



St. AGNES

CATHOLIC PARISH & SCHOOL

12801 W. FAIRMOUNT AVE. BUTLER, WI 53007

St. Agnes Lambs

(Formerly TCU)

Handbook

2026/2027



St. Agnes Lambs Director: Jean Reed

Phone number: 262-781-5712

St. Agnes School: 262-781-4996

Email: reedj@stagnesparish.org

Email: Lambs@stagnesparish.org

ST. AGNES LAMBS

The Before and After School program will strive to be a worthwhile part of your child's day. The hours are from 6:45 AM to 7:40 AM and 2:50 PM to 6:00 PM and is available to all St. Agnes Students.

MISSION STATEMENT

The environment and program will stimulate the child to grow in self-esteem, self-expression, Christian values, and reinforce school learning. We will provide a balance of structured and non-structured activities. We use the gym and playground for more physical activity on a regular basis. Chromebooks are available for children that are in 2nd grade and older to do homework or play a variety of supervised games.

SECURITY

The entrance is located on the west side of the school next to the gym. Please always use this entrance. When the children are on the playground, please do not drive over and pick up your child. **A parent or someone authorized by the parents must sign their child in and out.** The staff will never release a child to someone who is not authorized by the parents to pick up the child, according to the release form from the school package which will be on file. **If you forget to sign your child in or out, you will be charged the full rate of \$28 per child.**

At the end of the school day your child's teacher will inform which children will be attending St. Agnes Lambs. If your child/ren are signed up to be in after school program, they will not be allowed to leave the building without being signed out by a parent or authorized person. This will be strictly enforced.

SNACK

An afternoon snack will be provided. If your children do not like our snack they can bring their own, **but please no candy.**

MEDICATION

It may be necessary, on occasion, for the staff to administer medication to a child. We will have a copy of your child's medication information that was provided to the school on file in St. Agnes Lambs. Medications are kept out of reach of the children. If the medication needs to be refrigerated, please inform our staff. If the child is allergic to any foods or insect bites, please submit verification of this information to our staff.

INJURY

We will have a copy of your Emergency Contact Information that was provided to the school on file in St. Agnes Lambs. In case of minor injuries, the child will be taken care of, and the parent will be notified in a reasonable fashion. In case of serious, but not life-threatening injury, the parents will be called and their discretion if a call should be made for the rescue squad. In case of life-threatening injury, the rescue squad will be called and will transport the child to the nearest appropriate facility. St. Agnes and its employees are not responsible for any medical related financial obligations if such an event occurs. Sole responsibility lies with the parents/legal guardians.

COST

There is a registration fee of \$35.00 per family and a refundable deposit of \$100.00. The deposit may be used toward St. Agnes Lambs services at the end of the school year or may be returned if there is no balance. The after-school rate is \$7.00 per hour per child and before school rate is \$5.00 per hour per child. **Also, if your child attends St. Agnes Lambs with no advanced notice you will be charged the drop-in rate of \$15.00 per hour.** A family MUST be registered with St. Agnes Lambs to utilize our services.

Hours calculated for billing:

Before school rates; 6:45 A.M. to 7:40 A.M = \$5.00

After school rates; 2:50 to 3:50 = \$7.00

2:50 to 4:50 = \$14.00

2:50 to 5:50 = \$21.00 5:51 to 6:00 = \$28.00

If you realize by 5:30 P.M. that you will not be able to pick up your child before 6:00 P.M, please arrange for another authorized person to pick up your child. Also, please call St. Agnes Lambs @262-781-5712 so that the staff is aware of who will be picking up your child and so the child knows they have not been forgotten. The phone number has a voice mail system, so that if we are outside or in the gym you will be able to leave a message. The designated person must be listed on the Emergency Information form provided to the school. Our Staff will never release a child to someone who is not authorized by the parents to pick up the child.

If you arrive after 6.00 P.M. to pick up your child, you will be charged a late fee of \$1.00 per minute per child. This will be strictly enforced. If you are late more than two times, a written warning will be given. If you are late for a third time, we have the right to terminate our services. Please be

considerate and understand that the staff has commitments after 6:00 P.M.

BILLING

Families will receive a monthly invoice from Patty Kaiser, our Parish Office Administrative Assistant/Bookkeeper. To ensure email is not sent to your spam please add Kaiserp@stagnesparish.org to your contacts. The monthly invoice will be sent out on or before the 1st of every month. Payments are due by the **5th of each month**. If paying by credit card, please use the link on our website:

Website Link



Pay Link:



You may also pay by cash or check directly to the Parish office or St. Agnes Lambs staff member.

Any account that is past due will automatically receive a late fee of \$10.00 per month and services will be terminated until full payment has been received

If your payment is declined either by WeShare or by check, there will be a \$25.00 service fee along with an additional \$10.00 for the late fee.

At the end of the school year, all outstanding bills must be paid in full. You will not be able to register your child for the following year until the balance is paid.

