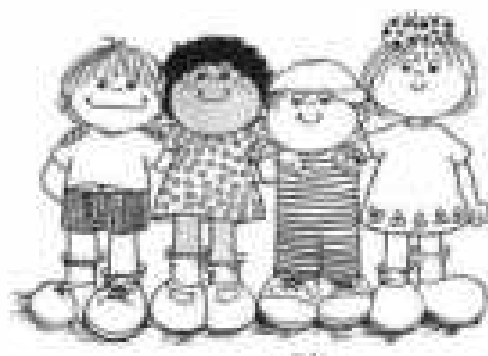


# Saints, Inc.

## St. Joseph School's Extended Care Program



### Parent Handbook 2008-2009

41 East 1<sup>st</sup> Street  
Waconia, MN 55387  
952-442-3706  
[saints@stjosephwaconia.org](mailto:saints@stjosephwaconia.org)

Saints, Inc. Families;

This handbook describes the policies and procedures at Saints, Inc. School Year Program. It provides information about the program's operation and facilitates communication with our families. Please read it carefully and thoroughly. We recommend that you keep this close at hand in order to refer to it throughout the school year. Turn in forms at end of the document to the Saints, Inc. Coordinator after reading handbook.

### **Our Guide**

Let the children come to me  
And do not hinder them,  
For the kingdom of God belongs to such as these.

### **Our Mission**

In partnership with family and/or guardians,  
Parish and school personnel,  
Children will be provided a safe place to dwell.  
This place will provide a Christian atmosphere,  
Encouraging spiritual formation, intellectual, physical,  
social and emotional growth.

The school year program at Saints, Inc. offers children an opportunity to develop a new skill or interest in a caring atmosphere. Since children are able to learn in this type of environment, learning remains fun and satisfying. We appreciate the trust you place in us when you enroll your child in Saints, Inc. Once they enter our doors, they become our treasures, a responsibility that we look forward to and embrace.

## **Admission and Registration Policy**

Any school-age child who is a member of St. Joseph Parish or enrolled at St. Joseph School is eligible to enroll in Saints, Inc.

School age is defined as K-6<sup>th</sup> grades.

No child who meets the above criteria will be denied on the basis of race, ethnicity or gender.

Students are accepted on a first come, first serve basis with a paid registration fee. However, once the maximum number of students has been accepted, a waiting list will be established.

Children who are enrolled in kindergarten are eligible to enroll at Saints, Inc. for the summer session prior to kindergarten.

Current students will have first priority for enrollment before open registrations begins.

Incoming siblings of students already enrolled in Saints, Inc. will take priority over new incoming students who wish to enroll. Registration consists of completion of appropriate paperwork and a paid registration fee. There is a registration fee of \$30.00 per family/per year to enroll in the School Session Program of Saints, Inc.

Drop in care is also available after registration form and \$10.00 fee per family/per year is completed. Students attending less than two days a week is considered drop in care. You are required to give at least 24 hours notice for drop in care to insure there will be room for your child.





## Hours of Operation

Saints, Inc. is open during the school year during the following sessions:

6:30am-7:45am ~ Morning Session	\$5.00/DAY/CHILD \$6.00 DROP IN
2:30pm-3:30pm ~ After-School Session	\$5.00/DAY/CHILD \$6.00 DROP IN
2:30pm-5:00pm ~ After-School Session	\$10.00/DAY/CHILD \$11.00 DROP IN
2:30pm-6:00pm ~ After-School Session	\$12.00/DAY/CHILD \$13.00 DROP IN

**RATES FOR PLANNED EARLY DISMISSAL DAYS WILL BE \$3.00 an hour FOR THE 12:30-2:40 SESSION. Rates for non-school days will be \$17.00 for five hours or less and \$29.00 for five hours or more. Drop in rates for non-school days will be \$19.00 for five hours or less and \$29.00 for five hours or more.**

## Daily Schedule

6:30-7:45 Children attending the morning session can participate in activities within the classroom until school starts. Your child may eat breakfast upon arrival if provided by parents.

2:30-5:00/6:00 Saints Inc after school program is designed for older children to relax after school, participate in games and activities and also have reading and homework time.

## **Vacation Policy/Sick Days**

Families are not credited for vacation time taken during the school year. Each child is allowed three (3) sick days during the school year. Appropriate paperwork must be filled out to receive credit for sick days used. Your child must have been scheduled for Saints, Inc. on the day a sick day is taken.

