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Community Christian School of Baraboo Royal Care Program

IMPORTANT CONTACT INFORMATION

Cindy Allen, Royal Care Supervisor

Office Phone: 608-448-2191

Cell Phone: 920-344-0455

E-mail: callen@barabooccs.com

Regular daily fees (school dismisses at 3:00pm)

Number of students	Amount until 4:00	Amount until 5:00	Amount until 6:00
1	\$5	\$10	\$15
2	\$7.50	\$15	\$22.50
3	\$11.25	\$22.50	\$33.75
4	\$15	\$30	\$45
5	\$20	\$40	\$60

*There will be a \$2.50 for every half hour after the hour

Half-day daily fees (school dismisses at 12:30pm)

Number of students	Amount until 2pm	Amount until 3pm	Amount until 4pm	Amount until 5pm	Amount until 6pm
1	\$5	\$10	\$15	\$20	\$25
2	\$7.50	\$15	\$22.50	\$30	\$37.50
3	\$11.25	\$22.50	\$33.75	\$45	\$56.25
4	\$15	\$30	\$45	\$60	\$75
5	\$18.75	\$37.50	\$56.25	\$75	\$92.75

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Community Christian School of Baraboo

Royal Care Handbook

**E12654 County Rd T
Baraboo, WI 53913**

Cindy Allen, Royal Care Supervisor

Office Phone: 608-448-2191

Cell Phone: 920-344-0455

E-mail: callen@barabooccs.com

Dear Parents/Guardians,

Welcome to the Community Christian School's Royal Care Program! Please submit the registration form online before your child's first date in the Royal Care program. Completing the registration process will reserve your space in the program or place you on a waiting list if the program is filled. Schedules are due to the office the Thursday prior to the week that Royal Care is needed. Weekly schedules need to be submitted to confirm attendance days and times. If a schedule is not received, it will be assumed that the child is not attending. Please carefully read over the Royal Care and discuss all pertinent points with your child(ren) before their first day at Royal Care. If you have any questions, please contact me at 920-344-0455. We are looking forward to serving you and your child(ren).

If you have been a part of our program, please note a couple of changes. One is the pay schedule. We are making it an hourly charge to help the many parents who run late at pick up. Also, due to the number of high school students attending Royal Care this year, we will be charging for their attendance after school.

Sincerely,
Cindy Allen
Royal Care Supervisor

CCS PARENT/STUDENT HANDBOOK

The CCS Royal Care Program is a continuation of the school day, and the regular Parent/Student Handbook applies. The following guidelines pertain exclusively to the Royal Care program.

WHO CAN ATTEND ROYAL CARE

All CCS students are allowed to attend Royal Care. Any students who have not been picked up by their parents by 3:15 will be admitted into Royal Care and will be charged for a minimum of one hour of care. *Every student who is on the campus after school must be either in Royal Care or with their parents if they are employees at the school.*

No high schoolers will be allowed to roam free at the school after class hours. They will either have to be picked up by their parents, drive themselves home, or stay in Royal Care. During this time, they must adhere to all of the rules the rest of the students must follow. This includes not using phones or laptops during this time without supervision of a staff member.

ADMISSIONS PRIORITY

Pre-scheduled children will have priority over those that have not been scheduled in advance in the case that the program is full for the day.

HOW TO MAKE CHILDCARE PAYMENTS

- Fill out a schedule/payment sheet and place in an envelope with the payment for the upcoming week. These can be found on the parent/guardian information table outside the school business office. Put in payment mailbox outside of the office.
- Make checks payable to CCS for Royal Care fees.
- Submit the envelope to the office by the Thursday prior to the week being scheduled.
- Advance schedules (e.g. an entire month) may also be made.
- If a schedule is not received, it will be assumed that the child is not attending.
- It is the parent/guardian's responsibility to figure out total hours and amount owed for the week. If uncertain, please ask for help.
- Royal Care will post the weekly schedule of children attending that week in the classrooms, but it is the parents' responsibility to notify the office so the teacher and Royal Care are aware if changes occur such as an absence on a scheduled day.
- For any account that becomes delinquent, the child(ren) will not be able to attend Royal Care until the account is paid in full.
- Upon request, tax statement letters for each family paying over \$50 to Royal Care will be provided their total Royal Care payment amount made for the calendar year (January 1 through December 31).

