



St. Mary's School Age Care (SAC)

Parent Handbook 2015-2016

St. Mary's School Age Care is not affiliated with the Community Education Program for Owatonna Public Schools or the School District #761 School Age Care (SAC) Program.

SCHOOL AGE CARE (SAC)

Welcome to the St. Mary's School Age Care (SAC) Program!

This program is designed to provide a safe and supervised environment for children in kindergarten through grade 5.

This program offers a variety of activities to channel children's energies into positive growing experiences. This program will focus on the following goals for your child:

1. To develop new friendships and work together in cooperative group situations
2. To gain respect for themselves, others and property
3. To develop self-confidence
4. To provide a safe and caring environment conducive to fun, adventure and enrichment
5. To provide caring & respectful staff who understand the importance of an atmosphere that meets the developmental needs of children

PROGRAM

The St. Mary's SAC Program offers a variety of activities in both group and individual situations. Some of the activities include: prayer and quiet time, arts and crafts, sports, creative and dramatic play, recreational skills, community exploration, reading, manipulative and construction toys, outdoor play, and special events. Weather permitting, children will spend time outdoors each day. "Free time" will be provided for the children to pursue their own interests.

CHILDREN SERVED

The St. Mary's SAC Program serves children pre-school through 5th grade.

STAFF

St. Mary's SAC staff has experience in planning, implementing and supervising appropriate activities for school age children.

POLICIES AND PROCEDURES

Enrollment in the program assumes an understanding that you will abide by the guidelines listed as follows:

Parent Expectations of the Program

Parents may expect that:

1. Their children are cared for in a familiar, safe and supportive environment.
2. The SAC Director and staff is available to discuss any concerns, ideas or suggestions. Regular communication will be provided regarding program activities.
3. They will be told about any improper behavior on the part of their child. Dialog with the Director/staff may be scheduled to bring about improvement on the situation.

Program Expectations of the Parents/Guardians

The program expects that parents will:

1. Pay fees on time as explained in the fees and payment procedures.
2. Keep the child's records up-to-date as explained in the enrollment form.
3. Pick up children on time as explained in the Attendance Procedures Section.
4. Provide changes of address and phone numbers to the SAC Director.
5. Follow the health and medication policies as explained in the Illness/Medication Procedures Section.
6. Call the SAC cell phone if their child will not be attending as scheduled.
7. Pay attention to any communication from SMS staff regarding their child's behavior and cooperate in efforts to bring about improvement to the situation.
8. Inform staff about any special needs of their children.

Children's Expectations of the Program

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use program equipment, materials and facilities on an equal basis.
3. To receive nurturing care from staff members who are actively involved with them.
4. To receive respectful treatment.
5. To receive discipline that is appropriate and non-punitive.

Programs Expectation of Children

The program expects that the children will:

1. Have fun, be friendly, be safe, be honest and be respectful to staff and others.
2. Be responsible for their actions.
3. Respect the school rules that guide them during the day while attending SAC.
4. Remain with the group and program staff at all times.
5. Take care of materials and equipment properly and return them to their proper place when done, or before taking out new ones.
6. Arrive at the program promptly according to the enrollment information

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ENROLLMENT/REGISTRATION PROCESSING ENROLLMENT

A minimum of three business days is preferred to process enrollments. Enrollment is considered complete when all enrollment forms in the registration packet are completed and returned:

- School Year 2015-2016 Service Contract
- Emergency Form (including three local contacts other than parents & phone numbers)
- Registration Fee: \$25.00/per family

SCHOOL YEAR CARE OPTIONS AND FEES

Before School Care: This option is offered from 6:30 a.m. until 7:30 a.m. A light breakfast is available, free of charge. **Cost: \$190.00 per child, per trimester.**

After School Care: Families choosing afternoon care will purchase full week care (Monday-Friday) for a fee of **\$30.00/per child, per week** starting at 2:40 pm until 5:30 p.m. This fee can be paid weekly, monthly, per trimester or annually. The overall annual fee is \$1140.00 per child.

Drop-in care will be provided for a fee of **\$10.00/per child per day.**

PAYMENT PROCEDURES

Families will choose either full-time or drop-in care. There are several payment options available – weekly, monthly, per trimester or annually.

Payments can be made by Check or Money Order, payable to St. Mary's SAC Program. Payments may be dropped off at the St. Mary's SAC site or in the school office. You may choose to have SAC payments made through the TADS system. Please contact Connie Lembke, Financial Director.

Timely payment is expected. Full-time accounts 4 weeks past due must be paid current for SAC care to continue. Drop-in accounts \$50.00 past due must be paid current for SAC care to continue.

