

Saints, Inc.

St. Joseph School's Extended Care Program



Visit us online at
www.stjosephwaconia.org

Saints, Inc. forms can also be
found online!



Parent Handbook Summer 2009

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Saints, Inc. Families;

This handbook describes the policies and procedures at Saints, Inc. Summer 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 summer. 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 summer 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.

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.

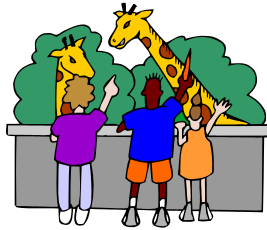
Saints, Inc. General Information
Saints, Inc. Contracted Terms
Sunscreen Policy Form
VBS Permission Slip
Walking Field Trip Permission Slip
Waconia Beach Field Trip Permission Slip
Emergency Medical Card

Key Things to Remember

- ~ Children must be signed in and out by a parent/guardian each day
- ~ Parents must make contact with a teacher before leaving
- ~ Parents must check family cubby each day
- ~ Children are required to bring lunch along with AM and PM snack each day
- ~ Please have weather appropriate clothing for outside play
- ~ Weekly schedules and payments are due the Thursday before care needed
- ~ If there is a change in schedule, please notify Saints Inc coordinator
- ~ Please provide 24 hour notice when drop in care is needed

Personal Toys

As a general policy, children should refrain from bringing toys to Saints, Inc. for two reasons. First, toys can become misplaced or damaged during the days. Second, in our experience personal toys at school frequently cause problems and confusion among other children. Toys that are brought to Saints, Inc. may be used during free time, however, it is not the responsibility of Saints, Inc. if the item is misplaced or damaged. Please make sure all personal toys are labeled.



Field Trips

During the summer program, Saints, Inc. will be designating a day for field trips. There will be 2-3 field trips a month, as well as beach day, that all children attending that day will attend. Field trips are not included in the weekly rate and will be collected at the time of field trip sign up. A permission slip will be sent home prior to the field trip informing parents where and when the field trip will take place. This form **MUST** be turned in or your child will not be allowed to attend the field trip. Extra staff may be on hand to care for the children while on the field trip. If all staff will be attending the field trip, you will be asked to pick up your child before the field trip departure.

Please note the time of departure for field trips. If your child is not present at the time of departure, it is not Saints, Inc. responsibility to wait for the child. We will notify parents of the departure but will not wait more than 5 minutes for the child to arrive. Field trips are scheduled in advance; therefore we need to stay on time.

Admission and Registration Policy

Any school-age child, entering K-7th grade, is eligible to enroll in Saints, Inc.

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

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. The registration fee is \$30.00 per family to enroll in the summer program of Saints, Inc.

Once the maximum number of students has been accepted, a waiting list will be established.

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 per week is considered drop in care. You are required to give at least 24 hour notice for drop in care to insure there will be room for your child.





Hours

Saints, Inc. is open during the summer from 6:30 am- 6:00 pm, Monday-Friday.

Daily Schedule

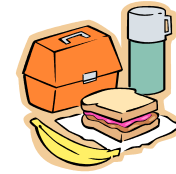
Your child will be offered various activities and programs throughout the day. The programming will be based on bi-weekly themes. We will also participate in the school Read-a-thon, as well as other enrichment activities and field trips. Schedules are variable, as the children are given some input into what will happen during the day.

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 anytime. Rates are \$26.00 for a full day, (5 + hours) or \$16.00 for a half day (- 5 hours). You must attend a minimum of two days per week; otherwise you will be charged the drop in rate.

Drop In Care

Drop in care is welcome, but you must check with the Saints, Inc. Coordinator to make sure there is space for your child that day. Rates are \$28.00 for a full day, (5 + hours) or \$18.00 for a half day (-5 hours). The drop in registration fee is \$10.00 per family to enroll in the summer program of Saints, Inc.



