

St Johns Preschool and Childcare

2026 Summer Program

Welcome to St. John's Summer Care!

A Message from the Director

Dear Families,

Welcome to another wonderful summer at St. John's! We are so excited to begin a season filled with learning, laughter, and memorable experiences for your children. Summer is a time for exploration, new friendships, fresh adventures, and a little extra sunshine and our team is dedicated to making each day safe, enriching, and fun. Your child's well-being is at the heart of everything we do. Our staff has been preparing thoughtfully for this season, planning activities that encourage creativity, movement, imagination, and growth. Whether your child is discovering something new in the classroom, or enjoying time outdoors with friends, we strive to create an environment where every child feels supported, confident, and cared for. We value the partnership we share with our families and believe strong communication helps us provide the very best experience. This handbook outlines the policies and procedures that guide our program. These guidelines help ensure safety, consistency, and a smooth summer for everyone involved.

Thank you for choosing St. John's for your child's care and summer adventure. We look forward to a joyful, faith-filled, and unforgettable season together. Here's to a fantastic summer!

Warmly,

Catherine McNeil- Reinke

Director, St. John's Summer Care Program

Summer Scheduled Break: June 29-July 3.

Last Day of Summer Program – August 21

Summer Care Tuition Rates

\$50.00 non-refundable registration fee

25.00 for additional children

All Registration fees will be waived for Members of St John's Lutheran Church North Prairie.

Attendance Based

Options: Full day (over 4 hours) Half Day (under 4 hours a day)

Full Day

Daily Rate: \$55

Weekly: \$275

Half Day

Daily Rate: \$45

Weekly: \$ 225

Summer Tuition

- Tuition is billed monthly online via SmartCare app
- Tuition is DUE ON THE FIFTH OF EACH MONTH, unless previous arrangements have been made with the director. All past due payments are subject to a \$35 fee. St. John's reserves the right to charge a \$35 fee for payments returned for non-sufficient funds
- In the event of tuition non-payment for two consecutive months St. John's reserves the right to deny school/care until account is paid in full or at the discretion of the Director
- Accepted forms of payment include cash, credit card, ACH, or check made payable to St. John's. **ADDED 2.85% fee on all credit card payments**

****Refunds and credits are not given for absenteeism, weather closing or school holidays. There is no refund or credit for days missed due to illness**.**

Billing Policy

- Please note that tuition is billed on a MONTHLY basis, regardless of the number of school days each month. This includes months with Holidays, scheduled breaks, or any other school closures. Tuition ensures your child's spot is reserved and supports the ongoing operation of our school year-round.
- Scheduled break
- We appreciate you're understanding and commitment to supporting a consistent and high-quality educational experience for all students.

Summer Care Schedule Changes and Refund Policy

- To ensure proper staffing and planning, families are asked to carefully consider their Summer Care schedules before submitting them.
- If a family requests a change or cancellation to their Summer Care schedule after it has been finalized, an **80% refund** will be issued for the affected days. The remaining **20% will be retained to cover administrative and staffing costs** that are incurred once schedules and staffing assignments have been established.
- Refunds will be processed after the schedule change or cancellation is confirmed. No additional exceptions will be made to this policy.
- By enrolling in Summer Care, families acknowledge and agree to this refund policy.
- Refunds or credits are not provided for absences due to illness or weather-related closure. Personal reasons follow the policies on changing of schedule (found below/above). Tuition and fees remain due regardless of attendance.

Required Forms (Due within 30 days of attendance)

Students' personal files will be kept in Directors Office. Parents can request access to their child's file and can view it in the presence of a St. John's employee. All student information will remain confidential unless requested by state or medical agencies. ****Failure to complete and submit the following forms may result in exclusion from the summer program****

- Child Care Enrollment
- Child Background Information
- Health History and Emergency Care Plan
- Medical Release & General Waiver of Liability

- Emergency Contact Card
- Authorization for Use of Photograph or Likeness
- Student Immunization Record (Wisconsin law requires all children in childcare to be current on their immunizations or in a program to complete them).
- Child Health Report (Each child must have a physical exam by a licensed physician. The exam may not have occurred more than one year prior to/or 3 months after being admitted to the school. The exam will be good for two years).
- Parent Handbook Acknowledgement Form (Summer)

Additional Forms (Not required for all children)

- Request for Exception
- Authorization to Administer Medication (complete on an as needed basis)
- Daycare/Childcare Informed Consent for Observation or Testing by an Outside Agency (complete prior to observation)
- Alternate Arrival/Release Agreement and/or Mukwonago Area School District Bussing Information (complete prior to attendance)
- Accident Report and/or Student Disciplinary Action Form (complete at time of occurrence)

Summer Care Calendars

- Wrap care calendars are **DUE ON THE 3RD FRIDAY OF THE MONTH**, late calendars are subject to a \$35 late fee. The due date will be clearly marked on top of the calendar.
- The parent of any child(ren) who remains in daycare after closing (5:00pm) will be charged \$1 per minute per child until picked up. Those funds will go directly to the teacher who remained with the child(ren) after hours. Parents need to contact the school number if they are running late.