Mail payments to:

St. Mary's SAC Program
730 South Cedar Avenue
Owatonna, MN 55060

SAVE YOUR RECEIPTS

Please save a copy of your receipts for your annual tax records. We do not send year-end statements.

NSF CHECKS

Checks returned for non-sufficient funds, plus all applicable bank-processing fees will be collected through St. Mary's School.

FUN DAYS

Programming will be provided on non-student days at St. Mary’s School SAC site for a fee of \$25.00/per child per day. Sign in/out will be in the Cafeteria. Families will receive information on events for these days, approximately 1 month prior to date. Families must pre-register by each designated sign-up deadline. Students attending Fun Days will be supervised by SMS Staff and adhere to St. Mary’s SAC program procedures.

*** 15 children must be registered for each Fun Day to be offered.*

Fun Days times will always be 7:30 a.m. – 4:30 p.m.
Children must bring a lunch. Snacks will be provided.

2015-2016 Fun Days:

- Monday, October 19**
- Wednesday, November 25**
- Friday, December 4**
- Monday, January 18**
- Friday, March 7**
- Friday, April 15**

SNOW DAYS

St. Mary’s SAC will NOT offer care (Morning OR Afterschool) on snow days if District #761 closes buildings due to severe weather.

If District 761 announces an early school closing: **There will be no afternoon SAC.** However, registered SAC children may be picked up in the cafeteria within 30 minutes of the dismissal time.

2015-2016 DAYS CLOSED / Days when SAC is NOT offered

September 7	Labor Day
October 15-16	Educator’s of MN Conference (formerly called MEA)
November 9	Staff Development
November 26-27	Thanksgiving and the day after
December 24-January 4	Christmas Break
February 15	Spring Comp Day
March 25-April 3	Spring Break with Easter
May 30	Memorial Day

ATTENDANCE PROCEDURES

For your child's safety, the parent/adult who picks up the child from the St. Mary's SAC in the afternoon, must sign and record time on the sign in/out sheets.

St. Mary's SAC Staff will make every effort to greet parents as they come on site. In the event staff is involved in an activity with the children, please alert staff to your presence. All children must be accommodated by an adult or sibling, age 13 & over and from the after school program.

ABSENCE

If your child will be absent from the after school program, **please call the St. Mary's School SAC Director at (507)456-5883**. Please leave a message if your child(ren) are not coming to SAC. If a child does not show up as expected, staff will follow up by calling home, work, and contact numbers on file.

FUN DAY ABSENCE

Due to staffing arrangements and pre-planning expenses, families will be billed for scheduled care if Fun Day cancellations are not received by the St. Mary's After School Care Director by the cancellation date and time indicated on the registration form.

AUTHORIZATIONS

When registering your child for the After School Program, please name all persons authorized to pick-up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.

Please inform the staff in advance, or in writing, if someone other than a parent or guardian is to pick up your child.

The St. Mary's SAC Program requires people to be at least 13 years of age in order to sign children out from the program site. This includes siblings who may pick children up from the program site. Please include these names on your family Emergency Form.

EMERGENCY INFORMATION

In addition to parents, please list at least three people with **local** phone numbers on the emergency form who can pick your child up from the After School Program in case of an emergency. Unfortunately people with out-of-town phone numbers are too far away to help in emergency situations.

It is very important to keep the St. Mary's SAC staff informed about changes in Emergency Information. Please keep registration form up to date and accurate. Update your information if phone number changes.

LATE PICK-UP FEE

St. Mary's SAC program ends promptly at 5:30 p.m. A late fee of **\$5.00** per every five minutes will be assessed beginning at 5:40 p.m. If you are unable to pick up your child by 5:30 p.m., you must notify the site as soon as possible and make arrangements for someone else to pick up your child. Three late pick-ups could result in termination of the service contract.

PARTICIPATION IN ACTIVITIES OUTSIDE OF AFTER SCHOOL CARE

Occasionally children leave during the SAC hours to participate in various activities (i.e. sports practice, tutoring, music lessons). For children's safety, children are required to sign-in with St. Mary's SAC Staff prior to attending activities after school. For after school activities, families will be billed from the time school releases until the child leaves for the entire day. Families are responsible for transportation to and from their child's additional activities.

