



## **SUMMER CARE PROGRAM HANDBOOK**

**June 3 – August 9, 2024**

**CHRIST ST. JOHN'S EV. LUTHERAN SCHOOL**  
500 PARK ST., WEST SALEM, WI 54669  
(608) 786-1250 ~ [www.christstjohns.org](http://www.christstjohns.org)

## **CHRIST ST. JOHN'S LUTHERAN SCHOOL – Mission Statement**

Christ-St. John's Lutheran School's mission is to assist families by providing a Christ-centered education to meet the spiritual and academic needs of our children now and for eternity.

## **CHRIST ST. JOHN'S LUTHERAN SCHOOL - SUMMER CARE PROGRAM**

Our summer care program exists to nurture the Christian faith of children that attend Christ St. John's Lutheran School.

This 10-week program will begin on Monday, June 3 and end on Friday, August 9. During that time period, summer care is available Monday through Friday, 7:00 am - 5:00 pm. Care will not be provided Thursday, July 4 nor Friday, July 5 in recognition of the holiday.

### **Enrollment**

The Summer Care Program is open to children entering 4K through 6th grade at Christ St. John's Lutheran School for the 2024-2025 academic school year. All children must be toilet trained and attain the age of four before September 1 of the 2024-2025 academic school year or have been accepted by the ECM Director into the 2024 - 2025 academic program year.

Enrollment begins February 5<sup>th</sup> for the 2024 program. Capacity for the program will be determined by the Director of the ECM. Once the program nears capacity, the Director of the ECM will close open enrollment and create a waiting list. If there is space in a classroom or a family drops out, children from the waiting list will be enrolled. The Director of the ECM will determine which children can enroll based on space available.

## **SUMMER CARE PAYMENT & FEES**

Cash or checks can be paid to Christ St. John's School and dropped off at the front office to cover payment and fees. Credit Card or ACH payments may also be made through the Fast Direct System.

### **Enrollment**

A registration fee of \$100 per family is due at the time of registration to reserve a family's spot. The registration fee will go towards the family's summer tuition and is non-refundable. Any money remaining in your account at the end of the summer will be returned to you via check.

### **Hourly Rate & Billing**

Weekly fees are charged on an hourly basis at \$5/hour per child, limit \$12/hour per family. A late pick-up fee of \$1/minute will be charged for any pick-up after 5:05pm.

Invoices will be delivered via Fast Direct every week starting the week of June 10. Please, watch for the arrival of your invoices via Fast Direct every Monday. If you do not receive an invoice, contact the front office as staying on top of childcare payments is the family's responsibility. Failure to maintain a positive balance may result in your child not being able to attend.

A final invoice for the summer will be sent out by Monday, August 12. Accounts must be paid in full by August 31. Failure to do so may result in your child, or their siblings, not being able to attend in the future.

If your child is to be withdrawn, please notify the office two weeks in advance of the end of the month.

## Cancellation Fee

Cancellations made within 48 hours of the date will be charged \$25 per child for the day. Each family will be allotted one excused absence per child enrolled in the program. This policy is intended to support families in cases of illness. The excused absence will be applied in any instance when care is canceled with less than 48 hours notice. Once all available excused absences have been used by a family, the cancellation fee will be applied to any additional cancellations made with less than 48 hour notice.

## SCHEDULING

Schedules will be collected throughout the summer in two-week increments via Google Forms. Schedules must be submitted using the provided link before 5 pm on the date of the deadline. Families will have the flexibility to set their own drop off / pick up times and only pay for care during the times their children are in attendance. There is no minimum requirement for care. To maintain this flexible policy, we ask that families follow the schedule they design as closely as possible to ensure that we are properly staffed.

