

# SAINT DOMINIC CATHOLIC PARISH



## CATHOLIC SCHOOL

### Summer Fun Parent Handbook

<b>Effective:</b>	June 10, 2024
<b>Revised:</b>	Annually
<b>Reviewed by:</b>	Principal
<b>Date:</b>	March 2024
<b>Approved by:</b>	Pastor and Human Resources Committee
<b>Date:</b>	

18255 West Capitol Drive, Brookfield, WI 53045



## St. Dominic Parish Mission Statement

---

*“To Seek Christ, Know Christ and Become Christ, each one for the sake of all.”*

We are a thriving community of Christians in the Roman Catholic Tradition, assembled under the patronage of St. Dominic, the preacher and teacher.

We hear the voice of the Lord in our lives and desire to live the call of the Gospel by growing in faith through:

- Actively participating in liturgy, the Word of God, prayer, and the Sacraments;
- Extending ourselves in hospitality and evangelization;
- Serving human concerns of persons within and outside our Parish family;
- Offering lifetime opportunities for Christian formation and ongoing conversion; and
- Sharing in stewardship with our time, talent, and treasure.

## St. Dominic Catholic School Mission Statement

---

St. Dominic Catholic School is inspiring minds, developing character and seeking Christ.

### Philosophy Statement

We believe that it is our mission as disciples of Jesus Christ to continue His work in order to bring children and families into relationship with Him through our instructional programming. By honoring parents as the primary educators of children, we strive to serve the entire family through God centered, student focused learning opportunities that benefit the development of the whole child.

### **Inspiring Minds**

We recognize that each child is an exceptional individual with talents and abilities to be developed to each child’s full potential. We provide an academic and co-curricular environment that challenges each individual and cultivates a desire for a lifetime of learning.

### **Developing Character**

We enhance and support rigorous academics with religious faith and values by encouraging each child’s spiritual, creative, physical, psychological and social growth.

### **Seeking Christ**

Each individual at St. Dominic Catholic School is encouraged to find Jesus in their neighbor, to deepen their relationship with Jesus Christ through participation in the Mass, prayer, and formational opportunities, and to work to be the hands of Jesus for others. We teach respect, acceptance, and justice for all people in the tradition of Catholic social justice teaching and the gospel message of Jesus Christ.

# Summer Fun Personnel

## 2024

---

**Pastor:**

Rev. Dennis Saran

**Associate Pastor:**

Rev.

**Principal:**

Mr. Francis Dempsey

**Summer Fun Coordinator**

Mrs. Susan Rieck

**Summer Fun Teacher**

Ms. Kaitlyn Flaa

**Summer Fun Teacher**

Ms. Taylor Ronco

# TABLE OF CONTENTS

<b>I.</b>	<b>Operational Policies</b>
A.	Registration
B.	Schedules
C.	Schedule Changes
D.	Fees
E.	Schedule Communication
F.	Billing
G.	Field Trips
H.	Volunteers
I.	Behavior/Discipline
J.	Bathrooms
K.	Electronic Devices/Telephones
L.	Dress Code
<b>II.</b>	<b>Operating Procedures</b>
A.	Attendance
B.	Outside Play
C.	Sunscreen
D.	Checking In/Out
E.	Snacks
<b>III</b>	<b>Safety and Security</b>
A.	Buzzer
B.	Sick children
C.	Injured Children
<b>IV</b>	<b>General Conditions</b>

## **I. Operational Policies**

---

St. Dominic Catholic School honors the family and takes pride in supporting parents as the primary caregivers of the children. In that, we offer a Summer Fun program to assist families in caring for their children throughout the summer.

The Summer Fun Team is comprised of highly qualified individuals. The team works to provide a safe and loving environment where children are valued and cared for.

Summer Fun operates from 7:00 AM until 5:45 PM Monday through Thursday and 7:00 AM – 5:00 PM on Friday.

### **A. Registration**

Registration for Summer Fun opens March 22. All St. Dominic children ages 4-12 are eligible for the services provided by the Summer Fun program. There is a registration fee of \$40 due with the registration form.