## **Weekly Schedules and Payment of fees**

Payment is due for the following week each Thursday, along with your child's weekly schedule. Parents may pre-pay on their Saints, Inc. account at any time.

There will be a \$15.00 late payment fee added to any payment not made on time. Your child can be removed from the program at any time, at the discretion of the School Principal, if your Saints, Inc. account becomes delinquent.

## **Schedule Change and Notification**

It is the responsibility of the parent to contact Saints, Inc. directly if a student will not be attending a session that he/she is contracted for due to illness, vacation or any other reason. The school does not contact Saints, Inc. if a child is out during the day.

Parents are to notify Saints, Inc. if their child will be in any extra-curricular activities during Saints, Inc. time.

Parents must provide a two-week written notification to the Saints, Inc. Coordinator if there will be a permanent change in the child's contracted terms. A form will be provided. A verbal notification is not sufficient.

## **Daily Release and Sign In/Out Procedures**

Sign In/ Out sheets are provided daily. For the safety of our students, we require that the parents enter the building to make contact with a staff member and sign their child into the program upon arrival. During pick-up, the parent must sign their child out at the end of the day. Parents **MUST** alert a staff member that they are signing out their child. This is to ensure that the child is being picked up by the appropriate person. See Regarding Authorized Pick Up List.

During desirable weather, if the children are on the playground or outside, you must make contact with the staff member who is outside supervising when picking up your child. Waving the child over to the car is not acceptable. We follow this policy to protect all of our children.

If a student is scheduled to be at Saints, Inc. but does not show up, we will call you to determine why the child is not at Saints, Inc. on that day. It is very important for the parents to keep Saints, Inc. updated on illnesses, vacations and schedule changes. Completing a Weekly Schedule will help to eliminate many of these occurrences.

Each student has an **Authorized Pick Up List**. Only persons on this list are able to sign a student out of Saints Inc. If someone other than the immediate family is picking up a student, even if they are on the authorized pick up list, the parent must notify Saints, Inc. with a phone call or written note. The person will be required to show a photo ID before the student is released.

If any person who appears to be incapacitated attempts to pick up a student, release of the student will be delayed until a parent or other authorized person has been contacted.

The staff will inform the incapacitated person that someone else will be picking up the student. If the person removes the student, the staff will attempt to get a vehicle description and license plate number and report the incident to the police.

## **Supervision**

Students are supervised from the time they arrive at Saints, Inc. until the time they leave the program. Only adults 18 and older are considered lead teachers. If minors assist with the program, they may do so only as helpers under the direct supervision of an adult. Only an adult staff member may witness the signing out of a child. See Daily Release Procedures.

Staffing is based on a 12:1-15:1 ratio. Field trip staffing will be based on the number of children attending.

## **Saints, Inc. Staff**

Saints Inc. has a great group of people teaching the children. The teachers are well educated and have training in CPR and First Aid. The coordinator along with the other staff at Saints, Inc are here for your children and ensure they are in a safe and friendly environment.



## **Late Pick Up**

Parents must pick their child up based on session signed up for in contracted terms. If you are contracted until 5:00pm, your late fee will come into effect at 5:01pm. Those contracted until 6:00pm will be charged late fee at 6:01pm. If your child is picked up after assigned time, a late fee will be assessed at the rate of \$5.00 per 5 minutes (per child). When signing out your child, you must indicate the time you picked up your child.

If a parent is late in picking up a child, a staff member will remain with the child on site, until the parent arrives. The Coordinator will be notified if a child has not been picked up on time. If Saints Inc is not notified and the child is still not picked up at 6:30pm, the police will be called.

Terms of dismissal to the program can occur if the child is picked up late on numerous occasions.

## **Non-School Days and Holidays**

Saints, Inc. will be open on selected days when school is not in session. Families must sign up one-two weeks in advance prior to that day. A sign up sheet will be posted or sent home with families. If enough families are in need of care, Saints, Inc. will be open. Only families that sign up for that day will be contracted for that day. If you sign up for the day and do not attend you will still need to pay for the day. If there are not enough families signed up, Saints, Inc. will be closed and families will need to find alternate care for that day.

Saints, Inc. will be closed on Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day and the day after, Easter, Memorial Day and on Labor Day.



