

Holy Spirit Childcare Information

Welcome to the 2022-2023 School Year

Please read over and let me know if you have any questions.

Welcome to Holy Spirit Childcare, we look forward to a great year!
Welcome to our school community. ❤️



Here's a list of childcare options that are available:

Before/AfterCare 6:45-7:45

Inclusive Care- 11:05- 5:30 (all 5 days a week)

Extended Day- 11:05-5:30 (anything less than 5 days a week)

Lunch Bunch 11:05-12:30

Contracts are needed to be filled out for all the childcare options.



Brightwheel is an app that we use when your child/children are in childcare. It's an all in one program that updates parents in real time about their child's day, tracks attendance, fosters communication and so much more! *Families who set up accounts last year are set to start the year, however, if you have another child in your family or if you are new to our school this year you will receive an email with an invitation to sign up.

Dropping off and Pick up Information

This school year there are new routines in place for drop off and pick up. All children will be dropped off at the **back door**. When dropping off your child, you will use the Brightwheel check-in QR code on the back door, use your phone to check your child in. If you are new to Brightwheel, I will sign you up and you will be sent a code to use to check your children in and out of our childcare.

When you arrive at school, please call the childcare cell phone **(920) 358-4222** to let the childcare staff know that you are here. They will meet you at the back door, and bring your children/child into school for before care.

Please let me know if you have any questions or concerns about this procedure **Check in/Check out**. All students will be checked in and out of childcare using Brightwheel. You will be able to conveniently do this from your phone. Until you have received an email on how to set up your

Brightwheel account the childcare staff will check students in/out themselves. If you forget to check them out at the end of the day the childcare staff will take care of it.

Parent/Teacher Communication System

The best type of communication is face to face. If time allows, staff will greet and connect with parents on a daily basis at pick up/drop off.

If we do need to communicate information to you we use the Brightwheel app. It is a wonderful communication tool in which staff can give you updates of your child's day and even send pictures. You are also able to send messages to all the child care staff with Brightwheel.

This is an easy way to stay informed about what has been happening in childcare. Also, expect to receive emails communicating upcoming deadlines, updates and payment information.



Reminders

Online Early Dismissal/Non- School Care Registration Procedures

Non- School Care is defined as days when school is not in session but we offer childcare. We will be offering childcare on the following days:

Non- school days; 9/26/22, 10/27/22, 1/16/23 and 2/24/23

Early Dismissal days: 2/3/23 and 5/8/23

Note, enrolled participants are NOT automatically registered for Early Dismissal/Off School Care so if your child(ren) requires it you need to sign up *online*.

[Non-School/Early Dismissal Sign Up](#)

Online registration is needed 1 week prior to care.

*Off School Care will not be provided during Thanksgiving, Christmas and Spring breaks. Please plan accordingly.

Occasional Care: Online Sign Ups & Deadlines

Occasional Care is defined as care that is inconsistent. If your child requires Occasional Care you will need to sign up using the Sign Up Genius links on the school website.

Please plan ahead! Occasional Care requires notice by **8 a.m. the day before** care is needed with the exception of Monday; notification is required by 8 a.m. on Friday.

*Note, Occasional Care is capped based on scheduled daily enrollment and will be taken on a first come first serve basis.



Late Childcare Pick Up

Childcare closes promptly at 5:30 p.m. If your child is not picked up by closing time you will be charged \$1/minute. *This will be strictly enforced.* Furthermore, care can be withdrawn if there is a pattern of delinquency which is defined as 5 late pickups in a school year.



Billing

We will be using Brightwheel to set up and send out the weekly billing statements.

We will bill everyone except Inclusive Childcare students, who will be getting billed through the church office. Through Brightwheel we will be setting up a billing plan per each student. Each statement will have recurring charges, or one time charges and it will be rolled into one statement that will be itemized. Statements will be emailed to parents. The first billing statements will be out the second week of school, this will give us time to set up accounts for each family.

We are not collecting money for childcare through Brightwheel; we are just using the Brightwheel Billing feature to provide more detailed childcare statements. Payments are made through the school website. The link is below.

<https://www.holyspiritknights.org/online-payments>

** Please note that payments made to the website will not show instantly as paid; it may take a few days to be posted to your account.

All occasional child care payments are also made through the school website.

If you would like to review or edit your contract please contact me. You are allowed 1 schedule change per semester. Furthermore, if after the school year starts you notice your bill does not correctly reflect your contract please notify Joan Boots (788-7640) or the childcare coordinator and we will fix it.

Absences

If your child is going to be absent, it is important that you notify us. Please email (childcare@holyspiritknights.org)/ or use my email patti.athanas@holyspiritknights.org or call our direct line at (920) 358-4222. You can also call the school office.



Cold Lunch

*We are a **nut free** environment.* Please do not pack nut butters and or tree nuts in your child's lunch. Please consider safe alternatives to peanut butter such as WOW Butter or Sun Butter. Both can be found in the peanut butter or organic aisles.

If you want your child to eat hot lunch that is available everyday we have school.

Supplies

All students Pre3-Kindergarten are required to supply an extra set of clothing (in addition to the one provided to your child's teacher). This includes tops (both long and short sleeves), shorts and pants, socks and underwear.



Please place it in a labeled gallon sized Ziplock bag for storage.

For the childcare children who have rest time; students are allowed a small blanket and stuffed animal. For your convenience and the staff's, we recommend keeping your child's sleep things at school during the week. They will be sent home weekly for laundering.

We hope this has answered many of the questions you may have about the first day and how the program operates. We want to continue to offer quality care. Your input is valuable to us! If at any time you have a compliment, constructive criticism, or suggestion regarding any of the programs please let us know. We look forward to working with your child.

Sincerely,

Patti Athanas; patti.athanas@holyspiritknights.org

and

Childcare Staff

