

P.A.C.
Pius Adventure Care

PHILOSOPHY

The PAC 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 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 for each child enrolled:

Promptly inform us of any changes to the following documents and have the appropriate forms updated.

White Child Health Report (DOCTOR'S SIGNATURE REQUIRED**)

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 2 years**

HOURS OF OPERATION

PAC is open throughout the school year and has extended hours to accommodate most Non-School days, early dismissal days and the Christmas and Spring breaks. In the event that PAC 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-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 & Memorial Day.

SNOW DAYS

PAC will be closed when EITHER the Wauwatosa School District or the Milwaukee Public Schools announce a closing due to snow. In the event of a cold weather closing PAC will remain open.

PROGRAM FEES/FISCAL POLICIES

SCHEDULES

Schedules for the following week of child care are due by Friday. Late schedules result in a \$5.00 late fee. We ask that parents DO NOT relay messages through their children regarding schedule changes. For your convenience you can notify the PAC office by phone, in person, email, or written messages.

BILLS

We utilize a post billing system. Bills reflect actual time used for child care from the previous week. Bills will be available every Wednesday. Please make all checks payable to *St. Pius X – PAC*. Bills for St. Pius students are sent home in their home folders. All other bills are available for pick-up. Those not picked up by Friday will be mailed.

PAC is not responsible for payments sent with your child

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: If you fail to inform us of your child's absence either in the AM or PM you will be charged as if your child was in attendance. We staff according to the expected attendance acquired from submitted usages. Therefore, please communicate your child care needs in timely manner.

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

Non-Sufficient Funds Check Fee: \$25.00

Deliberate Damage Fee: If your child intentionally breaks or destroys objects belonging to PAC 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.

NON SCHOOL DAYS//HALF DAYS//CHRISTMAS AND SPRING BREAK VACATIONS

\$32.00 per day per child

Schedules for non school & half days schedules **MUST** be received by the Friday before.

Schedules for holiday vacations **MUST** be received by the date indicated on the sign-up sheets. This is to ensure adequate notice to parents in case of low enrollment.

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 carrying a balance will be considered closed until financial arrangements can be made. Non-returning families who have unpaid balances will be notified by mail. 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 the PAC director for your specific request. We will make every effort to accommodate you.