### **B. Schedules**

The schedule form is found online at <https://stdominic.net/summer-fun-camp/> or may be shared with the Summer Fun Coordinator via email. Schedules are to be submitted by 3:30 PM the Thursday prior to the week of services to be rendered either electronically or in hard copy.

In the event that there is a shortened week, schedules may be asked for earlier than Thursday.

### **C. Schedule Changes**

If a change needs to be made to a planned Summer Fun schedule, please contact the Summer Fun Coordinator (Mrs. Rieck, via email at [susan.rieck@stdominic.net](mailto:susan.rieck@stdominic.net)) as soon as possible. Space is not always guaranteed for unscheduled time. Call or email as soon as possible to make sure space is available. If your child is out sick or you no longer need care on a scheduled day, let the Summer Fun Coordinator know as soon as possible.

**D. Fees**

Summer Fun collects fees in order to sustain its program. These fees ensure adequate staffing so we may provide a safe and secure environment. Fees are subject to review and change by the Parish Finance Council and budget committees using information provided by the principal.

Scheduled Time 7:00 AM-5:45PM (Monday-Thursday) 7:00 AM-5:00PM (Friday)	\$9.00 per hour per child
Unscheduled Time (Billed in 15-minute increments)	\$11.00 per hour per child

Fees are based on scheduled time. Any portion of an hour is rounded to the next quarter hour.


**E. Schedule Communication**

Communication is critical to ensure the safety of all children and to adjust team member staffing levels. Life happens and changes will be needed. We simply ask for your cooperation in keeping us informed. You may contact Summer Fun via phone or email.

**F. Billing**

Summer Fun fees are charged for services rendered and must be paid in a timely manner by any family utilizing St. Dominic Catholic School's Summer Fun Program. Payments shall be made in accordance with the guidelines published by the school. Invoices are accessible through ProCare and are posted to your ProCare account every Monday for the care received the week prior. Unless otherwise agreed to by the Director of Finance, Mrs. Vivian Roe, payments are due within 7 calendar days. After 14 days, a late fee of 5% of your bill will be applied. Failure to fulfill the financial obligation may lead to your child(ren) not being eligible to attend Summer Fun. ACH and prepay options are available and preferred. Families with unique payment requirements should contact the Director of Finance (Mrs. Roe at [Vivian.roe@stdominic.net](mailto:Vivian.roe@stdominic.net)) in advance.

**How to make a payment:**

<p>Check</p>	<p>~ Please make checks payable to St. Dominic and write Summer Fun on the Memo line.</p> <p>~ Checks can be turned/mailed in to the school office and labeled for Summer Fun or turned in directly to Summer Fun</p>
<p>Credit Card-Online Payment</p>	<p>~ Payments can be made by logging in to your ProCare account online</p> <p>~Go to <a href="https://stdominic.net/summer-fun-camp/">https://stdominic.net/summer-fun-camp/</a></p> <p>~ Click on the ProCare logo that looks like the following </p> <p>~ Log in using your email address you provided to us on your registration</p> <p>~ First time log in you will need to create a password</p>
<p>Credit Card- Summer Fun Room Payment</p>	<p>~ Use your fingerprint to log into your account on the sign in and out computer</p> <p>~ Click on the Make a Payment option on the bottom of the screen</p> <p>~ Swipe your credit card using the credit card swipe machine located next to the screen. NOTE: Cards must be swiped and may not be entered in.</p>
<p>ACH-Automated Payment Processing</p>	<p>~ You will fill out a form with your checking or savings information.</p> <p>~ One-time, current balance, or recurring payment options are available.</p> <p>~ No prepayment with ACH</p>

Processing fees may apply. These are assessed by the financial institution and not St. Dominic.

## **G. Field Trips**

St. Dominic's Summer Fun loves to participate in different field trips. Many of the field trip locations need exact numbers and pre-payment. Two weeks prior to the end of each month, parents/guardians will receive a sign-up sheet for the field trips for the following month. All children will need to be signed-up for the field trips that they will attend. Payment will not be due at the time of sign-up. Payment will be due a week before attending the field trip. Payment will not be reimbursed if a child is unable to participate. If a child is unable to attend a field trip they have been signed up for, payment will still be required.

