



Cardinal Care Handbook

A Christ Centered Before and After School Program

Revised July 2025

Mount Calvary Lutheran Church,
School and Preschool
1941 Madison Street, Waukesha, WI 53188
(262) 547-6720 Ext. 229

Mount Calvary Lutheran School ~ Mission Statement

Mount Calvary Evangelical Lutheran School assists families to train children in the way they should go (Proverbs 22:6); to serve the Lord by loving each other, building each other up, and reaching out with the gospel.

Thank you for choosing Cardinal Care before and after school care for your child. Our goal is to provide a loving, nurturing environment that eases children's transitions between school and home.

Our Christ-centered program is designed to be a light, fun, educational experience. There is time for homework, lots of imagination and simple hands-on activities. An afternoon snack will also be provided. We strive to make the care that we provide more custom to parents' needs and the needs of the children.

Cardinal Care is available starting at 7am on a scheduled school day. Students in the elementary school are dismissed to their classrooms at 7:30am and preschool at 8am. Preschoolers will be escorted to the classroom to start their routine. Children arriving at Cardinal Care after 7:45am will need to be walked in by a parent/guardian and find the Cardinal Care group. Cardinal Care is available starting again at 11:30am after preschool classes dismiss, and at 3:00pm for any elementary students needing care. Cardinal Care closes for the day promptly at 6pm.

Cardinal Care is offered on some days when school is not in session (i.e. teacher conferences, in-service dates, and some vacation days). Please pay close attention to the non-school day calendar offered at registration for dates when Cardinal Care would be available. Cardinal Care **will not be open** on non-school days when less than 3

children have signed up to attend. Parents will be notified in advance to make other arrangements.

Communication is very important between the caregivers and the parents to make the children's experience the best that it can be. We look forward to getting to know you and your child(ren). If you have any questions or concerns throughout the school year, we would ask you to please contact:

Mrs. Heather Lecher, Cardinal Care Director
(262) 751-0960

hlecher@mountcalvarywaukesha.org

Hours of operation when school is in session:

School 7:00 – 7:30am and 3:00 – 6:00pm
Preschool 7:00 - 8:00am and 11:30 – 6:00pm

Cost

Each child: \$ 5.00 / hour

Hours are prorated to the minute of the sign in and out times.

Scheduling

There are a few ways to schedule your child's Cardinal Care use; weekly, monthly, as needed. When you register for Cardinal Care there is a weekly schedule option. If your child(ren) will have the same schedule each week, please fill that out. If you will have a monthly schedule, you can email the director the dates and times each month. If you will be using Cardinal Care as needed, you can email the director the dates and times as you know them. **We ask for a 48 hour notice for any schedule changes.** This helps us to plan for the number of students we will care for each day and for the proper amount of staffing. This also helps us ensure we will have your children where they are supposed to be before and after school each day. A \$5 fee will be assessed when a 48 hour notice is not given. We understand that things can happen that are out of your control (ex. Sports last minute changes due to weather or coaches, accidents, traffic, illness, etc) and in that case we want you to notify us as soon as possible. **If your child(ren) will be attending extracurricular activities here at Mount Calvary on days they are scheduled for Cardinal Care, please let us know so we can get them where they need to be.** Please keep our Cardinal Care Director updated to all changes in plans for care as soon as you are aware of them.

Payment Policy

Billing for Cardinal Care will be done through Mount Calvary's administrative software - **FACTS**. In order to begin using Cardinal Care, a family first must have an automatic payment method set up and functioning before care can begin.

Financial/banking information will need to be linked to Incidental Expenses for automatic payment. Invoicing will take place on the 15th with payment being taken out on the last day of the month and the last day of the month with payment being taken out on the 15th. We will have a schedule available for you to grab in Cardinal Care. Charges will be entered into your **FACTS Incidental account**. Notification from FACTS of these charges will be forwarded to you. Charges for Cardinal Care will be automatically made via the payment method set up on FACTS. Please make sure to always keep a current checking account or credit card active in FACTS to avoid any missed payments and late fees.

Cardinal Care charges must be paid and balance current to continue to use the program. Should payments fall behind you will be contacted. A result could be being asked to refrain from continuing to use Cardinal Care until the balance has been fully paid.

Tracking Attendance

The parent / guardian must sign in on our kiosk when dropping off, and when picking up. Caregivers will sign in the kiosk when they are dropping off or picking up the child during the day. At 7:30am, students in the elementary school are dismissed to their classrooms. At 7:45am, caregivers will take the preschool children to their classroom and pick them up at the 11:30am dismissal time to return to Cardinal Care. The teachers will dismiss the elementary children to Cardinal Care at 3:00pm. Cardinal Care staff will sign the children in when they arrive at Cardinal Care.

****Please Note** – Children are only allowed to leave with those people authorized for pick-up on the Registration form provided by parent / guardian.

10 Hour Per Day Maximum

Mt. Calvary Lutheran School, out of concern for the health and well-being of the young children we serve, allows for a maximum of 10 hours per day that a child may be on our campus. If you plan to have your child use our Cardinal Care, please be mindful of pick-up and drop-off times to stay below this 10-hour limit per school day.

