



Family Handbook | Summer 2021



St. Michael Catholic School

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

Welcome

Dear Parents/Guardians,

We are pleased to welcome your family to our 2021 St. Michael Catholic School Summer Adventures Plus Program (SAP).

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

Besides placing emphasis on caring, respect, honesty and responsibility, our staff will focus on a program that cultivates self-esteem and conflict resolution skills. Your child will spend their summer in a program designed to provide him/her with a faith based atmosphere enriched with field trips, projects, community service, sports and organized special themed activities.

Thank you for choosing SAP for your childcare needs. We look forward to working with you to achieve a rewarding and memorable summer for your child/ren.

Sincerely,
Julie Herbst
Summer Adventures Plus Program Director

MISSION

Shaping disciples of Jesus by igniting the spiritual, academic and social growth within each child.

SAP offers parents and/or guardians a caring, safe, recreational and spiritual environment for their school aged children.

CONTACT INFORMATION

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

PROGRAM INFORMATION

SAP 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 through Friday. SAP reserves the right to close due to lack of enrollment.

Hours 8:00 – 4:00.

SAP will be open June 14 – August 20.

- **PLEASE NOTE** - SAP 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.

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

Staff to Student Ratios

SAP 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/ren off at SAP. If they are experiencing one or more common symptom 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 will utilize the back parking lot for drop-off and pick-up. Provide names of anyone you designate to pick up your child/ren in your place. I

Drop off can occur anytime between 8:00 – 8:30. Park in the back parking lot and walk your child/ren up to the Multi-Purpose Room door where they will be greeted by the SAP staff members. If you need to drop off your child/ren after 8:30, please ring the bell outside of the doors leading to the multi-purpose room.

Pick up will occur at 4:00. Your child will be dismissed at 4:00 and occupied by a SAP summer staff member out the back entrance onto the sidewalk in the back school parking lot. Your child will be dismissed to you when your car is towards the front of the car line. If you have children in both programs you can pick both children up using the preschool procedures. 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 is designed to provide a safe, supervised summer environment for kindergarten through eighth grade students as a service to all parents in our community.

SAP will be adhering to the most current recommendations as it pertains to:

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

SAP 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 summer care arrangements.

Supervision of children is the primary responsibility of the SAP 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.

Discipline Policy

SAP 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.

Discipline Policy-continued

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 him/her 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.

Suspension/Expulsion Policy

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, SAP expects the child to learn to demonstrate the target behavior consistently, so that he/she may return to SAP in a positive way. Failure to comply with the terms of the suspension may result in an expulsion from the program.

REGISTRATION AND BILLING

A Monthly Schedule and Contract will need to be submitted to SAP by the 15th of the previous month indicating what days your child/ren will be attending. SAP will use this schedule for billing purposes on the 1st 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: \$60 per child
- Session fee (8:00 – 4:00): \$50
- A \$1 charge per minute after 4:00.

Drop In Care

Before you may utilize drop in care, a SAP Registration Form must be on file. Drop in care will be dependent upon space available, as we cannot exceed our student to staff 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

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.



**FAMILY HANDBOOK HANDBOOK
AGREEMENT FORM**

2021 Summer Program

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

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

PARENT/GUARDIAN SIGNATURE_____

DATE_____

STUDENT SIGNATURE_____

DATE_____

STUDENT SIGNATURE_____

DATE_____

STUDENT SIGNATURE_____

DATE_____