

# Blessed Trinity Catholic School



## After School Care Handbook 2022-2023

109 S. Military Road | Dane, WI 53529 | 608-592-5711 x 7

Principal: Alicia Zepp | Pastor: Father Joseph Baker

*Mission Statement: Blessed Trinity Catholic School seeks to provide a holistic and Christ-centered education that equips our students to become the young men and women that God created and calls them to be.*

## WELCOME!

We are so thrilled to be able to offer safe and affordable after-school care for your children during the school year. It is our goal to provide a safe and nurturing environment that meets the needs of today's working families. Please continue to provide us with your feedback as we grow and evolve our after-school program. If you at any time have a question or suggestion for the program, please feel free to reach out to our school principal or after-school program staff.

## CONTACT US

**Alicia Zepp** | *Principal*

608-592-5711 x 7 | [azepp@btcatholic.us](mailto:azepp@btcatholic.us)

**Dan Mahoney** | *After School Staff*

608-592-5711 x 7 | [dmahoney@btcatholic.us](mailto:dmahoney@btcatholic.us)

**Parish Office** | *Teri Hellenbrand - Parish Secretary*

608-592-5711 x 2 | [thellenbrand@btcatholic.us](mailto:thellenbrand@btcatholic.us) | Hours: 8:30 am - 4:30 pm

**School Office**

608-592-5711 x 7 | Hours: 7:30 am - 2:45 pm

## DISCIPLINE

Any action or comment that is viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such action or comment occurs on school grounds, the internet, or during the school day.

Please see the Student/Family Handbook for more information regarding discipline.

## RIGHT TO AMEND

Blessed Trinity reserves the right to amend any part of this handbook. Any such amendments will be communicated to parents immediately.

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# MISSION STATEMENT OF AFTER-SCHOOL CARE PROGRAM

Blessed Trinity After-School Care Program is a vital part of the mission of Blessed Trinity Catholic School extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child – spiritually, academically, and socially.

## PHILOSOPHY OF AFTER-SCHOOL CARE PROGRAM

Blessed Trinity School After-School Care Program provides a safe welcoming environment for the students of Blessed Trinity School to pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

## ADMISSION

Blessed Trinity Catholic School After-School Care Program provides childcare for children enrolled at Blessed Trinity Catholic School in grades 4K through Grade 8.

No child will be admitted into the program until all forms have been completed and returned to the school office. There is a \$50, one-time registration fee that will be assessed to each participating family.

All children are enrolled under a probationary period of thirty days. After that time, if the After-School Care Program Staff feels that the child is not a good fit or that we cannot meet the needs of the child, the parent will be asked to remove the child from the program.

## DISCRIMINATION

Blessed Trinity Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

## SCHEDULE

After-school care is provided on all school days (per the school calendar) from 2:45 pm (final dismissal) to 5:00 pm. Children may be picked up earlier than closing time; however, the full amount will be charged.

After-school care is not offered on half days or if the school closes for any reason.

Part- or Full-Time Attendance scheduling will be made for the entirety of the semester.

## ATTENDANCE & SCHEDULING

When a student enrolled in After-School Care is absent from school, a parent should call the Extended Care Office by 10:00 AM each day of the absence and leave a message for the Principal stating that their child will not be attending the After-School Care Program on that day. This allows the Principal to plan for the number of staff members that will be needed each day. If the office does not receive a call, a parent will be contacted and the child's account may be charged for that day.

Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the After-School Care Program.

Students in attendance at school and enrolled in the After-School Care Program must notify the school if their child will not be attending the After-School Care Program. If parents do not notify the Principal, the student's account will be charged.

Parents need to notify the school by 2:00 pm via phone (608-592-5711 x 7), email ([azepp@btcatholic.us](mailto:azepp@btcatholic.us)), or written message if their child will not be attending the program on a scheduled day. If no note is sent and a child is not present at check-in, parents will be notified immediately.

Students who are enrolled in After-School Care will be charged for the number of days for which they are enrolled. For example, a student enrolled for attendance on Monday, Wednesday, and Friday will be charged for three days of attendance. The only exception to this would be in the event of illness or verifiable emergency. Students will not be charged if the Director is notified by 3:00 PM the day prior to the absence. This allows the Director to plan for staffing needs.

## TUITION

Blessed Trinity After-School Care fees are billed on the first day and the 15th day of each month. Fees will be assessed via the FACTs System and parents will be notified by email.

Payments may be made online via FACTs or by check. You can also set up auto payments within incidental billing in your FACTs account. Checks should be made payable to Blessed Trinity Catholic School with "After School Care" on the Memo line. If you need payment documentation, please contact the school office.

A one-time, \$50.00 per family, the non-refundable registration fee is due at the time of registration with paperwork.

No payments will be collected for the days when the programs are not in session, including school vacation days, in-service days, and snow days.

## 2022-2023 RATES

After-School Care is provided on all school days. A late fee of \$1 per minute will be charged anytime a child is picked up after 5:00 pm.

