, you will be assessed a Late Pick-up Fee of \$1 per minute per child. We reserve the right to deny program attendance for families with habitually late pickups.

Policy for Unregistered Students

During the school year, students who are not registered for BASC, but are not picked up from school by 2:50 PM will be sent to BASC. You will be charged the regular hourly rate per child. You will also be charged the \$25.00/child registration fee.

Pick Up and Drop Off Procedures

Students attending BASC will be dropped off and picked up at door #3. You will need to ring the doorbell to gain access to the school building. Students will have all of their belongings with them so no parents will need to enter the building.

Check-In/Check Out Procedures

Safety is of the utmost importance in BASC. To ensure the safety of all our students, a program coordinator will sign the child into the program before school or out of the program after school. This signed log will be kept for proper record keeping and tracking purposes.

Communication and Schedules

It is very important that you communicate to BASC staff any changes to your child's attendance in the program.

For the summer, the easiest way to communicate with us is to contact Sonja Gapinski by calling 920-468-0625 or emailing sgapinski@gracesystem.org to alert us of a change in pick-up or schedule change. A weekly calendar will be sent at the end of every week to be filled out by a parent letting us know what day(s) care is needed along with an expected pick-up time. These can be turned into the school office.

For the school year, you may reach us at that same phone number or email Mrs. Peterson at: kpeterson@gracesystem.org. A monthly calendar will be shared with you for attendance and staffing purposes.

Extracurricular Activities

Students who participate in after-school extracurricular activities may attend BASC prior to or upon the conclusion of their activity, however parents must report to BASC to inform one of the program providers of the approximate time the child(ren) will be attending BASC. Students will be released to their activity and should return promptly to BASC following their activity as indicated by the times given to staff by parents. It is important we know where each student is and when to expect his/her return.

Weather-Related School Closings

In the case of weather-related school closings, the program will follow these guidelines:

School Cancellations: BASC canceled

2 - hour delay: Morning BASC canceled, Afternoon BASC operates as usual

Early Release for Bad Weather: Afternoon BASC canceled

In the event that after school events are canceled due to bad weather, the BASC program will close at 4:00 PM. An email will be sent out to parents to alert them of this early closing.

Early Release Days

BASC will be offered on early release days. School dismisses at 11:30 AM and children are asked to bring a cold lunch on these days.

Snacks

Students attending BASC should bring their own snacks from home. Snack time will be provided for each child who wishes to participate. **Each child will need to have his/her own water bottle and snack as no snacks, juices or other refreshments will be provided.** *** If your child has any food allergies, please be sure to discuss their needs with us.***

Illness, Allergies & Medications

Our program is not equipped to care for sick children. Should your child become ill while at the program, you or the person you listed as an emergency contact will be called immediately and will need to report to school to promptly retrieve your child.

We will not have access to any medications stored in the office during BASC. If your child would need medication during their time in BASC, please make sure to drop it off with a member of the staff prior to your child's attendance in the program (including Epi-Pens). We will also need to have a Medication Authorization Form on file to administer any medication to your child.

We reserve the right to make any necessary changes.