## **Severe Weather/Emergency Procedures**

Saints, Inc. will take whatever emergency measures necessary for the care and protection of all children while under Saints, Inc. supervision. Fire Drills/Tornado Drills and Emergency Evacuations are performed throughout the year. Please refer to the St. Joseph School Handbook for further details on the School Security Policy.

If school is closed due to weather, Saints, Inc. will also be closed.

If school is called early due to weather, Saints, Inc. will be open, but parents are expected to come within two hours of the time of the closing to pick up their child. It is your responsibility to have a contingency plan to pick up your child if you are unable to make it within the two hour period. In case of early dismissal due to weather, please let Saints Inc know if your child will be coming to Saints or if your child should be sent on a school bus. Filling out the early release form can help eliminate confusion of where your child is supposed to be.

If school has a late start, the program will be open if Saints, Inc. staff can make it in. If school is subsequently canceled, parents must pick up their children within the two hour period.

Families using Saints, Inc. during weather related cancellations will be charged an hourly rate of \$3.00 per child. Children who are not contracted for that day may come to Saints, Inc.

Closings are announced on WCCO television and radio AM 830. Families may also call ISD 110 at 952-442-0640; the District Closing Line, as St. Joseph School follows the District and its busing during sever weather.

## Health and Illness

For the protection of all children, children should be kept at home if they are ill. Saints, Inc. will not accept children if they experience any of the following symptoms:

- ~ Fever
- ~ Diarrhea
- ~ Vomiting
- ~ Eye/Ear drainage

Children should be fever-free, with out the aide of medication for 24 hours before returning to Saints, Inc.

In the interest of public health, we **MUST** know when you child has a contagious disease. We have the responsibility to inform other families about possible exposure to contagious diseases which include, but are not limited to, strep throat, chicken pox, conjunctivitis and lice.

**WE RESERVE THE RIGHT TO SEND YOUR CHILD HOME IF YOUR**

**CHILD DOES NOT SEEM TO BE FULLY RECOVERED.** If a child is not healthy enough to play outside/participate in activities, the child should remain at home.



## Child Abuse

It is state law that anyone, **especially childcare professionals**, reports any abuse of which they are aware. Saints, Inc. supports this law, and any questions regarding reporting of any form of suspected abuse shall be brought to the attention of the program coordinator and school principal. They will assist the employee in the reporting process.

## **Injury and Medication**

A first aid kit with necessary supplies is available to Saints, Inc. staff.

The staff may treat minor injuries, and if deemed necessary, documented on the Accident Form and a copy will be given to the parents at pick up time or will be placed in the family cubby. Saints, Inc. does not have the right to administer medication unless directed by the parent and doctor. Over the counter medication can not be given or stored at Saints, Inc. Epi pens and other necessary medications will be on hand for children in emergency situations.

When a serious injury occurs at Saints, Inc, the coordinator or principle is to be notified immediately. Procedures are followed as they appear on the child's Emergency Medical Card. If necessary, a local rescue squad will transport the child to the nearest hospital. Transportation costs are not the responsibility of St. Joseph School/Parish or Saints, Inc. The child's Emergency Medical Card will be sent with the child to the hospital. It is understood that the staff may need to contact the local emergency resource before the parents/child's physician, and/or other adults acting on the parent's behalf. If in the opinion of a properly licensed physician, your child needs medical services which require your consent before being supplied, you hereby authorize, appoint and empower Saints, Inc. to act as your agent to furnish, on your behalf, such an oral or written authorizations as may be required and you release Saints, Inc. from any liability which may arise from the giving by it of such authorization; it being our desire that your child be furnished with such medical services as reasonably possible after the need arises. The child's parents will be notified immediately thereafter.

Each child has a file in the Saints, Inc. room. The Students' Emergency Medical Cards are in the child's file. All staff members have access to each child's file. Please make sure numbers are current.

Staff members are informed of any child who has allergies or medications that need to be given. Medication will be administered following the St. Joseph Family Handbook.



## **Snack**

Children will be required to bring a snack for the After-School Session. They may charge milk to their lunch account at this time. Pop and gum are not allowed unless authorized for special occasions.

On no school days, children are required to bring morning and afternoon snack along with a nutritious lunch.

## **Program Site Space**

Saints, Inc. has its own room, as well as being able to take advantage of the many opportunities within the school. We have access to the gym, kitchen, computer room, and commons area.

