



Parent Handbook

2019



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SAC PROGRAM INFORMATION:

FAITH-FILLED FUN ALL SUMMER LONG!

Every week at St. Stephen's Summer Adventure Club (SAC) children take part in fun activities that every explorer will LOVE!

We provide a safe, structured, nurturing atmosphere for your child.

Available to children ages:

5 years old through 5th Grade

Incoming kindergarteners are welcome!

SAC Program Hours

Monday – Friday 6:30am – 6:00pm

Program starts the Monday of the first full week of summer. The program ends one week before school starts. June 10th to August 23rd.

***CLOSED JULY 4TH**

WHAT TO BRING EACH DAY

We ask that your child brings these items with them each day at SAC:

- SAC T-shirt
- Bag lunch
- Walking shoes/sandals (no flip-flops)
- Hat (sun protection)
- Sunscreen
- Backpack
- Refillable water bottle

*We ask that families provide their own sunscreen due to skin sensitivities and allergies.

WHAT TO EXPECT

A full summer of Summer Adventure Club will include:

- Fieldtrips
- Aquatic Center/George Green Park
- Activities

We require that each child wears their SAC T-shirt every day for school outings. Children are able to wear their regular play clothes when we are at the school. Comfortable walking shoes are required at school, on fieldtrips, and at the pool.

Every Monday, Wednesday, and Friday we may walk to the Anoka Aquatic Center or George Green Park. On days that are too cold for swimming, children will play outside at George Green Park.

Some of our field trips will involve a lot of walking and hiking. Please be sure your child is properly dressed for the field trip and the weather.

Vacation Bible School (VBS) is available for a cost with SAC. VBS is a week long summer event filled with music, bible stories, crafts, activities, and snacks. VBS will be held in at the parish.

FEE INFORMATION:

Registration Fee: \$25, non-refundable

Tuition Fees:

Our tuition rates include:

- Daily Breakfast
- Afternoon Snack
- Field Trips and Activities

Full Week

\$40 per day/per child or \$200.00 per week. Families will receive five consecutive vacation days at no cost only if their child is not in attendance for a week long family vacation. A **two week written notice** must be emailed to the SAC Coordinator when using vacation days. This allows us to be properly staffed for each day.

Pick Your Day

\$45 per day/per child for a minimum of 6 days per month. Let us know what your schedule is!

You must let us know the days your child will be in attendance by the 15th day of the previous month to staff planning purposes.

Daily Drop-In

\$50 per day
You must be enrolled in the SAC program to drop your child off on a per day basis.

Each parent or guardian will be charged Summer Adventure Club tuition based upon their childcare agreement option selected. Daily tuition fees are due based on the option chosen even if a child is absent due to illness or personal reasons.

If you wish to change your childcare agreement for SAC, you must notify the Summer Adventure Club Coordinator two weeks' prior for approval.

Parents/Guardians are responsible for all tuition fees incurred as well as other fees outlined in this handbook. Tuition will be billed and invoiced using the TADS management system at www.tads.com with your existing school tuition account.

Fees are on TADS. Your fees will show on TADS under "Prepay BASE/SAC." which shows the invoice due dates. Each invoice must be paid by its due date or a late fee will be incurred.

Automatic Payments can be set up on TADS for SAC fees.

Prepaying is an option on TADS. Your prepaid amount will appear in your TADS account as Prepay BASE/SAC: "Payments Available."

Invoice statements will be sent to your TADS contact email 15 days before the invoice is due.

LATE PICKUP FEE:

Parents or guardians must pick up their child by 6:00 p.m. If your child is picked up after 6 p.m. you will be charged a late pickup fee of:

6:01-6:10pm \$10.00 per child

6:11-6:15pm \$20.00 per child

The late pickup fee will be billed to your account. If you are more than one hour late and we have not heard from you or successfully reached a person listed on your emergency contact list, the police will be contacted for assistance.

WITHDRAWAL:

A 2-week notice is required when a parent or guardian intends to withdraw their child from SAC.

SAC POLICIES:

- Students must be signed in and out each day on an attendance sheet by their parent, guardian, or an approved person on the enrollment application. Parents must walk in with their child to sign them in.

- Students must behave appropriately and treat other students, staff, and school property with respect.
- Students will be treated with care and respect.
- Communication is vital. Parents are expected to contact the SAC Coordinator regarding any questions, comments, or concerns that are not adequately addressed by staff. The Coordinator will contact parents with necessary questions and concerns.
- Parents that are in arrears for their child(ren) SAC fee, the child(ren) will not be allowed to continue in the SAC program.

Our goal is to run a program which is fun in a safe environment for our children.

Permission to participate in SAC activities (movies, special programs, etc.) is evidenced by a Parental Consent Form & Indemnity Agreement included in the SAC enrollment and registration packet.

MEALS AND SNACKS:

Breakfast will be offered in the morning and an afternoon snack will be provided.

