

Saints Inc. Parent Handbook

WELCOME!

We are pleased that you have selected our program for your family! Saints Inc. staff hopes your child's experience with us is a positive one. We all share a common goal-to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships, and have FUN!

The policies outlined in this handbook are what you may expect from St. Joseph's Catholic Community and Saints Inc. and what we expect from you in return. In order for your child's experience to be rewarding, we all need to work together!

We hope this handbook is helpful. Please take the time to become familiar with the policies procedures of Saints Inc.

Our program focuses on respect, creativity, safety, friendship, faith and fun! We welcome you and your child to our program.

Katie Moore

Saints Inc. Coordinator

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IMPORTANT INFORMATION

Saints Inc. Coordinator: Katie Moore- kmoore@stjosehwaconia.org, 612-481-1029

Before School Teacher: Eric Ehalt- eehalt@stjosephwaconia.org

School Office: schooloffice@stjosephwaconia.org or 952-442-4500

Our Mission and Our Guide

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.

Our Guide

Let the children come to me

And do not hinder them,

For the kingdom of God belongs to such as these.

- 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.
- Saints Inc.'s core values of caring, honesty, respect, and responsibility are taught to all ages. Because of this, our program is a great place for your child to grow!

Admission and Registration

Hours of Operation

Saints Inc. is open during the following hours:

Before School Session:

7:00 am - 7:45 am

After-School Session:

M-Th End of school – 5:30 pm

Friday End of school – 5:00 pm

*Saints Inc. Coordinator has the right to close early, with advance notice given.

School Year Registration

- There are two different sessions of Saints –Saints Inc. during the school year and Summer Saints. Families must fill out separate registration forms for School Year Care and Summer Care.
- Registration forms can be found on the St. Joseph's website (<https://school.stjosephwaconia.org/saints-inc.>) or contact the coordinator.
- All forms MUST be completed and turned into the school office prior to your child being eligible to be considered for the program.

Admission and Registration Policy

- Any school-age child attending private OR public school is eligible to enroll in Saints, Inc. School age is defined as K-6th grades. If your child attends public school, bus accommodations can be made to get your child to Saints, Inc.
- Current students who attend St. Joseph School 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.
- Following the priority rules above, 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.
- Registration consists of completion of appropriate paperwork and paid registration fee. There is a registration fee for all families of \$50.00 per child/per year with a max of \$100/family to enroll in Saints, Inc.
- No child who meets the above criteria will be denied on the basis of race, religion, ethnicity or gender.

Attendance and Rates

Early Release School Days

Saints Inc. is open for care on all early release school days. You will be billed the regular hourly rate from the time of dismissal.

Rates:

Before School rate: \$6

After School Rate: \$7 per hour, billed to the quarter hour

Non-School Day: \$40 per day

Weather Related Changes

- Snow Days/School Cancellations: Saints Inc. is closed on snow days and/or school day cancellations.
- Delayed Start (Due to Weather) School Days: Saints Inc. is not open prior to the delayed start school day.
- Early Release (Due to Weather): Saints Inc. will be open in the event of an early release (due to weather) until parents can safely pick up their children. We ask that students be picked up as soon as possible once the early release (due to weather) is called.
- Families using Saints, Inc. during weather related closures will be charged an hourly rate of \$7.00 per child. Children who are not contracted for that day may come to Saints, Inc. If your child is scheduled to come to Saints, Inc. on the day of closure please make sure you let a staff member know if they will not be attending.
- Closings are announced on our school website, through e-mail and other social media outlets. Families may also call the ISD 110 weather line at 952-442-0640; as St. Joseph School follows the District and its busing during severe weather.

Drop-in Care

If your student needs emergency drop in care, a fee of \$10 will be added. Please provide 24-hour notice to our Saints Inc. Coordinator for care. A registration form is required.

Saints, Inc. will be closed on:

- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Break
- Good Friday
- Easter Monday
- Memorial Day

Before school policies

Parents need to communicate their child's attendance schedule in advance for morning care **to ensure that staff are present.**

For the safety of our students, we require that the parents enter the building to make contact with a staff member upon arrival.

Policies and Procedures

Sign In/ Sign Out

All students who are signed up for the day will be automatically punched in at the end of the school day. If your child is not there see SEARCH FEE below.

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.

At the time of enrollment, Saints Inc. must be provided with names and phone numbers of persons authorized to pick up their child, including all legal guardians. Please inform the staff if someone other than those on the authorized list will be picking up your child. Please remind anyone picking up your child to bring their ID as staff will not be able to release the child until their identity is verified

Search Fee

The Saints Inc. Coordinator will be notified if a student is absent for the day. If a student leaves early or will not be attending Saints Inc. for any reason it is the responsibility of the parent to contact the Saints Inc. Coordinator directly.

Parents are to notify Saints, Inc. if their child will be in any extracurricular activities during Saints Inc. time. Parents also must let the extracurricular coach/instructor know where their child is to go after the activity is over.

Supervision responsibility for Saints Inc. staff will start at the end of the school day and end when they are picked up for the day.

If the staff need to call a parent, seek out that child's teacher, or be informed by the school office for verification of a child's absence, a \$10 search fee will be automatically charged to your account. Please contact the coordinator by phone or email before 2:30 pm to avoid a search fee.

