

# red caboose



## SCHOOL AGE PROGRAM

### Fall 2020 School-Day Program FAQ

#### Enrollment

##### Who is eligible to enroll?

Any child enrolled in Lapham Elementary or Marquette Elementary in the fall is eligible to enroll in the Red Caboose school day program at Lapham.

##### What is the deadline to enroll?

Enrollment is open until spaces fill up. Enrollment spaces are limited, so we will manage a waiting list if necessary.

**Can I move my deposit for after school care to my first week of all-day school age care?** If you registered for fall 2020 after school care, you may have your deposit transferred to the full school day program. We will continue to hold your spot for regular after school despite no longer having the correlating deposit. When regular after school resumes ***you will need to submit a new deposit to continue forward with enrollment for after school care.***

If you were enrolled in regular after school but are ***not interested in the full school day program***, Red Caboose will hold your deposit for after school care for when it resumes. Please contact Savannah [SAPenroll@redcaboose.org](mailto:SAPenroll@redcaboose.org) if you need to request your after school deposit back. If you request a return of your deposit we will no longer be holding an after school care spot for you.

## School / Program Arrival & Departure

### What are the program hours?

7:30am-4:30pm Monday through Friday

### Does my child have to arrive at 7:30am?

You can drop off after 7:30am, but **please arrive by 8:30am daily**. We anticipate your child will consistently join us for the virtual instruction portion of the day. If you know in advance that your child will be missing part of the school day please let us know. Our staff will not be able accommodate several students arriving during instructional time.

### What will it be like when I drop my child off? What is the check-in procedure each day?

When you come to school to drop off your child at Lapham you should enter through DOOR #1 which is the main entrance to the school. There will be tape on the ground indicating where to stand to maintain social distancing while waiting for your turn to check-in. When it is your child's turn to enter the building parents are asked to wait just outside the main entrance (on rainy days there will be a tent to stand under). The school nurse will be at a table just inside the entrance and will check your child's temperature and verify that you have signed the Google health screening form for the day. If your child is good to go, we will have you sign your child into the program and a Red Caboose staff person will walk your child to his/her classroom. If the nurse has any questions or concerns she will come outside and talk with you. We ask that parents and children wear masks throughout the check-in process.

Lapham Elementary - 1045 E. Dayton Madison, WI 53703

### Does my child have to stay the whole day?

No. Our program ends at 4:30pm but you are free to pick up earlier. **Please do not pick-up your child prior to 3:30pm**. We anticipate your child will consistently join us for the virtual instruction portion of the day, and if you know in advance that your child will be missing part of the school day please let us know. Our staff will not be able accommodate several students departing during instructional time.

### What will it be like when I come to pick up my child?

When you come to school to pick up your child, please call 608-204-4177 or 608 204-6934 to let staff know you have arrived for pick-up. Please wait at DOOR #1 which is the main entrance to the school. A Red Caboose staff member will bring our child to you and ask you to sign your child out of the program. Please be patient as your child may be finishing up his/her snack during pick-up time. The Red Caboose staff member may also pass along notes from your child's classroom group leader. We ask that parents and children wear masks at pick-up time. A reminder that pick-up after 4:30pm may result in a late pick-up fee.

## **Classroom Groups and Virtual Instruction**

### **How many other students will be in my child's classroom/group?**

Group size will be no more than 15 students per group, but more likely 12 per group or fewer depending on your child's grade and classroom assignment. Students will stay with their assigned group throughout the program.

### **How many staff will be with each group?**

There will be two adults assigned to each group. Staff will be consistently working with the same group of children, and groups will not interact except to share the playground in zones.

### **How will staff assist with the virtual learning component?**

Our staff has been trained on how to support virtual learning by the Madison Metropolitan School District. Each group will have their own classroom for their instructional portion of the school day. Staff will help students sign into their online platform and will be available in the classroom to help and support students as needed.

### **How will you help students tune in to their "live" instruction sessions with their teachers?**

We will follow the virtual learning schedules provided by the school district and the Lapham and Marquette school principals.

### **Will students be placed in classrooms by grade?**

We will be making an effort to group all the children within their grade for synchronous distance instruction. Depending on how many students enroll in each grade level, we may have groups with a few students in the level above or below.

### **How will I find out what my child has been doing at Red Caboose?**

Each classroom will be sending newsletters and various take-home updates to keep you informed about what your child's group has been doing. In addition Red Caboose will send out a weekly email newsletter to parents and regularly update our Red Caboose School Age Facebook page.