Summer Drop-In Care Policy

Our Summer Drop-In Care option is designed to provide families with flexible, short-term childcare on an as-needed basis. Drop-in availability is not guaranteed and is offered on a first-come, first-served basis depending on staffing and capacity. If you need to add a drop in day, there must a 24 hours' notice. So, the proper billing can be charged.

Rates for Summer Drop-In Care

Under 3 Hours: \$25

Half Day (3-4 Hours): \$50

Full Day (4+ Hours): \$75

Pick up Procedure

A parent **MUST** provide written authorization of the individual's name if their child is to be picked up by someone other than his/her legal guardian. NO child will be dismissed without proper authorization, photo ID required. NO child will be released to someone appearing to be under the influence of drugs or alcohol. In a custody issue, children will be released only to those people recognized in the court order. Access will be denied if a court order has been issued, and police will be notified.

Code of Conduct

Behavior guidance & Discipline

The following process will be followed for students who do not correct unacceptable behavior. Staff may repeat any steps if they feel a positive change in behavior might result:

- Teachers will point out unacceptable behavior and redirect the student to positive alternatives.
- Teachers will implement an acceptable form of discipline (i.e., age-appropriate calm down time).
- The student will meet with the teacher to discuss unacceptable behavior. The teacher will inform the parent(s) of behavior and resulting discussion.
- The teacher and director will meet with parent(s) to further discuss behavioral issues(s).
- Director and Teacher(s) will provide final written notice to parent(s) of required behavioral change.

****All verbal and written communication will be documented in the classroom's logbook and student file ****

****Corporal punishment will not be tolerated as a means of discipline****

Suspension Policy (Deny Summer Experiences)

St. John's seeks a solid partnership with our families to ensure their child's success within our program. However, it may become necessary to deny your Child(ren) to have school experience for a period of time from our center if:

- The student is unable to adjust to the program.
- The student/parent fails to abide by the center's policies.
- The student/parent uses inappropriate language and or behavior
- Intimidates staff and other students.
- The student/parent uses physical or verbal abuse towards staff or other students.
- Continuous disciplinary problems.
- Non-payment of tuition or fees.

If the behavior is not resolved after all remedial actions have been exhausted, parents will be notified in writing, and a conference will be held with the child's parent/guardian and the Director to communicate the center's decision to suspend. The length of the suspension will be

determined on a case-by-case basis up to Three days, and in some instances may result in termination.

Suspension Protocol

- 3 Behavior Sheets= 1 day suspension
- 6 Behavior Sheets =2 Day suspension
- 9 Behavior Sheets= 3 Day suspension
- 10 Behavior Sheets may result in Termination from the Program

Behavioral Dismissal Policy

If a child is dismissed from the program due to ongoing behavioral concerns that cannot be resolved through intervention, please note that **tuition and fees are non-refundable**. We understand that this can be a difficult situation, and we are committed to working closely with families to support each child's success. However, we must also ensure a safe and positive environment for all students. Thank you for your understanding and cooperation

Termination of Enrollment

Parents are required to give 30 days' notice to St. John's prior to the first day of the month if it becomes necessary to withdraw their child from the Summer Program. Regardless of the reason for withdrawal, no refunds can be made within the pay period of one month. In extenuating circumstances, the 30-day notice may be waived by submitting in writing documentation of your situation which will be reviewed by the Director.

The program maintains the right to release a child with 30 days' notice if adjustment to the program is not suitable, and parents may remove the child from the program if it does not meet the child's needs. Some reasons for enrollment termination include non-payment of tuition or fees, failure to submit required forms, or inability to meet the safety needs of the child or other children.

St. John's has the right to terminate a child immediately before the end of the 30 days' notice, if circumstances occur, that they cause bodily harm or behavior that is uncontrollable. Parents will be notified the day of the incident and asked to remove the child from the program at that time.

If a student who has been terminated from the program is involved with a state agency, the director will notify that agency of the student's termination.

If transferring to another educational facility, St. John's will forward copies of the student's records upon written consent of the student's parents.

Right to Appeal

A parent/guardian may appeal against the center's decision to suspend or terminate enrollment of a student.

- The parent/guardian must submit in writing to the Director, Pastor and The Board of Directors.
- Upon receipt the Director, Pastor, and a Board of Directors Representative will review the appeal and provide a response to the family within 30 days.
- The decision by the Board of Directors is final.

Confidentiality Agreement

St. John's will respect confidentiality in the following ways:

- Parents will have access to the files and records of their own children but will not have access to information about any other student.
- Staff will not discuss individual students, other than for purposes of curriculum planning and/or group management with people other than the parents of that student.
- Information given by parents to the Director or teacher will be shared on a need-to-know basis.
- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the preschool except with the child's teacher, Director, and the Pastor.