Non-School Day Calendar

The **Non-school day calendar** will be available upon registration. We will have sign ups in the school newsletter each quarter. This will allow parents to indicate their need for Cardinal Care on a non-school day. This will also assist in providing adequate staffing and supplies for children in attendance. If families don't give a 48 hour notice of a change in plans for the non school days we will need to assess a \$10 fee. A reminder, Cardinal Care **will not be open** on non-school days when less than 3 children have signed up to attend. Parents will be notified in advance to make other arrangements. Children need to bring a lunch and drink (water bottle) when attending Cardinal Care on a non-school day. We may request they bring additional things in the quarterly sign ups.

Emergency Contact Information

All children attending Cardinal Care must have a current Emergency Contact listed on the registration form on file prior to attending Cardinal Care. Please notify the Cardinal Care Director whenever contact information changes throughout the school year. This will allow us to contact you in a timely manner should the need arise.

Conduct

All rules regarding dress, electronic devices, conduct and alike are consistent with Mount Calvary Lutheran School's policies as listed in the Parent Handbook, as it applies to your child when they are in school. Parent Handbooks are available in the school office.

Illness / Accident

A student who is noticeably ill or feverish should not be sent to Cardinal Care until the child has been symptom free for 24 hours without the aid of medication. A child who has a fever, has thrown up, presents the symptoms of pink eye, or the symptoms of another transmissible illness should remain at home for at least 24 hours, until the risk for transmission is minimal, or until a doctor has cleared them to safely return. If a child

becomes noticeably ill during Cardinal Care, the staff will call and ask the child's parents to take the child home.

Parents will be notified of any significant injuries that occur to their child while attending Cardinal Care. Appropriate measures will be taken based upon medical necessity and the parents' wishes. In case of an emergency, 911 will be called immediately and the child taken to Waukesha Memorial Hospital unless otherwise specified on the Emergency Contact Information form.

Dispensing Medicine

Caregivers have received proper training to administer medication and emergency care according to the revised statute, Administrative of Drugs to Pupils and Emergency Care. If it becomes necessary for a child to take prescription or non-prescription medication (this includes cough drops) at Cardinal Care, please contact the director to obtain an authorization form which will allow the caregiver to administer medication. The proper form must be signed by the child's physician or parent. No medication may be administered without proper authorization. Authorization must be in written form only. **Verbal authorization cannot be accepted.**

Homework

Unless otherwise requested by parents, the expectation will be for any students with unfinished homework to work on completing that work following snack and before beginning any other activities.

Weather

Cardinal Care **WILL NOT** be open on a SNOW DAY when school and preschool has been called off by Mount Calvary and Waukesha School District.

Cardinal Care **WILL NOT** be open on a COLD DAY when school and preschool has been called off by Mount Calvary and Waukesha School District.

Preschool Information

Daily Schedule

7-7:45 Free Play and clean up

7:45-8 Walk up and get ready for preschool-If you drop off your child after 7:45 you will need to walk your child to preschool

11:30-11:45 Pick up from preschool

11:45-12 Bathroom

12-12:30 Lunch

12:30-12:45 Clean up lunch/Free Play

12:45-1:15 Recess

1:15-1:30 Bathroom

1:30-1:45 Devotion/Storytime

1:45-2:15 Rest Time

2:15-2:30 Free Play/Activities

2:30-2:45 Bathroom

2:45-3 Snack

3-3:30/3:45 Outside/Gym

3:45-6 Free Play (Inside and occasionally Outside)

Things to bring everyday

-Packed lunch if hot lunch is not ordered

-Water bottle

-Extra clothes (top, bottom, underwear, socks)

-Gym Shoes

Dress for the weather...we do go outside everyday unless there's inclement weather

*Rest mat, blanket, stuffed animal. Please bring this at the beginning of the week to keep at Cardinal Care until Friday(or the last day your child will attend for the week) and then we will send it home for it to be washed over the weekend.) There are several types of rest mats to choose from. We would like rest mats to be able to be rolled up or folded up and to not have the super big ones. If you have any questions on this please contact Heather Lecher hlecher@mountcalvarywaukesha.org

Please have everything clearly labeled with your child's name.

Please read more on the back.....

Milk

We have milk available at **lunch**. K-8 students have a choice between 1% white milk or fat free chocolate milk with sucrose. Due to the policies laid out by the Wisconsin State Milk Program, **preschoolers are not able to choose chocolate milk**. The cost is determined 1-2 months before each semester. If you would like to purchase milk, there is an online order form that we will send you to fill out or it can be done online via the K-8 registration email. **Milk is only for preschool students who will be coming to Cardinal Care.**

Lunch Program

We offer a daily hot lunch. The cost is \$4.25 per lunch. An additional portion is an extra \$2. Each lunch consists of a main menu item, fruit and vegetable choice. We also offer a gluten free option each day. The hot lunch ordering will be done through FACTS each month. Principal Gurgel will email the school newsletters that will include when hot lunch ordering is available.

Rest Time

We will have a rest time every day at 1:45pm. The children will rest on their mat. If you do not want your child to fall asleep, please let us know. We will be having them rest for 30 minutes with books to look at. If they fall asleep, we will wake them at 2:45pm to continue our day. If they do not fall asleep we will have quiet activities they can do until 2:45pm.

God's blessings on our school year!