

**Roncalli Catholic Schools
Extended Care Program
Parent Handbook**

2023-2024



**Elementary Campus & School Office
1408 Waldo Blvd. 683-6892**

**Middle School Campus
2109 Marshall St. 683-6884**

**Roncalli Catholic Schools
Extended Care Program
Parent Handbook**

**Program administrator:
Adrienne Lundy
Roncalli Elementary School, Principal
Phone: 920.683.6892 ext.
adrienne.lundy@roncallicatholicschools.org**



Dear RCS Families,

Over recent years, the RCS extended care program has seen significant attendance growth. As a result, changes to the program must be made to ensure the safety and operational vitality of the program. Because the extended care program is an essential service for many of our families, we compiled data from the prior two years to assist in making logical and reasoned changes to the program. Our comprehensive study illustrated our need to:

- Continue high-quality and accessible care for our families.
- Find ways to ensure our students' and staff's safety and well-being.
- Work to find ways to streamline our operating procedures, especially as we struggle to find additional high-quality employees qualified to provide care.
- Examine our operational expenses related to the program and determine a new fee structure that will allow us to continue to provide affordable and accessible care and meet the program's operating costs.

This handbook outlines our UPDATED operational policies and procedures. We encourage all families wishing to use extended care during the upcoming school year to read this handbook, paying particular attention to those changes highlighted in yellow included under the following headings:

- Registration
- Fee structure and hours of attendance
- Late pick-ups
- Scheduling
- Authorized personnel for pick-up

As always, we are committed to providing safe and affordable care for your students. We thank you for allowing us to care for your student safely.

Thank you in advance for your cooperation!

Kind regards,

Adrienne Lundy
RES Principal
Extended Care Coordinator

John Stelzer
President

Barbara Strawn
Director of Finance

Eligibility:

All registered students at Roncalli Catholic Schools (RCS) are invited to use our extended care program congruent with their families' needs. Parents/guardians must complete and submit a registration form. **Registration forms must be received by school personnel at least one week prior to the use of services.**

Families using the extended care during the first week of school must have registration form, the first week's schedule and registration fees submitted to the school office by **August 22, 2023.**

REGISTRATION FEE: Upon receipt of the registration form, a one-time, non-refundable \$15.00 registration fee per family will be charged to your FACTS incidental billing account.

Extended Care Program Hours:

Elementary School Campus:

Before School Extended Care (3K-Grade 4) - 6:30 a.m. - 8:00 a.m.

After School Extended Care (4K-Grade 4) - 3:15 p.m. to 6:00 p.m.

*Please note: extended care is not offered in the afternoons for our half-day 3K or 4K students.

Middle School Campus:

Before School Extended Care - at Middle School Campus (Grades 5-8) - 6:30 a.m. - 7:25 a.m.

After School Extended Care - 3:15 p.m. - 6:00 p.m. (must take the shuttle bus from Middle School to the Elementary School)

Extended care must be used before school if a student arrives at the Elementary Campus before 8:00 a.m. or before 7:25 a.m. at the Middle School Campus.

Days of Operation:

Morning and afternoon extended care is offered on full days of school. There are no extended care services provided during the afternoon of scheduled early dismissal days. RCS does not offer extended care services on scheduled days off, snow days, or in the afternoon when a school closure is necessary due to inclement weather.

WEATHER-RELATED CLOSINGS: Closings and delays will be announced over our school's Swift Alert System, posted on the school website and Facebook page, and local radio stations, WCUB-980 AM, WOMT-1240 AM, WLTU-92.1 FM, WQTC-102.3 FM, and television WFRV channel 5, WLUK channel 11 and WBAY channel 2. Every effort will be made to make the school-closing announcement by 6:30 a.m.

If a two-hour delay is imposed, morning extended care will not operate. If adverse winter weather emergencies develop during the day, announcements will be made on our school's Swift Alert System, posted on the school website, Facebook page, and over the radio stations. If the Roncalli Catholic School closes early because of weather conditions, extended care will also close.

NEW Extended Care Fee Structure:

All student attendance time and charges will be tracked and assessed through the FACTS incidental billing. Families will be charged based on the times the student(s) is clocked-in and out.

