



Family Handbook - 2021-2022



St. Michael Catholic School

16280 Duluth Avenue SE.
Prior Lake, Minnesota 55372
School Office: 952-447-2124

Revised 2/9/2021

Welcome

Dear Parents/Guardians,

We are pleased to welcome your family to our 2021-2022 St. Michael Catholic School Adventures Plus Extended Day Program (AP).

Enclosed you will find our policies and procedures. Refer to this handbook throughout the year to help answer questions that may arise, you are welcome to also talk directly to any staff member.

Besides placing emphasis on caring, respecting, honesty and responsibility, we focus on a program that cultivates self-esteem and conflict resolution skills within a faith-based atmosphere. Your child will spend his/her afternoons in a program designed to provide him/her with caring staff, enriching projects, and fun! He/she will participate in activities including homework, snack/socialization time, arts and crafts, organized sports and special themed activities.

Thank you for choosing us for your childcare needs. We are looking forward to working with you to achieve a rewarding and memorable experience for your child/ren.

Sincerely,
Julie Herbst
Adventures Plus Program Director

CONTACT INFORMATION

Program Director: Julie Herbst
Office: 952-447-2124 X191
Cell: 612-619-7484
Email: herbst@saintmpl.org.

PROGRAM INFORMATION

Adventures Plus (AP) will follow the most current recommendations and guidelines from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), the federal OSHA standards and the American Academy of Pediatrics (AAP) relating to COVID-19.

Hours of Operation

Child care will start on Tuesday, September 7, 2021?
Child care hours are 2:15pm – 5:00pm, Monday – Friday on days when school is in session.

Emergency School Closing

We will close when Prior Lake-Savage Public Schools close for weather or other emergencies. School closing announcements air on local news channels, and a generated email will be sent as well. In the event of an emergency half-day closing, parents are expected to pick their child up as soon as possible.

Snack

We provide water and a variety of healthy snacks that are included in the program fees. If your child has any dietary needs, please note them on the registration form. Your child is welcome to bring his/her own snack that can be eaten during snack time.

Personal Belongings Policy

We discourage bringing toys and electronics from home. We are NOT responsible for lost or stolen property. The use of electronic devices is permitted at the program during designated times only.

The use of headphones inhibits children from being able to hear our staff; therefore, they are NOT permitted at the program.

Care of Ill Children

For the protection of all children in AP, parents will be notified immediately when a child in care develops any of the following symptoms:

- Forehead temperature of 100 or over, vomiting, diarrhea, rash and eye drainage when mucus or puss is present.

Parents are expected to pick their child up as soon as possible. If parents are unavailable, the emergency contact will be notified.

Program staff will not administer medication without a written note signed by a doctor.

Safety

AP is designed to provide a safe, supervised environment after school for Kindergarten through 8th grade students as a service to all parents of St. Michael Catholic School.

Enter via the lower east (corner) entrance by the flagpole. Doors will be locked; please ring the bell for entry. Parents must sign-out their child/ren and indicate the time and name of person picking up the child/ren. Provide names of anyone you designate to pick up your child/ren in your place.

AP attendance is a privilege ~ the environment needs to be a safe place where everyone is treated with kindness, courtesy and respect. Children who do not meet the behavior requirements will be asked to find other after school arrangements.

Supervision of children is the primary responsibility of the AP Program Staff. Children will be supervised and in view of the Program Staff at all times. Children must ask permission to leave the program area.

ACCOUNTS AND BILLING

The 2021-2022 Fee Schedule for AP Extended Day Program is as follows:

Amount charged with an \$85.00 registration fee (per child):

2:15 – 5:00 = \$14.00

Amount charged **WITHOUT** an \$85.00 registration fee:

2:15 – 5:00 = \$19.00

ACCOUNTS AND BILLING (CONTINUED)

All fees will be billed via TADS Billing Management.

- A schedule will need to be submitted to AP by the 15th of the previous month indicating what days your child/ren will be attending. AP will use this schedule for billing purposes on the 1st of the month. All fees will be collected via TADS Billing Management.
- A charge of \$10.00 per every 10 minutes of extended care provided after 5:00 pm will be assessed.

Drop In Care

Before you may utilize drop in care, a Registration Form must be on file. Drop in care will be dependent upon space available, as we cannot exceed our staff to student ratio of 1:15. Please provide us with as much notice as possible, so that we may be adequately staffed.

Schedule Changes and Program Withdrawal

A two weeks' notice is required when making a schedule change or withdrawal from the program. Written notice must be provided to the Program Director. Regularly scheduled payments will continue during the two weeks before changes take effect.

DISCIPLINE POLICY

AP believes that our staff should always be positive with your child/ren. Children respond and cooperate when they feel good about themselves. Learning to be responsible for oneself and one's own actions is a basic need of all children. Positive discipline involves correcting behavior rather than punishing the child. Positive discipline respects the rights of the individual and the group.

If inappropriate behavior develops, staff will encourage the child to verbalize his/her feelings and help develop an understanding of why a certain behavior is inappropriate. If inappropriate behavior continues, our staff will redirect the child to a new activity to change his/her focus. If the behavior continues, the child will be seated away from the group/activity for a period of time. If the behavior becomes a daily habit a *Behavior Incident Report* will be issued.

Our goal is to help each child develop self-control and self-esteem while learning independence and respect for himself/herself and others.

Suspension/Expulsion Policy

There may be reasons to suspend or expel a child from our program. Our staff will do everything possible to work with families of the child/ren to prevent this policy from being enforced.

The following are reasons we may have to suspend or expel a child from our services:

- The child is at risk of causing serious injury to other children or himself/herself.
- A parent or guardian threatens physical or verbal abuse towards a staff member.
- A parent exhibits habitual tardiness when picking up their child/ren.
- Failure of a child to adjust to appropriate behavior after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.

In the event remedial action is not effective, the child's suspension will be issued in writing. During the suspension, Adventures Plus expects the child to learn to demonstrate the target behavior consistently, so that he/she may return to AP in a positive way. Failure to comply with the terms of the suspension may result in an expulsion from the program.



**ADVENTURES PLUS
EXTENDED DAY PROGRAM**

**Parent & Student Handbook
Agreement Form**

School Year 2021 - 2022

After reading the Adventures Plus Extended Day Program Parent & Student Handbook, we ask that you sign this form as a valid part of your enrollment agreement.

We have read the Adventures Plus Extended Day Program Parent & Student Handbook, and agree to be governed by the policies contained therein.

PARENT/GUARDIAN SIGNATURE _____

DATE _____

STUDENT SIGNATURE _____

DATE _____

STUDENT SIGNATURE _____

DATE _____

STUDENT SIGNATURE _____

DATE _____

Must read and sign prior to the first day attending AP.