COMMUNICATION

Royal Care Newsletter—A newsletter will be emailed to all the Royal Care parents occasionally to keep the parents informed about what is happening in Royal Care. Hard copies will also be available.

Emails—Please email the administrative assistant if there are any changes in the child's schedule. Open communication between home and school is essential.

- It is necessary that parents/guardians read all notices that are distributed by school and Royal Care.
- Please notify the office of any changes in a child's normal routine or home life.
- Keep each child's emergency information updated.

- Notify the supervisor in writing if a child is to be dismissed to a person who is not already listed as an authorized contact.
- It is very important for the parents to advise the staff of any allergies or other medical conditions, such as asthma, etc. that affects the child

SCHOOL/CHILDCARE SECURITY SYSTEM

All entrance doors to the school remain locked during and after the school day. Call Mrs. Allen's cell at 920-344-0455.

SIGN IN/OUT PROCEDURE

- A staff member will log the actual time in/out if not as scheduled.
- Children will be released only to adults designated as authorized contacts on the Gradelink enrollment. However, please use common courtesy and let the office know if someone besides normal pick up will occur even if they are on the emergency form or a different pick up time occurs.
- Staff members may ask for verification of the identity of anyone they do not recognize. If they do not have identification, the child will not be released.
- If an adult that is not on the emergency form comes to pick up the child without parent written permission, the parent will be called. The staff will discuss with the parent what measures to take. If the parent is not reached, **the child will not be released.**

CHILDCARE CLOSING POLICY

- If school is closed for emergencies such as power outages or lack of heat or water, Royal Care must also be closed. Please make alternate arrangements for these emergency situations. If these emergencies occur during Royal Care hours, you will be notified and someone authorized must pick up the child as soon as possible.
- If school closes due to inclement weather, Royal Care will also be closed.

CHILD MEDICAL POLICY

Staff members may not dispense any medication (i.e. prescription or over-the-counter such as cough drops, Tylenol, cough syrup) unless a medication consent form is on file with the office. If at all possible, please arrange for the child to be medicated at times other than Royal Care hours.

The parent/guardian will be contacted as quickly as possible if the child becomes ill. Accidents or medical problems resulting from false information given at the time of registration, or lack of proper emergency medication available, or outdated medication on hand will not be the responsibility of Royal Care.

SNACKS

Royal Care will serve a nutritious snack in the afternoon (3pm) for children in attendance. Children are permitted to bring their own snacks to supplement what is offered. Snacks are to be eaten at designated snack times only. If your child has a food allergy or dental appliances and is sometimes unable to eat the snack offered, please provide Royal Care with alternative snack items to give your child.

Food donations for the Royal Care are accepted and encouraged. Each family should attempt to donate a snack once a month per child attending.

The Wisconsin snack recommendation for childcare centers is two of any of the following:

1. Milk
2. Whole grains/ breads
3. Fruits/ vegetables (unlimited)
4. Protein source

Although we try to follow these recommendations, an occasional treat may be provided. When making treat donations (birthday, etc.), please consider making one that provides some of the daily snack requirements.

HOMEWORK POLICY

Although Royal Care will have an area for children to work on homework, parents/guardians are asked to continue to follow up on homework assignments with their children on a daily basis.

POSSESSION OF UNNECESSARY ITEMS

School policies remain in effect after school. Royal Care staff have the liberty to make decisions about the appropriateness of any items Royal Care children may bring. Cell phones may be brought but must be left in backpacks. Electronics are also to be kept in backpacks.