### Schedule Submission Calendar

<u>Care Cycle</u>	<u>Link Sent</u>	<u>Deadline to Submit</u>
June 3 - June 14	May 1	May 20
June 17 - June 28	May 24	June 3
July 1 - July 12	June 3	June 17
July 15 - 26	June 17	July 1
July 29- Aug 9	July 1	July 15

### Schedule Changes

If you have submitted a schedule but need to add or drop time, you can do so by submitting a new schedule using the same link provided by the Office Manager. The last form received will be the one the Director references.

You may request to add time to your child's schedule after the deadline however your request for care is not guaranteed. To request changes, you must email the Director at least 48 hours in advance for consideration. You may cancel care for your child without penalty if the cancellation is made 48 hours in advance of the day.

### Drop Off & Pick Up

Families will be responsible for signing their children in and out of care each day in the Daily Attendance Log. The Office Manager will track attendance to ensure that children are attending according to their submitted schedules. We ask that families follow the schedule they design as closely as possible to ensure that we can continue to offer flexibility in scheduling.

While families are permitted to drop off and pick up at the time of their choosing, it is recommended that families drop off between 7:00 - 9:00 am and pick up immediately after lunch or between 3:00 - 5:00 pm.

Rest time occurs every day between 1:15-2:15 pm for all 4K and 5K children. We ask that you avoid picking up 4K and 5K children during that hour to avoid disturbing this important part of their day.

## 2024 PROGRAM DETAILS

A detailed activity calendar will be published in May. Crafts, games, field trips, and special interest days are scheduled to take place each week throughout the summer covering a variety of topics and interests. Additionally, we will take one trip to Village Park, on foot, every week. Possible walking field trips may include the West Salem Pool, Library, Features, and Le Coulee Cheese Castle.

On days where there is no scheduled field trip, the schedule will be as follows:

### Daily Schedule

7:00-8:00 AM	Children Arrive; Breakfast if provided by parents; Choice Time
8:00-9:00AM	Choice Time
9:00-9:30AM	Welcome & Devotion
9:30-10:00AM	Snack/Story
10:00-10:45AM	Activity and Project
10:45-11:30AM	Outside Time (gym in case of inclement weather)
11:30AM-12:30PM	Lunch/Centers
12:30-1:30PM	Outside Time
1:30-1:45PM	Afternoon Devotion (1:15-2:15PM Quiet Time for 4/5K children)
1:45-2:15PM	Reading/Down Time
2:15-3:00 PM	Activity
3:00-3:30PM	Snack
3:30-5:00PM	Staff Choice of activities (Choice Time – Gym/Outside/Room)

\*Schedule subject to change

### Field Trips

On days where an off-campus field trip is scheduled, we ask that children be dropped off no later than 9:00 am so that we can properly prepare them for the day. Departure time for our field trips is 9:30 am. We will not delay the field trip for any children who have not been dropped off on time.

All children, 4K - 6th, will participate in half day field trips including our weekly walks to Village Park. We will return by 11:30 am for all half day field trips. Possible walking field trips may include the West Salem Pool, Library, Features, and Le Coulee Cheese Castle. Please do not plan on picking your children up at the location but rather plan on picking them up after we return to school.

### Meals & Water Bottles

Children must bring their own morning (and afternoon) snack (no gum or candy) and lunch each day. Nutritious, low-sugar foods for optimal energy, nutrition, and focus are encouraged. It is essential that every child brings a water bottle with them every day to SCP.

## Water Play

We ask that each child has a swimsuit and towel with them every day. Boys should bring an extra shirt to wear during water play. Girls are encouraged to wear swimsuits with short or long sleeves. This will help keep each child's skin protected and speed up the sunscreen application time. There will be an area for swimsuits and towels to be kept from day to day at school; going home on the weekend to be washed.

## Clothes

Please dress your children in comfortable play clothes. A hat and sunglasses are a good idea, but optional. Good walking shoes are essential! Children ages 4 - 5 should keep an extra set of clothes (top, bottoms, socks and undies) in a bag on their hook spot.