- Full-Time Scheduled(5 days per week) = \$6/child/day
- Part-Time Scheduled (i.e., M, W, F, every week) = \$7/child/day
- Drop-In = \$10/child/hour (must still be registered with After School Care Program)

- Staff Rate = \$2/child (flat rate)
- Late Fee = \$1/minute/child

## LOCATION

The After School Care Program will be held primarily in the school cafeteria. Students will check in at the lunchroom entrance. Parents will pick their children up by parking and entering through the school's Main Entrance on the West side of the building. Supervised activities will be held in the cafeteria, fine arts room, playground, Church, and Bert Dean's park. Teachers will post a schedule of activities and locations at the West entrance for parents to reference when picking up their children.

## SNACKS

A healthy snack will be provided to each student daily. Please do not send substitutions unless worked out ahead of time.

## DRESS CODE

Students are expected to abide by the Blessed Trinity Catholic School dress code while in attendance at the After-School Care Program.

## EDUCATION

Blessed Trinity After-School Care Program is a place where children learn to:

- Develop good self-esteem
- Treasure theirs and others' gifts from God
- Develop friendships and have fun with others
- Make their own choices
- Resolve conflicts
- Problem solve
- Develop new hobbies and interests
- Become more sensitive to the feelings of others
- Care about other people
- Value and protect the environment

Daily activities and curriculum are planned out in advance under the guidance of the School Principal.

Activities include (but are not limited to):

- Centers (art, music, literature, religion, drama, etc.)
- Board games, sports, and outdoor play

- Children will have supervised access to the computer and gymnasium equipment
- Screen time will be limited (i.e., homework)

Sample Schedule:

2:45 Attendance taken; students put belongings in bins provided  
 2:55 Bathroom & handwashing  
 3:00 Snack  
 3:15 Outdoor Play (weather permitting)  
 4:00 Teacher Guided Activity  
 4:20 Quiet/Homework Time or Student Choice

## WITHDRAWAL & TERMINATION

If a parent wishes to withdraw a child from the program, they must notify the school in writing at least two weeks prior to the last day of attendance. If the child does not attend the last two weeks, parents will still be responsible for fees for those two weeks.

Blessed Trinity After-School Care Program wishes to provide a happy, safe, and social learning experience for all of the children enrolled. To achieve this goal, it may be necessary to remove a child from the program for one or more of the following reasons:

1. The child has special needs that cannot be accommodated by our staff or facility
2. Paperwork is not completed, or fees are not paid
3. The rules of the program are not followed
4. The child has been absent from the program for a period in excess of one week without notification

If the Principal decides to terminate a child's enrollment, any unused tuition will be refunded. Registration fees are non-refundable.

## RELEASE OF A CHILD

Anyone authorized to pick up a child must come to the location in which the program is being held, sign the child out, and note the time of pick-up. No child will be allowed to check themselves out or exit the building unattended. Authorized pick-ups must be marked on the child's FACTs account.

## CHILD SAFETY

Blessed Trinity strives to create a safe place for all students and to prevent any school violence. There is an important balance between sufficient building security and providing students with a healthy, nurturing, normal school environment. School safety starts by creating a caring school community in which adults and

students respect and trust each other, and all students feel connected, understand expectations, and receive the support they need.

Blessed Trinity works in accordance with the Dane Sheriff Department to practice regular Emergency drills.

State law requires school personnel, including administrators, teachers, counselors, and speech therapists to immediately report all cases of suspected abuse or neglect involving children under the age of 18 seen in the course of their professional duties.

All school personnel, including administrators, teachers, counselors, and speech therapists, complete Virtus Safe Environment training that includes "Protecting God's Children."

## HEALTH

Parents are asked to call the school on days when their child is absent, indicating that your child will also be absent from the After-School Care Program. Any child who has a fever, vomiting, or diarrhea within 24 hours should stay home.

## ACCIDENT OR INJURY

Incident reports will be completed for any injury that occurs during After-School Care and parents will be notified at the time of pick up (unless the injury requires immediate attention, in which case parents will be notified immediately). Incident reports will be kept on file in the school office.

In case of an emergency, the Staff will call paramedics by dialing 911.

## REQUIRED DOCUMENTS

Requirements include the following which are on file in the School Office:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Record of IEP
- \*Completed Application
- \*Registration Fee of \$50.00
- \*All documentation required of the school

## STUDENT/FAMILY HANDBOOK

Any student, and their family, enrolled in the After-School Care Program are required to abide by all of the rules and policies contained within the Student/Family Handbook. All policies not listed above are enumerated within the Student/Family Handbook. For more specific policy details, please review the Student/Family Handbook.



Student/Family Acknowledgement of **BLESSED TRINITY CATHOLIC  
SCHOOL AFTER-SCHOOL CARE PROGRAM HANDBOOK.**

After reading and discussing the attached handbook, please sign and date below. Please have each of your children sign. Thank you.

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Blessed Trinity Catholic School After-School Care Program Handbook and that I understand the policies within and agree to abide by them.**

Printed Family Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Child Signature: \_\_\_\_\_

Child Signature: \_\_\_\_\_

Child Signature: \_\_\_\_\_

Child Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment will be filed in the school office. Please keep a copy of the handbook for your reference.