ILLNESS/HEALTH PRACTICES

St. Mary's School (including SAC) has the following practice regarding ill children:

1. Children who are ill must not attend the SAC Program. This includes children with the following symptoms: fever, diarrhea, an undiagnosed rash, inflamed eyes, severe cold or sore throat.
2. A child is sent home if displaying signs of physical illness and/or has a temperature of 100 degrees or higher.
3. A child should be "fever-free" for at least 24 hours before returning to school and/or the after school care program.
4. When taking antibiotics, a child must be on the medication for at least 24 hours before returning to school and/or the after school care program.
5. If a child has been vomiting or running a fever during the night, he/she should not attend school and/or the SAC program the following day.
6. If a child becomes ill at SAC, staff will have the child rest apart from the other children, and contact you to pick up your child. If you cannot be reached, the staff will contact the emergency back-up people listed on your child's emergency form.
7. If your child comes down with a communicable disease such as chicken pox, head lice, pink eye or strep throat, CONTACT THE SAC PROGRAM DIRECTOR IMMEDIATELY. When a communicable disease is reported, a note will be posted to inform other parents of exposure.

ACCIDENTS

If your child has a minor injury (e.g. scrapes, minor bumps & bruises), you will be notified when you pick up your child. If a serious injury should occur which might need medical attention (e.g. deep cut, sprains, chipped tooth), the staff will call you immediately so that you can take your child to a doctor or dentist. ***In an emergency situation, the staff will call 911 and then contact you. After 911 has been called, it is up to the team responding to the emergency to decide what actions will be taken. You will be responsible for medical charges.

INSURANCE

The Diocese of Winona no longer provides student accident insurance effective July 1, 2001. Should a student injury occur, the parent/guardian medical insurance would be the primary insurance carrier. Insurance coverage beyond the primary needs to be directed to the Diocesan Risk Management Coordinator, Ryan Christianson at 1-800-494-6452

MEDICATION

Both the state and the Diocese of Winona prohibit students from bringing any type of medication into school and taking it themselves. All medications must be brought to the school nurse and administered only according to the written order of the doctor and your parents. Although the SAC Staff may not dispense medication for your child on a daily basis, there may come a time when we need to dispense medication (i.e. field trips, summer, Fun Days). Please become familiar with the following guidelines.

1. **Prescription medications** require a "**Medication Request and Authorization**" form that is completed and signed by both the parent *and* physician. Staff cannot dispense medication without the *Medication Request and Authorization* form on file and without a doctor's signature.
2. Prescription medication must come to school in the **original prescription container** appropriately labeled for the student by pharmacy or physician. Mixed dosage in a single container or dosage that needs to be altered will not be accepted. Medication in envelopes, baggies, etc. will not be administered.
3. **Non-prescription / over the counter medications** follow the same requirements as prescription medications if the parents want them administered in school. A "*Medication Request and Authorization*" form needs to be completed by the parents and physician. Medication must be in the original container, which clearly identifies the medication.
4. **Medications are generally not to be carried by the student.** If an exception is to be made (e.g. bronchial inhalers, bee sting kits), there must be a "*Medication Request and Authorization*" form on file with the St. Mary's School and the SAC program. Medication should be brought to school by the parent or guardian and left with the appropriate school representative, except as noted in a written agreement between the school district and the parent.
5. **St. Mary's School and the after school program staff must be notified immediately of any change** in the student's medication or if the medication is no longer required. For medication dosage changes, the school district must receive notification from the physician.
6. Planning for students who require medication on **field trips** must be done prior to the day of the field trip. It is the parent's responsibility to inform the staff of medication needs in advance of the field trip. "*Medication Request and Authorization*" forms are available at the St. Mary's School Office, from the SAC Program Director and most local doctor's offices. If your child goes to the doctor, take this form with you in the event your child needs medication of any type.

PROCESS FOR PROMOTING SUCCESS IN ALL CHILDREN

St. Mary's views *discipline* as an opportunity to teach children social skills needed to function successfully in daily life. St. Mary's SAC program staff encourages appropriate behavior through clear guidelines, consistent consequences and positive staff interaction. When working with children, SAC staff remains proactive, guiding children in making appropriate choices and redirecting them as needed.

PARENTS AS PARTNERS

To be more effective in working with children, St. Mary's SAC staff team up with parents to work on issues together. Ongoing communication between home, school and St. Mary's SAC Director promotes success for children. When staff understands children's needs, they can respond appropriately to those needs.

PROMOTING SAFETY AND SELF-ESTEEM FOR ALL STUDENTS

In order to maintain a safe and nurturing environment for all children, SMS will not tolerate any form of behavior that hurts or intends to hurt others: physically, verbally, or emotionally. Children deserve a positive environment that helps them feel secure, fosters their self-esteem, and provides opportunity to develop new skills.