## Reading Program

The Summer Care Program Reading Program will be used to track the children's reading throughout the summer while at the summer program. The children will chart their own progress and receive incentives along the way. They will also have the opportunity to participate in the West Salem Public Library Program.

## Rest Time

Rest time occurs every day between 1:15 – 2:15 pm for all 4/5K students. Please send a small travel pillow and blanket in a bag for rest time. This bag can be kept in your child's bag at their hook spot throughout the week and taken home to be washed on the weekend.

## Worship

Every Wednesday, children and their families will have the opportunity to worship during a short chapel service at 9:00 am in the Christ Lutheran Church sanctuary. This time allows us to dig deeper into our daily Bible lessons. We encourage family members to join us for worship at this time and hear more about what your child is learning.

Additionally, we encourage you to join our larger church body each weekend for worship.

**Christ Summer Worship Schedule**  
Sunday 8:30 am & 9:30 am Bible Class  
Monday 6:30 pm

**St. John's Summer Worship Schedule**  
Sunday 8:00 am & 10:30 am  
Thursday 7:00 pm

*All are welcome and encouraged to attend!*

If you have any questions regarding our ministry, please contact the Director who will connect you with one of our pastors. You may also contact them directly at:

Pastor Don Frelitz: [pastor.frelitz@gmail.com](mailto:pastor.frelitz@gmail.com)  
Pastor Andrew Schultz: [schultzav@gmail.com](mailto:schultzav@gmail.com)

## COMMUNICATION

If you need to reach your child or staff, call the office. Cell phones and other electronic devices are not to be used by children while at Summer Care Program. If a child brings one, it will be kept in the school office and not be taken out throughout the day.

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**BETH HAGEDORN**

Director of the ECM [bhagedorn@christstjohns.org](mailto:bhagedorn@christstjohns.org)

262-339-9068

**JAMIE SCHROEDER**

Summer Care Program Coordinator [Jamie.depaolo@gmail.com](mailto:Jamie.depaolo@gmail.com)

608-769-1293

**LISA BLACK**

Office Administrator - Front Office [lblack@christstjohns.org](mailto:lblack@christstjohns.org)

608-786-1250 (CSJ Front Office)

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### Guest Pick-Up

If your child will be picked up by someone other than a parent or guardian, please fill out a Guest Pick-Up slip at drop off and give directly to the office.

### Summer Care Program Communication

A mailing list will be generated by the office using the email address provided during registration. Most communication will take place through Fast Direct. The first mass message will be sent in May to all enrolled families. If you do not receive this message, or would like to add another address, please contact the front office.

### Emergency Phone Numbers

Emergency contact information will be collected and/or verified at the time of registration. Please take the time to make sure that the information you provide is complete, accurate and up to date. If your child becomes sick or injured, we need to be able to contact you or a designated emergency contact person immediately to ensure your child's well-being and the health of the other children.

### Publicity and Media Restrictions

During registration, Christ St. John's offers parents the opportunity to add themselves and their children to the media restricted list. This list, which is managed by the school office, has several opt-out options, including photo and name release permission. Photos of children attending Summer Care Program may be shared on Christ St. John's social media accounts and/or used for marketing purposes.

## STUDENT BEHAVIOR

Summer Care Program is intended to be a safe, fun environment for children and teachers to spend their summer. Redirecting negative behaviors out of love for Christ is a natural and important part of providing Christian childcare. While we strive to address negative behaviors in class, particularly chronic or disruptive behavior will result in the removal of the child from activities. Examples of negative behavior that will result in short-term removal from activities includes, but is not limited to

1. Repeated use of language or conversations that are not God-pleasing.
2. Refusal to participate in activities according to teacher's instructions.
3. Aggressive behavior—verbal or physical—directed toward teacher or other children.
4. Harassing another child physically, through verbal or non-verbal communication, or by other means of intimidation.

