

CHILD CARE SERVICES POLICIES & PROCEDURES

St. Joseph Catholic School

POT O' GOLD EVENT

Goals of Pot O' Gold Child Care Services

Pot O' Gold Child Care Service has been developed to serve the parents and children (toddler age+) of St. Joseph Catholic School during the Pot O' Gold event held on March 21, 2026. The child care providers are committed to providing quality care for children needing supervision during the Pot O' Gold event. Providers will also ensure an enjoyable environment with varying activities for those children in attendance. Child care services are being offered to support parents as they enjoy the evening of fellowship, building the St. Joseph community, and supporting the school and its students.

Communication

Parents are welcome to contact the child care provider directly, or touch base with any of the Pot O' Gold Committee members at the event.

Pot O' Gold 2026 Committee Members:

Sandy & Andrew Clark	Kylie & Cody McGowan
Kayla & Jarrod Makovicka	Caryn & Joe Waniska
Whitney & Evan Fowler	Kelsey & Cody Layman

Evening Schedule

- Child care will be provided at the St. Joseph Catholic School gym, located at 428 East Ave. Hours of service will be from 5pm-11pm. Entrance to the gym will only be accessible by the West doors of the gym. Doors will be locked for the duration of the evening to ensure safety. The evening will include free play, craft projects, a movie, and FUN! We encourage children to come dressed in pajamas for a pajama party! (Please do not bring toys or other personal articles from home. Only blankets and/or pillows are permissible.)
- Pizza will be ordered and served at 6pm. (If a child requires a special diet or has food allergies, please be sure to record it on the contact and emergency form, as we are happy to work around any allergies as best as we are able.)
- Snacks/popcorn will be offered at 8pm. There will be a G-PG rated movie played during this time.

Discipline

- Each child is expected to abide by the policies and procedures set in place by the St. Joseph Catholic School Child Care Team. If a child is unable to comply with the outlined rules and regulations, the staff will verbally remind him/her of the evening's expectations. Staff may take action by removing the child from the group and seating him/her away from the group for 5-25 minutes. If a child does not respond to the time out period and the behavior continues, the staff may call parents and ask them to take the child home.
- Each child is expected to help pick up as asked.
- No child is to leave supervision of the staff without expressed permission.

Fees and Payments

The fee for Pot O' Gold Child Care services is \$10 per child for the entire evening. Checks can be made out to St. Joseph Catholic School. Pot O' Gold Child Care services are in operation from 5-11pm. It is imperative that children are picked up on time.

Beginning at 11pm, you will be charged a late fee of \$5.00 every five minutes, until your children are picked up. Late fee payments will be expected at the time of pickup.

Release of Child(ren) at Pickup

Children will be released to the authorized pickup person noted on the contact and emergency form ONLY. If an individual who is not the parent has been authorized to pick up a child by the child's parent, the Pot O' Gold staff must be notified in writing or by phone call from the parent. Parents must sign the children out before they may be released. Staff may ask parents or authorized persons to show a photo ID before releasing a child.

Conclusion

The above information and regulations are set in place to facilitate an enjoyable environment. They provide guidance to maintain a safe and secure setting for all involved. We are happy to have your child(ren) participate in the Child Care Services. We ask you to please communicate as necessary with the Pot O' Gold Committee members, and abide by the information and regulations in this handbook. We look forward to an enjoyable evening for your entire family!

POT O' GOLD CHILD CARE CONTRACT & EMERGENCY FORM

Please return the completed form and payment back to school by: March 11, 2026

Cost: \$10 per child. Checks can be made to St. Joseph Catholic School.

Please list the names and ages of all children receiving child care during the operating hours of 5-11pm.

NAME OF CHILD (Toddler & Up):	AGE OF CHILD:

Home Address: _____
(Street) (City) (State) (Zip)

EMERGENCY CONTACT INFORMATION *(In the event your child is sick or injured we will contact the parents first in the order you indicate).* All fields are **required** to be completed.

Parent #1 Name: _____ Parent #2 Name: _____

Cell #: _____ Cell #: _____

In the event we cannot get ahold of parents, we will contact the following individuals. Please make sure these emergency contacts are local and can be reached during the Pot O' Gold event.

Primary Contact:

Name: _____

Address: _____

Relationship to child: _____

Cell Phone: _____

Secondary Contact:

Name: _____

Address: _____

Relationship to child: _____

Cell Phone: _____

Medical Condition: Does your son/daughter have any medical condition that we need to be aware of such as allergies, recent operations, or any other pertinent information that might require our special attention?

_____ Yes _____ No

If yes, please explain: _____

Please RSVP: _____ My child(ren) will be eating pizza. _____ My child(ren) will bring their own meal.

PICKUP: _____ will be picking my child(ren) up at the end of the evening.

I/We the Parent/Guardian have received and read the provided information and regulations for the Pot O' Gold Child Care service. I/We agree to comply with the guidelines. I/We also understand that our child(ren) will be picked up no later than 11pm or charges will be assumed.

Parent/Guardian

Date

Parent/Guardian

Date