NEW Extended Care Fees:

***First Student:**

Morning Extended Care:

***for billing purposes:**

Elementary School:

6:30 a.m. - 7:15 a.m. - \$3.75

7:15:01 a.m. - 8:00 a.m. - \$3.75

6:30 a.m. - 8:00 a.m. - \$7.50

Middle School:

6:30 a.m. - 7:25 a.m. - \$4.50

Afternoon Extended Care:

***for billing purposes:**

Elementary/Middle School:

3:15 p.m. - 4:45 p.m. - \$6.25

4:45:01 p.m. - 6:00 p.m. - \$6.25

3:15 p.m. - 6:00 p.m. - \$12.50

Multi-Child Discount Rates:

*Rates below are per child after first student

Elementary School:

***for billing purposes:**

6:30 a.m. - 7:15 a.m. - \$1.88

7:15:01 a.m. - 8:00 a.m. - \$1.88

6:30 a.m. - 8:00 a.m. - \$3.75

Middle School:

6:30 a.m. - 7:25 a.m. - \$2.25

Afternoon Extended Care:

***for billing purposes**

Elementary/Middle School:

3:15 p.m. - 4:45 p.m. - \$3.13

4:45:01 p.m. - 6:00 p.m. - \$3.13

3:15 p.m. - 6:00 p.m. - \$6.25

*\$5.00 late pick-up fee per child will be charged every five minutes for pick-ups past 6:00 p.m. (based on clock-out time). Late fees will not be prorated.

Please be sure to schedule your student accurately. A cancellation fee of \$15.00 per morning and/or afternoon session per child will be assessed for **any** cancellations.

All billing questions can be directed to: Nicole Hamann 920.683.6892 ext. 314 or nicole.hamann@roncallicatholicalschools.org

How to Schedule Services:

To ensure the safety of all students and staff members, we will hold to a daily per session enrollment cap of 40 students. This cap is subject to change based on available staff.

All families are REQUIRED to submit their extended care needs electronically via a weekly electronic sign-up form (Sign-Up Genius) sent to families within the RES Weekly JetWay and RMS Flyover (school newsletters).

Families must register their students by 3:30 p.m. on the Thursday prior to the week care is needed. Please register each student separately within the form. Students without a reservation will not be permitted to attend extended care. Each week, **please check your email to ensure you have received a confirmation of your reservation. If there is a discrepancy between your calendar and the RES calendar, you will be asked to present your email confirmation to verify your reservation.**

Once you submit the weekly reservation form, you have until 3:30 on Thursday to make changes to your reservation. **Unlike in the past, changes to your reservation cannot be made after 3:30 on Thursdays.** You may choose to refrain from sending your student to extended care on a scheduled date, however, **the cancellation fee will be assessed** as our staff has been scheduled to cover the care you requested. Additionally, cancellations prevent the use of services by other families.

Families who forget to sign students up for care prior to the Thursday deadline can call the school office at 920-683-6892 to inquire about potential availability. Open spots will not be guaranteed and are based on the proper student-to-adult ratios, filled on a first-come, first-served basis. Waiting lists will not be created.

Our extended care program is not "drop-in" care. Please do not arrive at school and ask for your student to gain admission without a reservation.

If you choose not to have your student attend extended care on a scheduled day, please call or email the school office by 2:45 p.m. to make sure your student exits the building with their class. Changes made via phone call or email past 2:45 p.m. are not guaranteed to be addressed and will possibly result in your student being sent to extended care if they are scheduled to be there.

When a parent needs to change an extended care schedule, they must inform the school office by calling 920.683.6892 who will in return relay a message to the extended care personnel and teachers.

Example of How to Schedule:

If your student needs care from 6:45 a.m. to 8:00 a.m., you will need to sign your student up for both sessions A. However, if your student only needs care from 7:20 a.m. to 8:00 a.m. you will only need to sign them up for session B. This sort of scheduling also applies to the afternoon sessions.