When a child's behavior becomes chronic or particularly disruptive, they will be removed from group activities for in-program suspension with the Director of the ECM or other administrator. During in-program suspension, the Director will address the behavior, work with the child to identify a solution and assist the child in returning to their group. Parents will be notified by email any time their child is put in in-program suspension.

In the event that a child is unable to correct their behavior and return to the group, parents will be notified by phone and required to pick their child up immediately.

Once a child has been put into in-program suspension two times for the same behavior, the Director of Summer Care will set up a meeting with parents to discuss next steps. A plan will be developed to identify what the child must do in order to continue attending Summer Care Program. The potential for short or long term suspension from the program will also be discussed. If the negative behavior persists and the expectations set are not met, suspension from the program will be enforced until the child is able to acquire the skills necessary to return to Summer Care Program.

Open and honest communication between home and school is essential for a successful summer. The more information you can provide at the time of registration, the more prepared our staff will be to help each child succeed this summer. Contact the Coordinator of Summer Care, Jamie Schroeder, [jamie.depaolo@gmail.com](mailto:jamie.depaolo@gmail.com) with any questions or concerns.

## HEALTH AND SAFETY

### Sunscreen

Please, send your child with their own bottle of sunscreen. It will be reapplied as needed throughout the day.

### If Your Child Is Ill . . .

If your child is ill, please do not send them. Please notify the school office at (608) 786-1250 or email the Office. Students who have had a fever, or other known symptoms that are not caused by another condition, must stay home for one full school day after the fever/symptoms have gone down without the use of any medicine.

## Pinkeye

Both viral and bacterial pink eye are highly contagious and easily spread to other children. Children need to see a physician promptly to diagnose the cause and prescribe treatment, if needed. A child with a red eye and drainage or tearing will be sent home with instructions to the family to see a physician. When returning to SCP, the child must have a physician note that describes the treatment plan and indicates a return to school date.

## Head Lice

Head lice can be spread from one child to another, and children with head lice cannot remain at SCP. The child will be readmitted to SCP after thorough home treatment and the student's hair has been inspected by a designated school staff.

## Illness During Program Hours

If a child becomes ill or injured while in attendance, the parent/guardian will be called to pick the child up.

## Medical Emergencies

In the event of a medical emergency or injury during the school day, Christ St. John's staff are obligated to notify the proper medical and emergency authorities, set aside an area where the injured student can be taken, and notify the student's parent/guardian or the emergency contact identified on school records. Christ St. John's will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured student to a designated medical facility.

## Health Care Accommodation Form

If your child needs accommodations due to a health condition, please fill out a Health Accommodation Form and drop off in the front office before the start of summer care. This form is available on the website and in the front office.

## Medications

If a student requires medication during school hours, the distribution of the medications will be supervised by staff under the following guidelines required by state law:

1. Parents/guardians must sign the appropriate administration forms.
2. All medications must be supplied in the original container and have the student's name marked on it.
3. All prescription medications must be accompanied by written instructions from a physician and consent from parent/guardian. The container must be identified with the following information: student's name, name of medication, doctor's name and phone number, pharmacy and phone number.



All medication is placed in a locked cabinet. In order to administer any medication to a student, there must be a signed authorization form. It is the parent's responsibility to pick up the medication when it is no longer needed.

## SUPPLIES

All children will need:

<ul style="list-style-type: none"><li>• Gym shoes</li><li>• Water bottle</li><li>• Snacks (morning, afternoon)</li><li>• Lunch</li></ul>	<ul style="list-style-type: none"><li>• A swimsuit</li><li>• Water shoes or crocs</li><li>• Towel</li><li>• Extra set of clothes</li><li>• Sunscreen (please apply first application each morning before drop-off)</li></ul>
<ul style="list-style-type: none"><li>• 4-5 year olds will want to have a mat and blanket for quiet times.</li></ul>	

\*PLEASE NOTE...NO TOYS FROM HOME! (Thank you!)

**Revised: 1/15/2024**