## **Field Trips**

Field trip experiences may be included in our program. The ratio of children to adult chaperones is one to eight. A student must have a signed permission slip to attend the field trip. Parent phone calls are not acceptable. For field trips out of walking distances, school buses will be used for transportation. There is a permission form for walking distance field trips for the school year. Permission forms will be sent out for farther distances.

## **Visitors**

We welcome parents, relatives and prospective parents to visit Saints, Inc. We only ask that you try to schedule your visit in advance. Our experience shows that unexpected visitors can disrupt routines and activities.

## **Behavior**

Since Saints, Inc. is an extension of St. Joseph School, the same basic philosophies underline each program. As members of a caring, Christian community, the children will be expected to respect the staff, each other, the materials and environment provided. Saints, Inc. will follow the same basic Christian Behavior Expectations outlines in the St. Joseph Handbook. If children do not follow the rules, age appropriate consequences will be implemented.

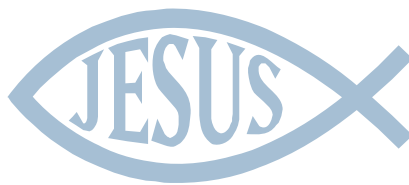
In case of serious breach of behavior guidelines, such as endangering the emotional or physical well-being of another, Saints, Inc. reserves the right to suspend or expel the child immediately from the program, either temporarily or permanently.

No child is to be subject to any type of corporal punishment, verbal abuse as a consequence of their behavior.

Staff members are to only comment to parents/guardians regarding their child's behavior. The coordinator and the parents are to be the only ones informed about a behavior problem that may involve a conference. If a parent is not picking up their child, behavior slips will be sent home in the child's bag or sent in the mail

## **Clothing**

Saints Inc. children will be participating in outdoor activities as well as projects and other activities indoors. You may provide clothing for your child to change into after school to ensure their school uniform does not get wreck. Please make sure your child has weather appropriate clothing. Saints do go outside everyday unless for severe cold or rain.



## **Communication**

If you need to communicate with the Saints, Inc. Coordinator, you may leave a message or email at any time. The coordinator will return the call as soon as possible. Please note that if you try to call Saints, Inc. the teachers and aides are usually interacting and leading activities with your children and therefore cannot always answer the phone or return phone calls until the end of the day. Therefore, if it is an emergency, please try to contact the Parish Office and they will attempt to convey the message in a timely manner.

If there is a change in a child's schedule (e.g. a doctor appointment, early pickup, outside activity) we require that you communicate any changes the day prior to the change in schedule. A phone message or email would be preferable.

Out of respect of the teachers responsibilities to your child and to other children, please do not interrupt the class for general discussion about your child and his or her progress. If you need to talk about your child or have a concern or issue, please contact the Saints, Inc. Coordinator.

Another way of communication between parents and Saints, Inc. is the family cubby located in the classroom. Please make sure you check this on

## **Personal Toys**

As a general policy, children should refrain from bringing toys to Saints, Inc. for two reasons. First, toys can become misplaced during the days. Second, in our experience personal toys at school frequently cause problems and confusion among other children. However, we recognize the difficulty, if your child insists on bringing a toy; make sure it has a name on it. Remind your child of the consequences that might happen with bringing their toy. Saints, Inc. is not responsible for lost or broken toys.

## **Parish's Right to Amend**

Saints, Inc. reserves the right to amend this handbook for just cause. Parents will be promptly notified, in writing, if changes are made.

## **Registration**

If you are interested in Saints Inc, please fill out a registration form and other necessary forms for your child before beginning Saints Inc.

The following forms must be completed for each child and turned in by the first day of care.

Saints Inc. General Information  
Saints, Inc. Contracted Terms  
Early Release Care  
Field Trip within walking distance  
Emergency Card

## **Key Things to Remember**

Children must be signed in and out by a parent/guardian each day

Parent must make contact with a teacher before leaving

Children are required to bring an afternoon snack each day

Please have weather appropriate clothing for outside play

Weekly schedules and payments are due the Thursday before care is needed.

If there is a change in schedule, please notify Saints, Inc coordinator

Please provide 24 hour notice when drop in care is needed.



**Visit us online at  
[www.stjosephwaconia.org](http://www.stjosephwaconia.org)**