

Holy Cross Catholic School

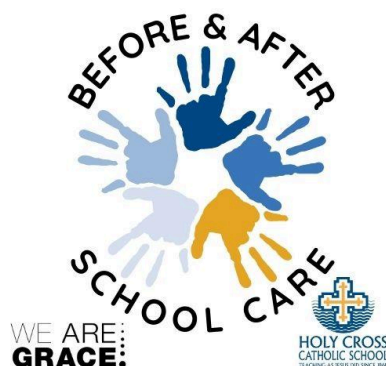


Before & After School Care 2025/26 Handbook & Procedures

Contact:

School Principal: Kari Peterson 920-468-0625

kpeterson@gracesystem.org



The Holy Cross Catholic School Before & After School Care Program (BASC) provides a safe and caring environment for students of Holy Cross School, Parish and GRACE. Additionally, it ensures a 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.

Mission Statement

Holy Cross Catholic School prioritizes each student's learning and growth, blending innovation and compassion to guide students as dedicated followers of Christ.

Vision Statement

At Holy Cross Catholic School, we are committed to providing an exceptional Christ-centered education that excels not only academically but also fosters spiritual, intellectual, physical, social and moral development. Our collaborative approach ensures accountable leadership at every tier, driven by strategic planning, operational efficiencies, and financial sustainability. We focus on attracting, retaining, and supporting our educators and administrators through continuous professional growth that also yields academic excellence.

Our unwavering commitment to both immediate and long-term financial stability ensures accessibility to a Catholic education for families. We are dedicated to enhancing our facilities, aligning them with our mission while creating and nurturing an environment that promotes sustainability. Inspired by the principles of Catholic ecology, we are also focused on our goal of reaching the Green Ribbon School status. As we look ahead, we are steadfast in our promise to strategically expand enrollment and invite more students and their families to join our faith-filled educational community that positively influences the world.

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 School Care: (Years when staffing allows)

Before Care: 7:00 AM - 7:30 AM

After School Care:

After Care: 2:45 PM – 5:30 PM

Summer Care:

7:00 AM - 5:30 PM (start and end dates fluctuate each summer)

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 planned care. Drop-In-Care (for unscheduled attendance) - will be \$7.50 per hour per child.

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, per caregiver on staff. 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 “unplanned” hourly rate per child and after three times, 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. Your child will only be released for pick up to those adults that are authorized by you and documented on file.

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/out of the program when the child is dropped off or picked up. 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.

The easiest way to communicate with us is to contact the BASC Coordinator by calling **920-468-0625 and press 3** to alert us of a change in pick-up or schedule change. Monthly calendars will be sent prior to the month of care to be filled out by a parent letting us know what day(s) care is needed along with an expected pick-up time. (Three calendars will be provided to those accessing summercare). These should 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.

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 cancelled

2 - hour delay: Afternoon BASC operates as usual

Early Release for Bad Weather: BASC cancelled

In the event that after school events are canceled due to bad weather, the BASC program will also be canceled. An email will be sent out to parents to alert them.

NO BASC will be provided on Early Release Days ** (This is a change from last year!)**

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.

Sunscreen/Bug Spray -

Students and staff spend a fair amount of time outside when the weather permits. In order to keep them as safe and comfortable as possible, we ask that you please complete the Sunscreen and Bug Spray Permission Form in order for us to apply to your child(ren) while in our care.

Playground Rules

We have a wonderful playground area that includes the playground equipment, the grassy area east of the school building, the soccer field, and the blacktop areas near the school and by the basketball hoops. By treating everyone, fellow students as well as supervising adults, with respect, all will enjoy the play time.

The safety of the students is important. Some unsafe activities that are not allowed include the following:

- tackle/pushing games
- violent make believe games or role playing
- crossing the cones/road to retrieve a ball
- playing on the bridge, in the creek or in the outdoor classroom spaces without supervisor permission (for academic purposes)
- crossing the creek any way other than using the bridge (unless directed to do so by staff)
- playing on the side of school building or out of view of the supervisors
- throwing wood chips
- using the monkey bars while wearing mittens
- throwing snow or ice balls/chunks
- going on top of the playset
- going down the slide other than feet first facing forwards
- going up the slide

The rule on the playground for *all* students is “HANDS OFF”! There will be zero tolerance for any aggressive physical activity on the playground.

Poor sportsmanship is not tolerated. Students are expected to respect one another, and respect each other's games and activities. Name calling or taunting other students is not permitted. Students who bring any equipment outside are responsible for bringing it back in when finished.

DISCIPLINE

Please see the HCCS Family Handbook [link](#) for guidance to our discipline procedures.

AS is practice during our school day.

Upon identifying a negative behavior, the supervising adult will support and assist the student to self correct to avoid consequences or referrals.

These steps include:

1. Provide a ***non-verbal cue to the student*** to such as a gentle tap on the desk or making eye contact to redirect behavior (if possible)
2. Provide a ***verbal prompt or warning*** to the student
3. ***Private conference with student*** (prompting student to reflect on how he/she needs to correct the problematic behavior)
4. Schedule a ***conference with the student and parents*** to discuss

Occasionally, removal from the group is necessary to protect a student and/or the environment of the school. This is essential when a student displays behaviors of danger, major disruption and disrespect:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable
3. Pushes beyond the limits of respect in speech or actions
4. Does not gain self-control after repeated correction from an adult

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties may continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student may be sent to the principal's office or parents will be called to pick the child up from school immediately.

Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate removal from the program or engaging authorities/law enforcement as necessary.

We reserve the right to make any necessary changes.

**Holy Cross Catholic School BASC
Parent Handbook Acknowledgement Form**

I acknowledge that I have read and understand the entire HCCS BASC Parent Handbook.

initials

I understand that it is my responsibility to follow the expectations stipulated in this handbook.

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If I have questions, I will contact Holy Cross Catholic School for more information.

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Parent Name (print): _____

Parent Signature: _____

Date: _____