[VIDEO: How to sign up for extended care using SignUp Genius](#)

[Sample ELEMENTARY SCHOOL Sign-Up HERE](#)

[Sample MIDDLE SCHOOL Sign-Up HERE](#)

Individuals Authorized to Pick-Up:

Each parent/legal guardian and individual authorized to pick up your student(s) will be assigned a code to sign children in and out of extended care. RES parents, guardians, or other pre-registered appointed adults **must** be present to check their child into and out of the extended care program. RMS students will be allowed to sign themselves into care but must have a parent present at afternoon check out at RES.

Parents and others authorized to pick up (as you have identified on the blue extended care registration form) must sign students in and out of extended care using a code. RES parents and other authorized individuals must come to the door to drop off or pick up students. RES students will not be checked into extended care without a parent/guardian physically present. RMS students will use their codes to sign themselves into morning care. Codes will be distributed to families during the backpack drop off dates at their respective schools. Please make sure that all codes are shared with those who you authorized to pick your student(s) up.

All extended care attendance records will be managed through FACTS. A child will not be released from the extended care program to someone not registered on the enrollment form. **Please do not be offended if our employees ask for identification as this is the only way for our staff to verify individuals picking up children.**

To assist our team and to ensure the safety of your student(s), we will not release any students signed up for extended care before 3:30 p.m. To help facilitate this, we ask for your cooperation - please do not approach any staff member except our extended care employees to retrieve your student. To prevent chaos and to safely and accurately transition your students to the designated pick-up person, our extended care employees will be readily available to help you at 3:30 p.m.

Separated/Divorced Parents:

The Extended Care registration form addresses the authorization rights of the non-enrolling parent. Authorizations may not be restrictive of another parent's rights or contrary to law. RCS will adhere to all legally served court orders.

Injury:

Students who may become injured while attending extended care will receive basic first aid care. If more advanced medical treatment is required, the listed emergency contacts will be notified and/or EMS service will be called. Our extended care staff will prepare and file an incident report.

Meals/Snack:

Students attending the morning school extended care program can participate in the breakfast program for an additional \$1.95 per day. Snacks will be provided at no extra charge to students who attend the after-school extended care program. Parents should notify staff if students are not to receive snacks or if a student has a food allergy.

Outdoor Play:

Weather permitting, students will go outdoors to play. Students who attend extended care are expected to participate in outdoor recreation. If the school cancels recess because of inclement weather, Extended Care will cancel outdoor play.

Mandated Reporting:

Wisconsin law ([48.981\(2\)](#)) requires that any mandated reporter who has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected, or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur, make a report to county CPS or law enforcement.

In addition, Wisconsin law ([175.32](#)) requires that any mandated reporter who believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health or safety of a student or school employee or the public, make a report to law enforcement.

Discipline:

We believe in a positive approach to discipline. Students need to feel accepted and cared for to learn self-discipline. Praise accomplishes much more than any punitive action; however, it is essential to distinguish between acceptable and non-acceptable behavior in the school environment.

Students are required to follow school rules. Cooperation in fully adopting and following the rules listed below is mandatory:

- ✓ Shows respect for one another by being considerate in both words and action (Example: Avoid the use of put downs, bullying behavior, or harassment).
- ✓ Show respect and pride for school grounds, equipment, and books. Students will be fined for causing damage to school property.
- ✓ Respect and obey all teachers, teacher aides, parents, volunteers, playground Supervisors and Extended Care workers.
- ✓ Follow the dress code at all times.

Procedures for Helping Student Behavior:

Undesirable behavior will be dealt with individually. Frequently, a discussion between worker and student is adequate to change behavior, however, If undesirable behavior persists and endangers the safety and well-being of others, the student may not be able to continue using the RCS extended care services. Expulsion from the extended care program will be determined by the school principal(s).

Serious Offense:

- ✓ Endanger the safety/health of other individuals.
- ✓ Endanger or damage property.
- ✓ Constantly or consistently disrupts the Extended Care environment.
- ✓ Any illegal activities.

Roncalli Catholic Schools reserves the right to suspend the use of Extended Care services for those who do not adhere to the standards above.

Thank you in advance for joining in partnership to help make our extended care program a safe, nurturing environment for all students.