## **What to Bring**

### **What should my child bring for the school day and the Red Caboose program?**

The school district has provided a school supply list by school and grade level. Those can be found online for [Lapham Elementary](#) and [Marquette Elementary](#) here. your child's teacher or the school district provide a supply list, please bring those supplies to the program with you. In addition to those school supplies, your child should wear a clean mask and bring an extra mask, and a personal water bottle. As the weather gets colder we recommend bringing a mask for indoors and a mask for outdoor activities. **Your child should also bring their chromebook and charger each day.** We also strongly recommend bringing a change of clothes.

## Health & Safety

### What is the Google form daily health screening?

Parents are required by the school district to fill out the Google health screening form for every school day. If you need paper forms or non-English forms please let us know. The link to the health screening form to complete each morning, [is found here](#):

### What safety measures are in place regarding covid-19?

All students will be screened by the school nurse each morning. All students and staff will have their temperature checked daily upon arrival. All students and staff will wear masks throughout the day except during meal and snack times. During meal and snack times students will be arranged to maintain social distancing. Students will stay with their assigned group and in their assigned classrooms throughout the day except for use of the playground which will be used by groups in zones. Frequent hand washing will be emphasized. Parents and students should wear masks and maintain social distancing from other families during drop-off and pick-up.

### What if my child takes medication?

The school nurse needs to approve medications taken at school. The school nurse will provide instructions for medication administration.

### What happens if my child becomes ill or gets injured while at Lapham?

Red Caboose staff will address minor injuries in the classroom. Any other injuries or any signs of illness will be evaluated by the school nurse. Red Caboose staff will walk your child to the school health office. If the school nurse determines your child needs to be picked up you will receive a phone call from the health office. We ask that you be prepared to pick up your child within 60 minutes of receiving a phone call from the school nurse. The school nurse will provide instructions regarding criteria for returning to school. In the event of an accident or injury you will be asked to sign a Red Caboose accident report form. The school nurse may also have a form that needs to be signed.

### Health Office:

Triage/treatment room: Rm 116    Phone: 608-204-4176  
Isolation Room: Rm 114            Phone: 608-204-4147

### School Nurse Staff:

Laura Wade, RN (Mon and Wed am)  
Morgan Lange (Tuesday afternoons and every other Friday)  
Michelle Leh Ramekar (Thurs. afternoon and every other Friday)  
Nancie Cotter, NA (Tues, Thurs, Fri am, and Mon, Wed pm)

### What if there is inclement weather?

Hopefully it will not snow before the end of October! However, if there is weather that might compromise safe travel please check our Red Caboose School Age Facebook page or Channel 15 to hear about program closings. Even if the Red Caboose program is closed for the day, virtual instruction may still take place.

## Meals & Snacks

### Will there be menus published ahead of time?

The MMSD menus will be available ahead of time as they are during the school year. ***Children are free to bring their own breakfast and lunch for mealtimes.*** We will be providing Red Caboose afternoon snack and snack menus will be available on the Red Caboose website calendar. Afternoon snacks are included in the Red Caboose program fee and MMSD meals are provided at no charge to families.

## Holidays and Days of Play

### There is a holiday during the first week of school. Will that affect the price?

For the first week of the fall program, which is a 4-day week, tuition will be prorated. (240 divided by 5 and multiplied by 4 for a total of \$162) for the first week. We do not prorate any other weeks that hold holidays, in accordance with our policy families pay the full rate regardless.

### What about Days of Play?

Our program will be closed when MMSD elementary school is not doing instruction. There will be no Days of Play offered on non-school days through the first quarter of the school year. Friday, October 23rd is a no school day and Red Caboose will be closed.

## Red Caboose Staff & Contact Information

School Age Program Director, Laura Rogers

Office number: 608-251-5432 / Email: [school.age@redcaboosedaycare.org](mailto:school.age@redcaboosedaycare.org)

School-Age Enrollment Coordinator, Savannah Stutzman

Email: [sapenroll@redcaboosedaycare.org](mailto:sapenroll@redcaboosedaycare.org)

Site Supervisor, Rob Schiller

Email: [lapham@redcaboosedaycare.org](mailto:lapham@redcaboosedaycare.org)

Site Supervisor, KC Gilbertson

Email: [marquette@redcaboosedaycare.org](mailto:marquette@redcaboosedaycare.org)

Classroom Group Leaders\*

Katie Flores, Jasper Harth, DeVonna Jackson, Michela Mosconi, Ciara Nash, Christopher Perez Denel Strangsstalien, Savannah Stutzman, Sydney Warwood

\*You will be informed of your child's assigned classroom and group leaders the first week.

**Red Caboose Program Phone Numbers: 608-204-4177 and 608 204-6934**