

P.A.C.  
Pius Adventure Care

**PHILOSOPHY**

The P.A.C. program is a child-orientated program that promotes the social, emotional, physical and intellectual development of children by allowing for individual creativity and enhancing self-awareness. We allow for individual growth with an emphasis on promoting self-esteem. As educators, we support the rights of children to learn in a safe and secure environment by using adequate measures to ensure their health and safety. Our goal is to promote a positive self-image in children and enhance their self-worth. Opportunities for all children are provided. The program is geared to help each youngster develop his or her highest potential.

Welcome to another exciting school year. As always, we want to meet the needs of you and your child as effectively as possible. The **KEY** is communication! Your child is the primary concern for us all. This packet will give you an overview of the program and clarify the P.A.C.'s policies and procedures. **Please keep this guide for future reference.**

**Registration**

*There is a \$60.00 registration fee per child which includes the cost of supplies. (This fee will be billed to your account)*

**HOURLY RATE:** You will be charged on ½ hour increments. You will be billed for ACTUAL usage.

**\$4.50 per hour for each child.**

10% Discount for Parish Members

20% Discount for St. Pius School Families

**Forms required:**

Please promptly inform us of any changes and update appropriate forms.

EACH CHILD NEEDS ON FILE:

**\*\*White Child Health Report (NEED DOCTOR'S SIGNATURE-NEEDS TO BE ON RECORD WITHIN 30 DAYS OF REGISTRATION)**

**\*\*White Immunization (NEEDS TO BE ON RECORD WITHIN 30 DAYS OF REGISTRATION)**

\*Purple Permission Slip

  Pink Release of Information

\*Yellow Emergency Contact Information

*\*\*Needs to be updated every fall and summer   \*\*Needs to be updated every 2 years*

**Hours of Operation**

P.A.C. is open throughout the school year and has extended hours to accommodate most No-School days, early dismissal days and the Christmas and Easter breaks (if attendance is over 15). In the event that P.A.C. does not schedule the minimum number of children, parents who have requested childcare will be notified in advance to make alternate arrangements

Our hours of operation are:

Monday through Friday 7am-9am & 11am-6pm.

We will be closed on the following holidays: Labor Day, Thanksgiving & the Friday after Thanksgiving, Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, Good Friday, and Memorial Day.

### **Snow Days**

P.A.C. will be closed when the Wauwatosa School District, Pius X Elementary School or the Milwaukee Public Schools announces closing due to severe weather.

## **Program Fees/Fiscal Policies**

### **SCHEDULES:**

Schedules for the following week are due by Friday. You will be billed for ACTUAL usage. We ask that parents DO NOT relay messages through their children regarding schedule changes. For your convenience you can notify the P.A.C. office by phone, in person, email, or written messages.

### **BILLS:**

We will be utilizing a post billing system. Bills will reflect actual time used the previous week. Bills will be available on Wednesday following the week of care. Holidays or unusual circumstances may affect the availability of bills some Wednesdays. Please make all checks payable to St. Pius X – PAC program. You are responsible for obtaining your own bill.

### **PAYMENT:**

Payment is to be received the Wednesday after bills are released. If your balance exceeds a past due amount over \$75.00 your first notice will accompany your bill. If your account remains past due you may be asked to leave the program until payment is remitted

### **ADDITIONAL FEES:**

**Late Pick Up Fees:** \$5.00 for the first 15 minutes after 6:00pm per child, \$1.00 per minute after 6:15pm.

**NO Show & NO Sign Out Fee:** If you fail to inform us of your child's absence you will be charged until 6:00pm. If you fail to sign out your child, you will be charged until 6:00pm.

**Non-Sufficient Funds Check Fee:** \$25.00

**Deliberate Damage Fee:** If your child intentionally breaks or destroys objects belonging to P.A.C. you will be notified and charged the cost to replace the item or items that were damaged. This charge will appear on your next billing statement.

### **EARLY RELEASE DAYS**

The charge is your hourly rate.

### **NO SCHOOL DAYS**

\$32.00 per day per child

We must have at least 15 children signed up to remain open.

Schedules **MUST** be received by the Friday before.

### **CHRISTMAS AND EASTER VACATIONS.**

\$32.00 per day per child

We must have at least 15 children signed up to remain open.

**Schedules for Vacation Days:** Schedules **MUST** be received by the Friday 2 weeks before vacation begins. This is to ensure adequate notice to parents in case of low enrollment.

## **ABSENCE POLICY**

### **FOR THE SAFETY OF YOUR CHILD IT IS IMPERATIVE THAT WE BE NOTIFIED OF YOUR CHILD'S ABSENCE**

Please notify the P.A.C. office if your child leaves school early due to illness or other circumstance. This is especially important if your child is scheduled to be picked up by P.A.C. staff. If your child is scheduled for the day and is not present, after attendance is taken, your child will be considered a "NO SHOW" and you will be charged until 6:00pm.

After taking attendance, any scheduled child who is not present is considered missing and the procedure below will be followed:

1. The intended usage will be checked to be sure the child was scheduled.
2. We will inquire at the Pius or Roosevelt school office about the student's attendance for the day.
3. We will check with the child's teacher and we will check the Pius & Roosevelt playgrounds.
4. The PAC staff will try and locate the parents.

*\*\* Please note that if your child is scheduled to come to PAC, but the child tells the PAC staff that they are not supposed to come to PAC that day and we have not received any notice of this, we will still escort the child to PAC. This is done for the safety of the child\*\**

For your convenience you can notify the P.A.C. office by phone, in person, or written messages.  
414-453-7220 Ext 17 or email [piusadventure@stpiusparish.org](mailto:piusadventure@stpiusparish.org)

## **BILL PAYMENT**

In order to maintain active child care status for the next consecutive school year all accounts must be brought up to date by the last day of attendance for your child. All accounts reflecting a negative balance will be considered closed until financial arrangements can be made. Non-returning families who have unpaid balances will be notified by mail.

Please do not send payment with your child. Boxes in the PAC room, Pius school office and church office are provided for any payments and communications.

Every parent will receive a tax statement of all tuition payments made during the tax year. If you need a payment history each month in order to withdraw funds from your childcare expense account please inform Sue Gallion or the director for your specific request. We will make every effort to accommodate you.