Any child experiencing discipline challenges can be refused attendance on a field trip for their safety and the safety of others. These challenges may include but are not limited to difficulties with toileting themselves, following directions, or disrespectful behavior to fellow students or adults. Field trips are a privilege. Revoking a field trip is not done lightly and only done so with communication and cooperation with parents/guardians as an overall consequence for behavior.

## **H. Volunteers**

It is our hope that most parents will want to volunteer at some point in their child's experience at St. Dominic Summer Fun and thus will take the steps to be Safe Environment certified. A reminder that to be able to volunteer for a field trip, you must be certified in Safe Environment training which requires:

- Online training and certification including a code of ethics, mandatory reporting, and background check. This will take approximately 90 minutes
- Attending an in-person training session that will last up to 3 hours
- Those previously certified may need a 5-year renewal

## **I. Behavior/ Discipline**

All people are sons and daughters of a loving God and share equally in God's unconditional love. All formational programs for children and youth are to reflect this loving, inclusive experience.

Formational programs are to be pro-active in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum and is evidenced by statements in various handbooks.

Staff shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/or exclusive language or behavior are to be implemented.

The Summer Fun team is responsible for keeping the principal apprised of any and all behavioral concerns pertaining to the children enrolled in Summer Fun.



Summer Fun team members have the right to inform parents and the principal of unwelcome behavior of a child. The consequences for behavior shall follow these protocols:

First offense is a teachable moment. A child will learn what the action is that is out of line for proper conduct and will be expected not to repeat the offense. Parents will be alerted to the difficulty that occurred.

Second offense will require a natural consequence and a call home.

Third offense will result in a Correction Notice which is a part of the school disciplinary policy. During the school year, three Correction Notices result in a detention. For the purposes of Summer Fun, the reception of a Correction Notice will be the inability to attend an upcoming field trip. Once the trip occurs, a child may attend the next provided there are no further receptions of a Correction Notice.

Parents are encouraged to address concerns to the Summer Fun team members directly. Should the situation not be resolved, parents are encouraged to contact the principal as direct supervisor to the Summer Fun team. All complaints or concerns are to be documented and forwarded to the principal.

#### **J. Bathrooms**

All children attending Summer Fun must be able to use a bathroom independently. This includes, but is not limited to, initiating using the bathroom, cleaning themselves up after an accident (with minimal help), and being able to change clothes. If a child is seen to not be able to independently use the bathroom as demonstrated by excessive toileting accidents (more than 2 per week), they may be dismissed from the program.

#### **K. Electronic Devices/ Telephones**

Cell phones, computers, iPads or other hand-held communication devices used by children is strictly prohibited unless it is team member directed. Children's cell phones may be confiscated and given to the principal. The principal will determine when a child's cell phone will be returned after communication is made with the parent. Children needing to phone their parents should ask permission from the Summer Fun team to call on the classroom phone.

#### **L. Dress Code**

As an extension of St. Dominic Catholic School, we will be following the "out of uniform" dress code, during Summer Fun, and out of school programming. When out of uniform, it is important that children continue to practice making appropriate clothing choices to emulate the virtue of chastity. Therefore, clothing should be modest, neat, clean and in good repair and of appropriate size and length. Offensive pictures and messages on

shirts, shorts, or other articles of clothing and camouflage or military attire are not acceptable. Clothes should be comfortable and appropriate for the day's weather and activity.

Shirts/ Sweaters/ Sweatshirts: Halter tops, tube tops, spaghetti straps, bare mid-drifts and muscle shirts are not permitted. **Sweatshirts with hoods or strings are not permitted at any time including outdoor play.** Tank tops may be worn in summer. Tank top straps must be at least 1 inch wide. Shirts are to be worn as shirts and not tied around the waist or shoulders.

Shorts and Skirts: Shorts and skirts may be worn provided the length **must be no shorter than 2" above the top of the knee.** Torn off pants, shorts and skirts, spandex biking shorts, distressed fabrics, or volleyball shorts are not acceptable.

Pants: Pants should be of a looser fit and worn at the waist. Girls in grades kindergarten through third grade may wear leggings as pants. Girls in grades fourth through eighth **may not** wear leggings as pants. Clean, non-baggy blue jeans may be worn. Jeans with frayed bottoms, cuts or tears, are not appropriate.