Students will need to bring a bag lunch each day.

PERSONAL BELONGINGS:

Any toys or items brought from home will be the responsibility of the student. SAC is not responsible for any lost or damaged items brought from home.

INCLEMENT WEATHER AND EMERGENCY

DISMISSAL POLICY:

SAC will follow the policies of St. Stephen's School in the event of inclement weather or an emergency. This policy may be found in the School Handbook. Every attempt will be made to notify parents or guardians in the event of a necessary closure of the program during program hours. If the parent cannot be reached, emergency contacts will be notified to pick up your child(ren). Staff members will remain until all children are picked up. If SAC is closed during their entire operation hours, you will not be billed for that day.

ILLNESS:

Children with any of the following symptoms should not be sent to SAC. Parents or guardians will be notified immediately and expected to pick up a child if he/she has any of the following symptoms:

- A temperature registering above 101 degrees. Temperature must be normal (98.6) for 24 hours before returning
- Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eye, severe cold symptoms
- Lice

Exposure to communicable diseases should be reported to staff. If your child is contagious, he/she may not attend SAC until 24 hours after the start of the medication.

If parent or guardian is unable to pick up their sick child within one hour of being contacted, they are expected to make arrangement for an authorized person to pick up their child. If the parent or guardian cannot be reached, the person listed on the emergency list will be contacted. SAC staff are First Aid and CPR certified but are not trained to make a medical diagnosis. Staff will watch and report to parent/guardian any signs of illness and use their judgment as to whether the child's parent or guardian should be contacted for pickup.

EMERGENCY:

In the event of a medical emergency, SAC staff will take necessary steps in obtaining care for the child:

1. Administer appropriate first aid
2. Inform parent or guardian of accident and first aid applied
3. Complete an accident report. This may need to be signed by a parent or guardian.
4. If there is a serious medical emergency which requires immediate care by a

professional medical caregiver, the following steps will be taken:

- a. Staff will contact 911 immediately; parent or guardian will be contacted immediately thereafter. If parent or guardian cannot be reached, staff will contact the person listed on the emergency list.

In the event that a child would need to be taken to a medical facility, SAC reserves the right, with paramedic assistance, to determine if the child needs to be transported by emergency vehicle.

CHILD ABUSE AND NEGLECT:

Under Minnesota state law, all staff who work with children are a mandatory reporter and are required to report all suspected physical, emotional, or sexual abuse or neglect of children to the County Child Protection and/or the local police.

DISCIPLINE POLICIES:

It is the goal of SAC to provide a safe, respectful environment for all children and staff. Participants of the program will be expected to respect others and their property, follow directions, and act in a safe manner toward themselves and others.

When conflicts arise, the staff will respond in a manner appropriate to the age of the child involved. This will include redirecting the child to a more appropriate activity and communicating the expectation of appropriate behavior in a non-threatening, respectful manner to the child. If the inappropriate behavior continues, the child may be removed from the activity for a short time and given the opportunity to talk about the incident with a staff member.

When these methods of guiding behavior fail or the child threatens the safety of others, he/she will be separated from the other children.

Problem behavior will be communicated to the parent or guardian through verbal communication.

If behavior is out of control and threatens the safety of others, the parent or guardian will be contacted and expected to pick up their child for the remainder of the day. A parent or guardian conference will be required before their child can return to SAC.

INAPPROPRIATE/HARMFUL BEHAVIOR:

Behavior which is inappropriate and/or harmful includes, but is not limited to:

- Behavior which directly or indirectly threatens others including any form of aggression such as hitting, pushing, spitting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behavior which intentionally causes destruction or misuse of property and equipment.
- Behavior that threatens the safety of other children or staff.
- Behavior demonstrating lack of self-control (i.e. anger, blatant disrespect or refusal to follow directions of staff, etc.), and/or leaving the group or program area without staff approval.
- Behavior which may be perceived as sexual harassment or intimidation (i.e. verbal language, gestures, physical contact, etc.).

If the behavior threatens the safety of the children or staff, an immediate suspension may be warranted and parents or guardians will be called to pick up their child. Depending on the severity and frequency of the behavior, the Summer Adventure Club Coordinator or School Principal reserves the right to suspend or dismiss a child from the program at any time.

PARENTAL INDEMNITY AGREEMENT

In consideration of my child's participation, I agree to indemnify the parish/school and the Archdiocese of Saint Paul and Minneapolis from any claims or lawsuits brought against the parish/school /Archdiocese of Saint Paul and Minneapolis by myself, my child or others, that arises out of any behavior by my child at the event/activity described above. I also agree to pay reasonable attorney's fees or expenses incurred by the parish/school and the Archdiocese in defense of such a claim/suit.

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I give permission to transport my child to a hospital for medical treatment. I wish to be advised prior to any further treatment by a doctor or hospital.

*Parent/ Guardian Signature and emergency contact information is required on enrollment form.