CARE OF SCHOOL, ROYAL CARE, AND STUDENT PROPERTY

The School expects all Royal Care students and Royal Care children to practice good stewardship in the care of the school and Royal Care property. Restitution will be required for any damage done to school, Royal Care, or personal property of others.

DISCIPLINE POLICY

Community Christian School Royal Care's goal is to provide a safe, healthy, and stimulating environment for the children.

- A proactive approach to Christian discipline is practiced using positive reinforcement, redirection, distraction, and conflict resolution techniques.
- Rules are simple and worded in a positive Christian manner.
- Children who do not respond to the discipline strategies may be removed from the group for a short period of time. During this time a staff member will discuss the behavior which was unacceptable and work with the child to resolve the situation.
- Acts of physical aggression, destructiveness, sexual harassment, or behavior that endangers students or staff will merit immediate removal from the group. If the behavior continues to occur, a parent/guardian will be notified and may be asked to remove the child from Royal Care that day. The child may not return until a parent/guardian/staff/supervisor/administration conferences have been held.
- If no solution can be reached, the child may be dismissed from the program.

GRIEVANCE POLICY

When parents/guardians have a grievance with Royal Care personnel that cannot be worked out between them, the parties may be asked to meet with the school administration.

HELPFUL HINTS AND REMINDERS FOR PARENTS/GUARDIANS

- Children will be released only to adults authorized on the CCS Authorized Contact Form. Community Christian School must be given written permission by the parent/guardian who enrolled the child to release the child to another adult. Staff members may ask for verification (driver's license) of the identity of anyone they do not recognize. Even parents might need to show ID on the first pick-up. Please do not feel offended.
- If a child is not going to be in Royal Care, or if the child leaves school early on a scheduled Royal Care day, please notify the school secretary of this change.

- Staff may not leave Community Christian School Royal Care until all children have been picked up. Our staff have family and other obligations; therefore, promptness in picking up your child is appreciated.
- Children may be included in photographs connected with the Royal Care program.
- Weather permitting, all children will go outside every day. Please check the weather forecast each morning and send appropriate clothing for outside play (this includes extra jackets, boots, shoes, snow pants, hats and mittens in case the first set gets wet as school or recess). If a child is well enough to come to Royal Care, they are well enough to go outside.
- Royal Care is a hands-on learning experience where the children might get messy.
- The Royal Care program runs from 3pm to 6pm Monday through Friday on all regular school days.

ACCIDENT/INCIDENT REPORTS

While every precaution will be taken to insure each child's safety, accidents do happen. It is the Royal Care's policy to notify a parent/guardian of any accidents as soon as possible. It will be the parent/guardian responsibility to keep the emergency information form updated. Community Christian School Royal Care cannot be held responsible for any delayed treatment to an injury because of incorrect information on an emergency information form. Accident forms will be filled out to aid the parent in understanding the situation.

Procedures-

- All injuries and victims of willful acts of violence are to be reported to the parents.
- When the child is picked up, parents will be informed of accidents that have caused injury and needed care, including such items as Band-Aids, ice packs for prolonged periods of time, etc.
- If the injury requires the caregiver to be concerned about the child's welfare, the parent will be contacted with a phone call or email to determine the next step to care for the child.
- If the injury sustained is serious, someone will immediately call the parent or emergency contact while caring for the injured child.
- If injury was caused willfully by another student, the parent of the perpetrator will be informed. If very serious, the child will need to be immediately picked up and removed from the Royal Care until an agreed time to return by the supervisor.
- If medical care was issued by a worker for more than basic first aid, an incident report will be made by the staff member at the scene.

NON-SCHOOL DAYS

The Royal Care program is only in session during school days. If school closes due to inclement weather, Royal Care will also be closed.

PARENTAL UNDERSTANDING AND AGREEMENT

By participating in CCS's Royal Care Program, you agree that:

- I am responsible for payment of fees when my child is scheduled for Royal Care.
- I have read and understood this handbook, and agree to abide by its policies and procedures.