Athletic Attire: Athletic suits or athletic pants are allowed as long as they meet the criteria above.

Footwear: Shoes must have backs to fit securely and have a hard sole; they must be safe and practical for the playground. Shoes should be hard bottomed not soft. **No sandals, open toe, open sides, or backless shoes, including Crocs and Heelys, are allowed in the school building even on out of uniform days. Tall boots and ankle boots/ fashion boots with hard soles will be permitted on out of uniform days as part of an outfit. Soft boots such as Uggs are not allowed in school but may be worn outside for warmth.** Socks are to be worn at all times.

Swimwear: To ensure modesty, all swimwear must be a 1-piece suit. If a girl is wearing a 2-piece suit, a t-shirt must be worn over it. Boys wearing swim trucks are to wear a shirt with it.

## **II. Operating Procedures**

---

To ensure the safety and well-being of the children in our care, we have implemented a tracking sheet to know who is in our care, will be returning to our care, and who has left.

### **A. Attendance**

During summer, all attendance is taken as children come and go. Children are to report

to the main Summer Fun classroom at the time of drop off or pick up.

**B. Outside Play**

The children are taken outside daily while in Summer Fun. Once in the morning, once in the afternoon, and a third time in the afternoon. All children will be taken outside at these times weather permitting.

**C. Sunscreen**

Please be sure to supply your child with sunscreen to help protect their skin during our outside play times. Due to children of different ages being in different groups, please be sure to supply each child in separate groups with their own bottle of sunscreen. If sunscreen is to be applied while the child is in attendance, a medical form will need to be filled out and turned in.

**D. Checking In/ Checking Out**

All parents are required to make face to face contact with their child's Summer Fun team member at the time of pick up and drop off. This helps ensure the safety of the children. The parent will then check their child in or out at the check in and out computer located in the Summer Fun room.

**E. Snacks**

Summer Fun is a peanut-free zone. All snacks will be provided by the Summer Fun Program. Snacks not being provided by Summer Fun are prohibited unless arrangements have been made with the Summer Fun Coordinator. Two snacks are provided throughout the day. One snack at 9:00 AM and another at 2:30 PM.

**III. SAFETY AND SECURITY**

---

**A. Buzzer**

During the summer, all pick up and drop offs will be done at the Summer Fun doors.

**For the safety and security of the children please do not let anyone into the building even if you know who they are.**

**B. Sick Children**

If a child should become sick while in Summer Fun, the team will assess the child's needs and address them accordingly. If the situation warrants it, the parent or guardian is notified. Parents will be notified when a child has a temperature of 100.4 degrees or more, vomiting, head injury, or any serious illness of questionable significance. If the parent or guardian cannot be reached, the emergency contact will be called. If unable to reach responsible parties, depending on the severity of the situation, the local police department or law enforcement agency may be notified to assist in locating the

parent/guardian. If a student is sick enough to warrant medication they need to stay home for at least 24 hours and then need to be fever free for 24 hours, without medication, before returning to Summer Fun.

**C. Injured Children**

If a child suffers an injury while in Summer Fun, the team will treat the wound as the school office staff would during the day. Documentation will be made of the injury and treatment will be given. A Summer Fun team member will explain the situation to parents upon pick-up. An injury report form will be completed and forwarded to the principal. Serious injuries and injuries to the head will automatically be reported to parents in addition to the injury report. An accident report must be placed on file regarding all accidents resulting in significant injury occurring to and from the Parish facility/school, as well as in the school/Parish facility itself.

#### **IV. General Conditions**

---

This document is subject to periodic review and changes. Said changes are deemed immediate and do not require a distribution of the Parent Handbook. Any errors or omissions in this document are considered reparable given the intent of the policy or procedure.

Please return this sheet, with a signature and date, to the Summer Fun Coordinator before the first day of care.

I hereby acknowledge the policies of the St. Dominic Summer Fun program and will follow all policies that are set forth for me each school year.

---

Primary Guardian Signature	Date
----------------------------	------

---

Primary Guardian Printed Name	Date
-------------------------------	------

---

Secondary Guardian Signature	Date
------------------------------	------

---

Secondary Guardian Printed Name	Date
---------------------------------	------