Daily Meals

You must pack a daily lunch, a morning and an afternoon snack for your child. Please do not pack anything that needs to be refrigerated, as our refrigeration space is very limited. We also do not have milk service during the summer months, so make sure to send a drink along with their lunch. Pop and gum are not allowed, except under certain circumstances.

We encourage your child to eat the complete lunch that you have packed. Although we promote sharing in general, we do not permit children to share lunch. Uneaten food will either be returned or thrown away.

Clothing

Children should dress in comfortable and casual clothing. In addition, children should have appropriate outer clothing for outside play, as they play outside every day given weather conditions. Shoes should be appropriate for outdoor play and sports activities. The children will also be asked to continue to provide separate gym shoes for gym time. We also will be having "water days", on these days please provide your child with a change of clothing! Make sure all of your children's clothes are properly marked to help avoid confusion with the other children's clothing.

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.

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.



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 a daily basis.

Holidays

Saints, Inc. will be closed on Memorial Day, 4th of July and Labor Day.

Holiday Survey Sheet

A sign up sheet for the week of July 4th will determine the days we will be open that week. If not enough children need care during the 4th of July holiday we will be closed on those days. The surveys also determine the appropriate staffing for the week. All children signed up for those days are required to pay even if they do not show up on those days.



Vacation Days

Each **child** is given vacation days that are to be used throughout the summer. These days are NOT transferable to the school year and are not credited unless a vacation form is completed. You will not be credited for any unused vacation days. The days are as follows and are pro-rated based on contracted terms. Please fill out vacation form prior to vacation days taken. You may get these forms from the program coordinator.

5 days contracted ~ 10 days vacation
4 days contracted ~ 8 days vacation
3 days contracted ~ 6 days vacation
2 days contracted ~ 4 days vacation

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. During the summer we have the advantage of using most of the school.



Supervision

Students are supervised from the time they arrive at Saints, Inc. until the time they leave the program. Only adults over 18 may supervise the children in the extended day program as a lead teacher. 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.

Staffing is based on a 10:1-15:1 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 director along with the other staff at Saints, Inc are here for your children and ensure they are in a safe and friendly environment.

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.

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.



Injury and Medication

A first aid kit with necessary supplies is available to Saints, Inc. staff and will also be available on field trips.

The staff may treat minor injuries. If deemed necessary, we document on an 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 principal is 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. 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 option of a properly licensed physician, your child needs medical services which require your authorization or 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 member will have access to each child's file. It is your responsibility to contact Saints, Inc. if you have any information that needs to be updated on your child's medical card. Keeping your child's records up to date is very important especially in emergency situations.

Allergies are posted in child's folder for staff. Medication will be dispensed according to medication administration form in each child's file.

Sign In and 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 contract 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.

During the summer, 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 care 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 your child is not at Saints, Inc. that day. It is very important for you to keep Saints, Inc. updated on illnesses, vacations and schedule changes. Completing a weekly schedule will help to eliminate many of these occurrences. A weekly schedule MUST be filled out unless you have filled out a contract form. If your child attends a day they are not signed up, Saints, Inc. has the right to turn down care if there is no space available.

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.

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.

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. Verbal notification is not sufficient.



Late Pick Up

Parents must pick up their child based on sessions signed up for in contracted terms. If you are contracted for less than 5 hours, you must pick up your child prior to 5 hours. If you go over your 5 hours, you will be assessed a late fee of \$5.00 per 5 minutes. If you are signed up for a full day, you must pick up your child by 6:00 pm. If your child is picked up after 6:00 pm, a late fee will be assessed at the rate of \$5.00 per 5 minutes. When signing out your child, you must indicate the time your child is picked up from Saints, Inc.

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 is notified if a child has not been picked up on time.



Severe Weather and Emergency Procedures

Saints, Inc. will take whatever emergency measure 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 SJS Handbook for further details on the School Security Policy.

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, without the aid of fever reducers, for 24 hours before returning to Saints, Inc.

In the interest of public health, we MUST know when your 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.