



# Junior Leader Handbook Summer 2021



## **St. Michael Catholic School**

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

## Welcome

Thank you for showing interest in Summer Adventures Plus's (SAP) Junior Leader program. This program will give your child the opportunity to: develop leadership skills, become a positive role model, participate in community service projects, and increase skills for future jobs. Our mission, as always, is "Shaping disciples of Jesus by igniting the spiritual, academic and social growth within each child."

## CONTACT INFORMATION

Program Director: Julie Herbst  
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## PROGRAM INFORMATION

SAP's Junior Leader program 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

Monday-Friday: SAP Junior Leader program reserves the right to close due to lack of enrollment.

Hours: 11:00 – 3:00

Dates: June 14 - August 20

- **PLEASE NOTE** – SAP's Junior Leader program will be closed the week of July 5 – July 9 for routine building maintenance.

### 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.

### **Staff to Student Ratios**

SAP's Junior Leader program will adhere to the most current recommendations which now allows groups of up to 15 inside, 25 outside, and directs that those groups stay as consistent as possible from day to day. Each group will have one to two staff included in that maximum of 15 to 25.

### **Care of Ill Children**

Families are required to perform the most current COVID-19 self-screening procedures prior to dropping their child off at SAP's Junior Leader program. If they are experiencing one or more common symptoms or two or more less common symptoms of COVID-19, they will need to remain at home and follow the most up to date COVID-19 Decision Tree.

For the protection of all children and staff at SAP, parents will be notified immediately if their child is experiencing the following symptoms, consistent with COVID-19, while they are at SAP:

- **One or more common:** fever of 100.4 degrees Fahrenheit or higher, new cough or a cough that gets worse, difficulty/hard time breathing, new loss of taste or smell.
- **Two or more less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, extreme fatigue/feeling very tired, new severe/very bad headache, new nasal congestion/stuffy or runny nose.

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.

### **Car Line Procedures**

SAP's Junior Leader program will utilize the front parking lot for drop-off and pick-up. Provide names of anyone you designate to pick up your in your place.

Drop off can occur any time after 11:00. Please ring the bell outside of the doors leading to the multi-purpose room.

Pick up will occur at 3:00. Your child will be dismissed at 3:00 and occupied by a SAP staff member outside, on the sidewalk, in the school's front parking lot. Your child will be dismissed to you when your car is towards the front of

the car line. If you need to pick up your child early, please ring the bell outside of the doors leading to the multi-purpose room.

### **Safety Guidelines**

SAP's Junior Leader program is designed to provide a safe, supervised summer environment for any students entering sixth through eighth grade in our community.

SAP's Junior Leader program will be adhering to the most current recommendations as it pertains to:

- Physical Distancing
- Face Coverings
- Hand Washing
- Cleaning + Disinfecting

SAP's Junior Leader program attendance is a privilege ~ the environment needs to be a safe place where everyone is treated with kindness, courtesy, and respect. Junior Leaders who do not meet the behavior requirements will be asked to find other summer program arrangements.

### **Virtus**

The following needs to be completed prior to your child's first day:

- Signed Youth Code of Conduct
- Two written letters of recommendation from a non-parent/guardian.
- Safe Environment Training – All enrolled St. Michael Catholic School and Faith Formation students have completed this training as part of their religion curriculum.
- Completed SAP Junior Leader program application.

## **REGISTRATION AND BILLING**

A Monthly Schedule and Contract will need to be submitted by the 15<sup>th</sup> of the previous month indicating what days your child will be attending. SAP's Junior Leader program will use this schedule for billing purposes on the 1<sup>st</sup> of the month.

All tuition will be collected via TADS Billing Management.

Registration and enrollment fees are prepaid and non-refundable.

### **Fees**

The 2021 fee schedule for SAP is as follows:

- Registration fee: \$30 per child
- Session fee (11:00 – 3:00): \$20
- If additional childcare is needed a charge of \$3 per hour will be applied.
- Ticket cost for field trips



**JUNIOR LEADER HANDBOOK  
AGREEMENT FORM**

**2021 Summer Program**

After reading the Summer Adventures Plus Junior Leader Handbook, we ask that you sign this form as a valid part of your enrollment agreement.

We have read the Summer Adventures Plus Junior Leader Handbook, and agree to be governed by the policies contained therein.

**PARENT/GUARDIAN SIGNATURE**\_\_\_\_\_

**DATE**\_\_\_\_\_

**STUDENT SIGNATURE**\_\_\_\_\_

**DATE**\_\_\_\_\_

**STUDENT SIGNATURE**\_\_\_\_\_

**DATE**\_\_\_\_\_