

**2020-2021**  
**St. Agnes TCU Daycare**  
**Family Handbook**

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## DAYCARE FACILITY AND PHILOSOPHY

The Before and After School Program will strive to be a worthwhile part of the child's day. are from 7:00 A.M. to 6:00 P.M.



TCU hours

The environment and program will stimulate the child to grow in self-esteem, self-expression, Christian values, and reinforce school learning.

TCU services are available for children 3K through grade 6. We understand transportation could be an issue with families of seventh and eighth graders. If this is the case, please feel free to utilize our services.

The St. Agnes TCU Daycare provides before and after school care for children who attend the school.

The Daycare provides a balance of structured and non-structured activities. We also utilize the gym and playground on a regular basis.

Computers are available in each room to provide a variety of supervised games as well as learning experiences. TCU does not have access to the internet.

Working parents are better able to plan their day when their children have a safe place to be outside of class time in the same building.

## SECURITY



The TCU entrance is located on the west side of the school next to the gym. Please use this entrance at all times. We ask parents to please be patient with this security system, which is to provide the School maximum security for all the children in St. Agnes and Daycare. When we are in the gym, a sign will be posted on the door on which entrance to use. When we are on the playground, **please do not drive your vehicle over to the playground to pick up your child.**

A parent or someone authorized by the parents must sign their child in and out. The daycare staff will never release a child to someone who is not authorized by the parents to pick up the child. If you forget to sign your child in or out you will be charged your regular hours.

At the end of the school day your child's teacher will inform the class which children attend TCU. To pick up your child you must come into TCU and sign out your son/daughter. No child will be allowed to leave the building without being signed out by a parent or authorized person. This will be strictly enforced.

## A.M. MONTHLY CALENDARS

TCU is open on all school days. Monthly calendars are due before the new month begins. If your child is scheduled to come every morning at 7:00 A.M. this is what you will be charged including any sick days. If your child is scheduled three mornings a week you will be charged for three days. A calendar **MUST** be filled out by the month NOT by the week.



## P.M. MONTHLY CALENDARS



Parents are expected to fill out a calendar each month. The calendar needs to be turned in **before the month begins and specific to times your child will attend.** If a calendar is turned in after the 1st of the month a \$5.00 late fee will be added to your bill. Changes can be made with as much notice as possible, **but not less than 24 hours. The parent will be charged unless 24-hour notice is given.** We need to know in advance for staff scheduling purposes. The exception will be illness of the child, in which a phone call **before 8:00 A.M. to TCU at 781-5712** will be sufficient notice. In case you need emergency Daycare please give us a call before 8:00 A.M. so we may add your child to the daily list. The TCU list of children is sent to the school office at 8:15 A.M. on a daily basis. A phone call is required prior to 8:00 A.M. for any changes. If you call your child in sick after this time, you will be charged for the 1st hour. If for some reason your child is not attending TCU on a scheduled day a phone call to TCU is needed. It is very difficult for the Daycare staff to sort out the confusion and uncertainty that occurs at 2:50 P.M. when last minute changes are made.

When a child takes advantage of the scouting program, music lessons, homework study, student council or any other after school activity the estimated hours and cost for daycare do not change. If a child is normally in Daycare for two hours after school the cost will remain the same even if the child spends one hour at a scouting activity because his/her space cannot be filled by another child on an intermittent basis. The same standard will apply when a parent chooses to pick up a child right after school and we do not receive 24-hour notice.

If your child is scheduled to attend TCU on a half day and does not attend you will be billed \$20.00 for the day. A seven day notice is needed to cancel on all half days. TCU will be closed for Thanksgiving, Christmas break, Easter break and all legal holidays. The program will follow the school's direction in regard to snow and cold days. If school is canceled, TCU is as well.

## Snacks and breakfast



An afternoon snack and beverage will be provided. A morning snack will be provided for K-3. Parents are encouraged to send snacks to share (crackers, raisins, cookies, etc.) or paper products (cups, napkins, etc.) There is a snack fee of \$1.00 per child per day.

We understand that some children get up early in the morning so mom and dad can get to work on time. We have found that children might be less hurried and better able to eat breakfast at the Daycare, than at home. Please feel free to send a light breakfast with your child in the morning to meet your child's needs. TCU has a toaster and microwave.

## COST



There is a registration fee of \$35.00 per family. The before and after school rate is \$5.00 per hour. The rate for each sibling is \$4.00 per hour. Also, if your child attends TCU with no advanced notice you will be charged the drop in rate of \$7.00 per hour.

Hours calculated for billing:

Before school rates;	6:30AM to 7:35AM=\$5.00
After school rates;	2:50 to 3:50=\$5.00
	3:51 to 4:50=\$10.00
	4:51 to 6:00=\$15.00

If you recognize at 5:30 P.M. that you will not be able to pick up your child before 6:00 P.M, please arrange for the person so designated on the Emergency Information Form to pick up your child. Please notify TCU so that the staff is aware who will be picking up your child and so the child knows that you have not forgotten him/her. The designated person must be of High school age and show a Driver license or school I.D. The daycare phone number is 262-781-5712. TCU has a voice mail system, so that if the Daycare is outside or in the gym you will be able to leave a message. The Daycare staff will ask for identification, in the form of a driver's license, if that person is not known to Daycare staff. The Daycare Staff will never release a child to someone who is not authorized by the parents to pick up the child.