MONTHLY CALENDARS

St. Agnes Lambs is open on all full school days. Parents are expected to fill out a calendar each month. **This needs to be turned in by the due date requested for each month and specific to times your child will attend.** Calendars with their due dates are available online and in the St. Agnes Lambs. **If a calendar is turned in late, a \$10.00 late fee will be applied. Changes may be made with as much notice as possible but not less than 24 hours.**

It is very difficult for the staff to sort out the confusion and uncertainty that occurs at 2:50 P.M. when last minute changes are made.

We understand circumstances can occur, doctor appointments, illness or just getting picked up early. To avoid being charged please call and/or email Mrs. Cicerelli, 262-781-4996 / cicerellic@stagnesparish.org and Lambs@stagnesparish.org. Also, if your children are not scheduled to attend the after-school program and you need them for that day, please do the same as above by 9:00 A.M. to avoid drop-in charges.

When a child takes advantage of an after-school activity, this needs to be indicated on the calendar. If you do NOT indicate extracurricular activities, this means we are looking around the school for your children and you will be charged from the time school lets out at 2:50.

St. Agnes Lambs will be closed for Thanksgiving, Christmas break, Easter break and all legal holidays. The program will follow the school's direction regarding snow and cold days. If school is canceled, St. Agnes Lambs is as well. For half days St. Agnes Lambs will be open for AM only.

Please see below on how the Monthly calendars are going to be completed for this upcoming school year.

August/September calendar will be due by **August 21, 2026**, and it will be from August 27th to September 25th.

October calendar will be due by **September 25, 2026**, and it will be from September 28th to October 23rd.

November calendar will be due by **October 23, 2026**, and it will be from October 26th to November 20th.

December calendars will be due by **November 20, 2026**, and it will be from November 23rd to December 18th.

You will receive your bill by December 23rd. **If you can pay by December 28 you will receive \$10.00 credit on your next invoice** (please remember that there is no school from December 21st to January 1st).

January calendars will be due by **December 18, 2026**, and it will be from January 4th to January 29th.

February calendars will be due by **January 29, 2027**, and will be from February 1st to February 26th.

March calendars will be due by **February 26, 2027**, and will be from March 1st to March 26th. **Easter Break is from March 26th to April 2nd.**

April calendars will be due by **March 26, 2027**, and will be from April 5th to 30th.

May calendars will be due by **April 30, 2027**, and will be from May 3rd to 28th.

June calendars will be due by **May 28, 2027**, and will be from May 31st to June 8th.

Please try to be as accurate as possible since you will be charged for these days with the May / June invoice that will be due on June 5th. More information will be provided by email and Friday Flyer starting mid May 2027.

DISCIPLINE

All children are expected to follow the same rules that apply in the classroom. Respect for themselves, other children, the staff and the facility are expected of all the children. St. Agnes Lambs Day Care will not tolerate any disrespectfulness.

DISCIPLINE POLICY

For the Program to run smoothly, we would like you and your child to be aware of the discipline policy that we enforce. Please review the rules below with your child.

UNACCEPTABLE BEHAVIOR

A list of unacceptable behavior includes:

1. Disrespect towards other children.
2. Involvement in a verbal confrontation.
3. Not following rules and/or listening to staff
4. Inappropriate language to staff or other children.
5. Physically fighting in St. Agnes Lambs, on school premises.
6. Any severe anti-social or abnormal conduct that endanger life and limb.

CONSEQUENCES AND PROCEDURE

Following disruptive behavior, the child will be given a verbal warning and will be discussed with the parents. If the behavior continues a **Notice of Concern** will be given (sample below). If your child receives a **2nd Notice of Concern**, they will not be able to participate in outside/gym play for 2 days. Also, the child will be asked to convey to the teacher either verbally or in a written form how disruptive behavior could have been prevented. After two signed notices, if the child continues to have discipline problems, a **3rd Notice of Concern** will be given and unfortunately, your child will be suspended from the Program for three days. If the disruptive behavior continues and your child receives a **4th Notice of Concern** your child will be dismissed from the program for the rest of the school year.

Notice of Concern (1st)

CHILD'S NAME:

DATE:

Dear Parent:

Many of the children attend St. Agnes Lambs on a regular basis and are aware of the rules, regulations, and most situations that this applies to. The situations listed below for the most part are reoccurring problems.

All children are expected to follow the same basic rules that apply in the classroom. Respect for themselves, other children and staff. We strive for our after-school program to be a safe and enjoyable experience with Christian values

Your child has been involved in one or more of the following situations listed below in the St. Agnes Lambs Daycare program. Please understand that your child's behavioral conduct will not be tolerated in our after-school program. Since a verbal warning was given, your child is now receiving their **1st Notice of Concern**. Please discuss this behavioral issue with your child.

APPEAL OF DISMISSAL

The parent or guardian may within five school days following dismissal, appeal to the Director in writing with rationale for appeal. The director along with staff will meet with the family to make a final decision if the child is allowed to come back into after school program St. Agnes Lambs.