DISCIPLINE NOTICES AND PLANS FOR AFTER SCHOOL CARE SUCCESS

When a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations, staff will make every effort to resolve the problem. If their efforts don't bring success, a behavior "Incident Notice" will be issued and signed by the staff and will be shared with principal and parent/guardian.

An "**Incident Notice**" is issued when behavior is:

1. *Unwanted/offensive* -- intended to hurt others physically, emotionally, or intended to damage property
2. *Repeated* -- intervention doesn't work
3. *Disrupts the site* -- impacting the well being of other children and/or staff.

Description of Incident Notices

First Notice Warning to alert parents about behavior issues

Second Notice A meeting with parent, child, and Program Director will be scheduled to discuss the behavior issues. An action plan will be developed at the meeting to promote the child's success in the after school program.

Third Notice St. Mary's SAC services are discontinued.

IMMEDIATE SUSPENSION

For the safety and benefit of all children in the program, the Program Director reserves the right to *immediately suspend for five program days any child who:*

- Causes or attempts to cause physical injury to self or others;
- Causes or attempts to cause destruction of property; or
- Leaves the designated SAC area with the intent to runaway or hide from staff.

Parent(s) will be notified IMMEDIATELY to come pick up their child. A meeting will be scheduled between parent(s), child, and Program Director to discuss the child's behavior and the consequence of the behavior. The child may return to the SAC program after a five day leave of absence providing the child continues to follow program guidelines.

GENERAL INFORMATION

EMERGENCY CLOSING

If Owatonna Public Schools close early due to inclement weather, or a utility emergency, the St. Mary's SAC Program will also be closed. KRFO (1390 AM) and WCCO radio (830 AM) will carry announcements of closing. SMS uses the Honeywell Alert System and the Principal will send a message when there is a closing.

SNACKS

St. Mary's SAC program will provide a snack and milk (or juice) each afternoon.

Families may participate in supplying a snack for the group if they wish – it must be commercially prepared and in its original package. Please contact the SAC Director in advance to make arrangements. Please contact the director if your child has allergies to any foods/milk.

ACTIVE WEAR

Children should dress casually and appropriately for the activities of the day. Children will be taken outside daily, except when it rains or wind-chill is below 0 degrees Fahrenheit. Please send your child with appropriate shoes, hats, mittens, scarves, boots, snow pants and coats. If we are unable to go outside, children may have playtime in the gym.

ITEMS FROM HOME

Donations of items from home for art projects or creative play would be appreciated.

Possible items may include:

Yarn, beads, stickers - art projects

Small plastic bowls or cups - painting containers

Small wood scraps - sculptures

Children's books - appropriate age level

Board games

Markers, pencils, coloring books

Playground balls

If you would like to donate other usable items, contact the Program Director.

CHILDREN'S PERSONAL PROPERTY

To protect your child's valuables, personal property including collectible cards, toys, Ipods, and cell phones is prohibited at St. Mary's SAC program site. Children will be asked to keep such items in their backpacks, if they are brought to SAC.

VISITORS, VOLUNTEERS AND OBSERVATIONS

Parents and community members who are screened by the program supervisor in advance are welcome to observe or volunteer at the program. For liability and supervision purposes, it is not possible for children who visit the program to take part in activities.

BRINGING GUESTS TO THE SAC PROGRAM

Guests (students or friends not currently enrolled in the program) will **not** be allowed to attend any session of the program. This is due to liability and staffing.

ST. MARY'S SCHOOL AND ST. MARY'S SAC PROGRAM POLICIES

DISCRIMINATION POLICY

St. Mary's and the SAC will admit students of any sex, religion, race, color, and national or ethnic origin to all the rights, privileges, programs and activities made available to the students at our school. We do not discriminate on the basis of sex, religion, race, color or national/ethnic origin in the administration of educational policies, admission policies, scholarship or loan programs, athletics, or other school administered programs.

HARASSMENT

No students or staff members should ever be harassed or intimidated. This policy expressly prohibits this behavior and outlines the procedure and punishment if it occurs.

ILLEGAL MATERIALS POLICY

This policy covers weapons or hazardous materials as well as illegal or inappropriate material in the school or on the school grounds.

ACTIVITY BUSES

Activity buses may be used for school activities that occur away from the school grounds. For field trips, a permission slip will be sent home that must be signed and returned to school before you can make the trip.

IF YOU HAVE ANY QUESTIONS ABOUT THIS HANDBOOK, OR THE ST. MARY'S SAC PROGRAM, PLEASE CONTACT ST. MARY'S SCHOOL OR THE SAC PROGRAM DIRECTOR: Cathi Arjes at (507)456-5883 or carjes@stmarys-owatonna.org

Revised: 08/23/2015