All the undertakings above are subject to the paramount commitment of St Johns which is to the safety and wellbeing of our students.

HEALTH & SAFETY PROCEDURES

Illness

The following guidelines help you determine when a student needs to stay home. The goal of these guidelines is to limit the spread of illness throughout St. John's. A student needs to stay home if he or she has:

- A fever greater than 100 degrees F
- Been vomiting within the last 24 hours (a student may return 24 hours after the last episode)
- Had diarrhea within the last 24 hours (a student may return 24 hours after the last episode)
- A rash with a fever greater than 100 degrees F
- Strep throat (a student may return 24 hours after he/she has been on medication)
- Impetigo (a student may return 24 hours after he/she has been on medication)
- Pink eye (a student may return 24 hours after he/she has been on medication)
- Head Lice (a student may return after having proper treatment and have been checked by management)

If a student becomes ill while in care, the parents will be notified to arrange for pick up.

****A doctor's note may be required to return but does not guarantee admittance. ****

Communicable Diseases

If your child contracts a communicable disease, please notify the school immediately. St. John's reports all communicable diseases to the Wisconsin Department of Children and Families as well as the Waukesha Health Department. If St. John's receives confirmation of a child infected with a communicable disease, a notice of the disease and date of its verification will be posted outside affected classroom(s). A child may be re-admitted without a statement from a physician after a communicable disease if the student has been absent for a period designated by the Health Department.

Children Requiring Regular Medical Treatment

The following procedures will be followed regarding students who have medical conditions requiring regular administration of medication or other treatment (i.e., Diabetes, severe allergies, etc.):

- All staff will attend a mandatory informational meeting with the child's parents/caregivers prior to initiation of any treatment.
- Any required medical training will be provided for all preschool/daycare employees.
- All parents are required to sign St. John's Waiver of Liability Release Form absolving all staff from any liability when treating children as taught.

Medication

All medication must be in the original bottle, with the child's name, current date and dosage given as stated on the medication bottle or amended in writing by a physician. A signed Authorization to Administer Medication form must be completed by a parent. Medication is to be stored in a secure location, out the reach of children.

In the event of a mis-dose or error of distribution, parents will be notified immediately for direction.

Medical logbook: A medical logbook is in each preschool/daycare classroom for the purpose of documenting any injury or illness. The teacher on duty is responsible for completing this log for any injury/illness. The medical log will be reviewed by the Director every six months.

Preventing Allergic Reactions

- St. John's follows federal guidelines in providing the following forms to parents, and require their completion:
 - Health History
 - Emergency Contact Card
 - Child Health Report
- Teachers and the Director will be educated in recognizing the signs and symptoms of an allergic reaction and what appropriate course of action to take if an allergic reaction

occurs. They will be trained to administer medications in accordance with the Good Samaritan Laws.

- Information regarding symptoms of an allergic reaction and tips for prevention will be posted in each classroom and kitchen.
- **St. John's requires the parents of a child with known allergies to provide an emergency kit with all necessary emergency medications. St. John's employees will store all medications in a secure location accessible to designated staff members. **
- Upon notification and permission from parents, the Director will alert all employees of any children with allergies.
- ****For severe allergies, parents are REQUIRED to provide snacks for their child. ****
- Prior to the first day of preschool the parents, director, teachers and Church staff will meet to discuss the child's specific needs and agree to an emergency plan.
- All surfaces where eating occurs are to be washed and sanitized before meals/snacks and after meals/snacks.

EMERGENCY PROCEDURES

Fire Route to Safety

Fire drills are required by WI state law to be performed monthly. Teachers will assist all students quickly, calmly, and quietly to the nearest exit as per the Evacuation Route Sheet posted by each classroom entrance. The teacher will have each student's emergency cards and the attendance book. The students will be taken to the fenced-in play area south of the church. A count will be conducted of every student to ensure each student's safety. The Director will provide final directions.

Tornado Route to Safety

Tornado drills will be conducted monthly from April through October. In the case of a tornado, the director or teachers on duty will monitor the progress of the tornado using a battery-operated radio. If needed, the students will immediately move to the nearest shelter area, indicated on the Evacuation Route by the classroom door and remain there until the "all clear" is given.

Other Emergencies (*blizzard, power failure, no heat or water, national emergency*)

The students will be kept in a safe, well-lit area of the school. All parents will be notified to pick up their Child(ren) and will be released to authorized personnel. Parents will be instructed to listen to emergency alerts.

Stranger on Property, Bomb Scare or Other Life-Threatening Events

The students will immediately be moved into their assigned classrooms, where a teacher will do a final head count. Teachers will perform lockdown procedures including locking classroom doors, windows and moving students to a secure location within the classroom. The teachers will keep the students occupied and calm until the Director has announced that the danger has passed.

**Parent Reunification site is the North Prairie Village Hall. Teachers are required to take attendance upon