If you arrive after 6.00 P.M. to pick up your child, **a late fee of \$1.00 per minute per child will be billed to your account.** If you are late more than twice a written warning will be given. If you are late a third time we have the right to terminate TCU services. **This will be strictly enforced.** Please be considerate and understand the staff has commitments after 6:00 P.M.

## BILLING



Billing for the use of TCU services is done on a weekly basis. Parents will receive a bill on Tuesdays indicating the charges for the previous week for their child's care. Payment is due by Friday that week. Arrangements may be made if you prefer to pay every other week. Families who child/ren attend 5 hours or less a week will receive a bill every other week. Any account that is two weeks past due will automatically receive a late fee of \$10.00 for each week that it is past due. **If an invoice is thirty days past due or over \$100.00 services may be terminated until full payment has been received.** At the end of the school year all outstanding bills must be paid in full three weeks prior to the last day of school. If payment has not been received your child/ren may NOT utilize TCU services during the last weeks of school. Nonpayment may result in the termination of services for your child for the following school year.

## DISCIPLINE



All children are expected to follow the same basic rules that apply in the classroom. Respect for themselves, other children, the staff and the facility is required at all times. Children, who are continually disruptive or disrespectful, will be considered on probation and parents will be notified.

Children may be dropped from the program at the discretion of the director if they present serious discipline problems. You will receive the following discipline notice if there is a discipline problem.

## DISCIPLINE POLICY

In Order for the T.C.U. Program to run smoothly, I would like you and your child/ren to be aware of the discipline policy that we enforce. Please review the rules below to your child/ren.



## UNACCEPTABLE BEHAVIOR

A list of unacceptable behavior includes:

1. Disrespect towards staff teachers.
2. Disrespect towards other children.
3. Involved in a verbal confrontation.
4. Not following rules and/ or listening to staff members.
5. Inappropriate language to staff or other children.
6. Physically fighting in school, on school premises.
7. Any severe anti-social or abnormal conduct that endanger life and limb.

## CONSEQUENCES AND PROCEDURE

Following disruptive behavior, the child will be given a verbal warning. A second infraction will result in a "time-out". During the "time-out", the child will be asked to convey to the teacher either verbally or in a written form how the disruptive behavior could have been prevented. Any hitting would result in an immediate "time-out". In the case of non-cooperation acts that would endanger others or one self, the parent will be notified. Children who are continually disruptive will be given a "For Your Information Notice" (a description of your child/ren behavior that needs to be signed). After two signed notices, if the child continues to have serious discipline problems he/she may be suspended from the T.C.U. program for three days or dismissed from the program at the discretion of the director.

## APPEAL

The child, or his/her parent or guardian, may within five school days following the dismissal, appeal to Pastor of St. Agnes Parish in writing, with rationale for appeal. The Pastor of St. Agnes Parish will investigate that correct procedures were followed. If they were not followed, the Pastor of St. Agnes Parish will refer the issue back to the parish/secondary school/daycare with a recommendation about at which step of the procedure needs to be further processed.

Unfortunately, some children think the rules do not apply to them. T.C.U. will not tolerate any disrespectfulness toward staff members.

## ILLNESS, INJURY & MEDICATION



Good judgment on the part of the parent is expected as to when to keep a child home. In general, a fever of 100 degrees, diarrhea, and/or vomiting are reasons not to send a child to school. If a child becomes ill while at TCU, the parent will be called to come for the child.

In case of a communicable disease, the parent must notify the director, who will post a notice on the door of TCU. Forms kept on file in the TCU facility require the signature of an authorized parent.

## INJURY



The parent must provide the name of a doctor or medical facility, which will be utilized in case of injury. In case of life threatening injury, the rescue squad will be called and will transport the child to the nearest appropriate facility. In case of serious, but not life threatening injury, the parent will be called and must accompany the child in the rescue squad. In case of minor injuries, the child will be taken care of, and the parent will be notified in a reasonable fashion.

## MEDICATION



It may be necessary, on occasion for the Daycare to administer medication to a child. The parent needs to complete a permission form, which remains on file in the Daycare files. Medications are kept out of reach of the children. If the medication needs to be refrigerated, please inform the Daycare staff. If the child is allergic to any foods or insect bites. Please submit verification of this information to the Daycare.

## TOYS



The Daycare rooms have a good supply of toys and computers. The Daycare staff asks that children do not bring toys or stuffed animals from home. If you have a video that you wish to share with the Daycare, please understand that the staff will decide if the video is suitable for all the children who will view it. If there are extenuating circumstances, which would make your child more comfortable with a familiar item from home, please discuss this with Daycare staff. K-3 and K-4 students may bring in a familiar toy to play with during the day. At 2:50 P.M. when the older children come down the toy must be put in their backpack for safekeeping. Please realize TCU cannot be responsible for any lost items.

## CLOTHING



Keep in mind your child is much more comfortable in sensible play clothes. Some days are 'dress up days' such as liturgy or other events. Feel free to send a change of clothes along with your child on these days. The Daycare will allow the children to play outside as often as possible. It is very helpful to label all clothing items. The Daycare Staff discourages the wearing of jewelry: i.e. necklaces, rings Children are fascinated with jewelry and sometimes it is lost in the Daycare room.