

# Summer Care Academy 2023 Family Handbook



Star of  
Bethlehem  
School

[www.starofbethlehem.org](http://www.starofbethlehem.org)

## STAR OF BETHLEHEM LUTHERAN CHURCH - SUMMER CARE ACADEMY

Christ's commission to teach and make disciples of all nations (Matthew 8:18-20) identifies those who should receive the benefit of our child care program : all nations or all people. Our program exists to nurture the Christian faith of children whose parents and grandparents are members of Star of Bethlehem Lutheran Church and to introduce the Christian faith to children and their parents who do not yet know Jesus as their Savior.

This 10-week program will begin on Monday, June 5 and end on Friday, August 11. During that time period, child care is available Monday through Friday, 7:00 am - 5:00 pm. Care will not be provided Monday, July 3 nor Tuesday, July 4 in recognition of the holiday.

### Enrollment

Summer Care Academy is open to children entering 3K through 5th grade for the 2023-2024 academic school year. All children must be toilet trained and attain the age of three before September 1 of the 2023-2024 academic school year or have been accepted by the Preschool Director into the 2023 - 2024 academic program year.

Enrollment begins January 16 for the 2023 program. Capacity for the program will be determined by the Director of Summer Care. Once the program nears capacity, the Director of Summer Care 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 Summer Care will determine which children can enroll based on space available.

## CHILD CARE PAYMENT & FEES

Cash or checks may be mailed to Star of Bethlehem, % Jodi Wandschneider, or dropped off outside the front office to cover payment and fees. There is no electronic means of payment.

### May 1 Deadline - Registration Fee & Down Payment

A registration fee of \$60 per child is due by May 1st which covers the cost of field trips, special interest days, activities/projects as well as an afternoon snack. The registration fee is non-refundable after May 1, 2023.

**NEW IN 2023** A down payment of \$100 is also due May 1st and will ensure that each family begins the summer with a positive balance. Families that fail to make this deadline may lose their spot in the program. 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 \$6.55/hour, limit \$13.10/hour per family. A late pick-up fee of \$1/minute will be charged for any pick-up after 5:05pm.

**NEW IN 2023** Invoices will be delivered via email every week starting the week of June 12. Please watch for the arrival of your invoice the week following that which your child first attends. 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 Friday, August 18. Accounts must be paid in full by September 15. Failure to do so may result in your child, or their siblings, not being able to attend in the future.

## Positive Balance Requirement

**NEW IN 2023** We do ask that you keep a positive balance in your Summer Care account. In the event that you owe more than \$500, your child will not be able to attend until the balance is brought back to \$0.

## 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 5 - June 16	May 1	May 22
June 19 - June 30	May 22	June 5
July 5 - July 14	June 5	June 19
July 17 - 28	June 19	July 5
July 31- Aug 11	July 5	July 17

### 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 Director. 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 Director 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 1:00 - 2:00 pm for all 3K and 4K children. We ask that you avoid picking up 3K and 4K children during that hour to avoid disturbing this important part of their day.

## 2023 PROGRAM DETAILS

A detailed activity calendar will be published in April. 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 Malone Park, on foot, every week.

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

### Daily Schedule

7:00 - 9:00	Free Play During Drop Off
9:00 - 9:30	Welcome & Devotion
9:30 - 10:00	Snack
10:00 - 10:30	Activity (3K - 5K) / Brain Spark: Learning Games & Activities
10:30 - 11:00	/ Brain Break
11:00 - 12:00	Outside (3K - 5K) / Activity #1
12:00 - 12:30	Lunch
12:30 - 1:00	Wind Down / Down Time: Journal, Read, Create
1:00 - 1:30	Rest Time (3K/4K) / Devotion
1:30 - 2:30	/ Activity #2
2:30 - 3:00	Snack
3:00 - 5:00	Free Play During Pick Up

### 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, 3K - 5th, will participate in half day field trips including our weekly walks to Malone Park. We will return by 12:30 am for all half day field trips. Please do not plan on picking your children up at the location but rather plan on picking them up after we return to school.

**NEW IN 2023** - A few full-day field trips are being planned for 5K - 5th grade only this year. The return time for these field trips will be 3:00 pm. 3K & 4K will have fun activities planned for the day at Star.

### Meals & Water Bottles

Children must bring their own morning snack and lunch each day. An afternoon snack will be provided. It is essential that every child brings a water bottle with them every day to SCA.

### 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 3 - 5 should keep an extra set of clothes (top, bottoms, socks and undies) in their cubbies.

### Rest Time

Rest time occurs every day between 1 - 2 pm for all 3K & 4K students. Please send a snuggie and/or blanket in a bag for rest time. This bag can be kept in your child's cubby 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 church sanctuary. This time allows us to dig deeper into the content of 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.

### Star of Bethlehem Summer Worship Schedule

Saturday 5:30 pm

Sunday 8:00 am & 9:30 am

*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 Jonathan Kruschel: [jkruschel@starofbethlehem.org](mailto:jkruschel@starofbethlehem.org)

Pastor Jonathan Nitz: [jnitz@starofbethlehem.org](mailto:jnitz@starofbethlehem.org)

Pastor Jacob Schwartz: [jschwartz@starofbethlehem.org](mailto:jschwartz@starofbethlehem.org)

### COMMUNICATION

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

Teresa Metzger  
Director of Summer Care Academy  
[tmetzger@starofbethlehem.org](mailto:tmetzger@starofbethlehem.org)  
262-395-5300 (Teresa's Personal Cell)

Jodi Wandschneider  
Office Administrator - Front Office  
[jwandschneider@starofbethlehem.org](mailto:jwandschneider@starofbethlehem.org)  
262-786-2900 (Star Front Office)

### 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 your child's teacher.

## Star Communication

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

## Emergency Phone Numbers

Emergency contact information will be collected 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, Star of Bethlehem 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 Academy may be shared on Star of Bethlehem social media accounts and/or used for marketing purposes.

## STUDENT BEHAVIOR

Summer Care Academy 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 Summer Care 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 Academy. 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 Academy.

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 Director of Summer Care, Teresa Metzger at [tmetzger@starofbethlehem.com](mailto:tmetzger@starofbethlehem.com) with any questions or concerns.

## HEALTH AND SAFETY

### Sunscreen

Sunscreen will be provided for all children this summer. You may send your child with their own bottle of sunscreen, however, the provided sunscreen will be used in the event that their personal bottle is empty. If there is a medical reason why a child cannot use the provided sunscreen you will need to fill out a Health Accomodation Form and keep a sufficient amount of sunscreen at school at all times.

### If Your Child Is Ill . . .

If your child is ill, please do not send them. Please notify the school office at (262)-786-2901 or email the Director. Students who have had a fever, or other known COVID-19 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 is 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 SCA, the child must have a physician note that describes the treatment plan and indicates a return to school date. A Pink Eye Fact Sheet is available on the Waukesha County Health Department website.

### Head Lice

Head lice can be spread from one child to another, and children with head lice cannot remain at SCA. The child will be readmitted to SCA after thorough home treatment and the student's hair has been inspected by a designated school staff. A Head Lice Fact Sheet is available on the Waukesha County Health Department website.

### 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, Star of Bethlehem 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. Star of Bethlehem 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 Accomodation 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. Students may have over-the-counter medication with them if they are trusted by the parent/guardian to self-medicate. Never can students give other students any type of medicine. It is the parent's responsibility to pick up the medication when it is no longer needed.