Late Pick Up

Children must be picked up by 5:30 p.m. (or close of Saints). After 5:30 pm a late fee will be charged starting at 5:31 pm. The fee for a late pick up is \$25, plus \$1 per minute per child if you are late 1-3 times. After 4-6 late pick-ups, the fee is \$2 per minute per child.

If you have an emergency and will be late, please notify the staff by phone or email. Late fees for emergencies will be decided by the coordinator. If a parent is late picking up a child, a staff member will remain with the child on site, until the parent arrives. If you do not pick up your child, Saints Inc. is not notified and you and your emergency contacts cannot be reached, the police will be called to pick up your child.

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

Billing and Communication

Parent Portal

Parents can view their invoices or make advanced payments by logging into the parent portal at:

<https://www.ezcaresoftware.com/parent-portal/>

EZ Smiles is an app that is available for families. Ask the Saints Inc. Coordinator for more information.

Billing

Saints Inc. uses EZ Care software to manage attendance and billing. All parents are required to set up an EZ Care account via the parent portal.

Invoices are generated through EZ Care and sent out at the end of each week. Payments will be automatically processed through Saints Inc. at the end of each week. The speed of the processing depends at the bank.

Parents are required to sign-up for auto-pay. Parents will need fill out the EZ-EFT auto-payment form and turn it in to the Saints Inc. Coordinator. (Please find the form at the end of the handbook.)

Pre-payments can be made through the parent portal.

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

Communication

Parents are encouraged to communicate openly with the Saints Inc. staff about the program and their child. 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. It is best to contact the coordinator before 2:30pm. If there is an emergency and the coordinator is unreachable, please try to contact the school or parish office and they will attempt to convey the message in a timely manner.

If there is a schedule change please CC your child's teacher, the school office and the Saints Inc. Coordinator so we know where to send your child.

Illness and Accidents

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
- Contagious Illness

Children must be fever-free, without the aid of medication for 24 hours before returning to Saints Inc.

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.

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. Medication will be administered following the St. Joseph Family Handbook. Epi pens and other necessary medications will be on hand for children in emergency situations.

Staff members must be informed of any child who has allergies or medications that need to be given.

If your child does not attend school due to illness or suspension, they are not eligible to be at Saints Inc.

Severe Weather/Emergency Procedures

Saints Inc. will take whatever emergency measures necessary for the care and protection of all children. Please refer to the St. Joseph School Handbook for further details on the School Security Policy.

St. Joseph School conducts regular fire, tornado and lockdown drills.

Accidents

If a serious injury should occur, the staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist.

In case of emergency, the staff will call 911, perform immediate First Aid and contact parents immediately. A staff will accompany the child to the hospital and stay until the parent arrives if emergency medical transportation is required.

Behavior

Behavior

Since Saints Inc. is an extension of St. Joseph School, the same basic philosophies underline each program. Saints Inc. will follow the same basic Christian Behavior Expectations outlined in the St. Joseph Handbook. If your child does not follow the rules, they will receive a behavior slip that will be sent home with them and an email will be sent to the parents.

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 with approval from the principal.

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

Behavior Incident Procedure:

- When a child misbehaves (does not listen, does not clean up when asked, name calling) they will receive a warning from staff and will be redirected to a different activity.
- When a child misbehaves a second time in one day, the child receives a 5 min. quiet time.
- When a child misbehaves a third time in one day, a 10 min. time out will be given in an isolated area.
- When a child misbehaves a fourth time in one day, a call may be made to the parents to come and pick up their child from the program.
 - If excessive bad behavior persists, the child may be asked to take a break from the program for up to two weeks.
- After each time out, the staff will talk with the child, explain why he/she is sitting out, and suggest what the child could do to avoid further time out.

Program Rules

All children, Staff and parents should be following the core values of St. Joseph's: caring, honesty, respect and responsibility. In addition to following the values, program rules are:

1. Follow Directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your hands and feet to yourself
5. Stay with the group

Behavior Continued

Physical Incident Policy.

A Physical Incident is defined as a child acting out aggressively, with the intent to harm toward another student or staff. This can include, but is not limited to, hitting, kicking and spitting.

1st Incident: A call is made to the parents immediately. The child is then placed in an isolated area for 10 minutes.

2nd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus one additional day.

3rd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus five contracted days. A meeting with the Principal, Saints Inc. Coordinator, parent and child will be set up.

4th Incident: A call is made to the parents immediately and the child will be suspended from the program for a minimum of one year from date of incident.

Re-enrollment for future years possible pending the following:

- Space Availability
- Saints Inc. account is current
- First week fee and registration fee is paid in advance
- A satisfactory meeting with the parent and child by the Coordinator

Payment must still be made when the child is suspended

Non- School Days and Summer Saints

Non-School Days

Saints Inc. will be open on selected days when school is not in session.

- Families must sign up in advance prior to that day. A signup will be sent out to families.
- If enough families are in need of care, Saints Inc. will be open.
- If you sign up for the day and do not attend you will still need to pay for the full rate.
- Children who are dropped off and NOT registered for care will be allowed to stay if space is available. A \$10 Non-Sign Up Fee will be charged to your account in addition to the day fee
- If there are not enough families signed up, Saints Inc. will be closed and families will need to find alternate care for that day.
- Non-school day hours will be based on the majority of need.

All children attending a Non-School Day need to bring with them:

- **Healthy morning and afternoon snack**
- **Bag lunch from home**
- **Appropriate clothing for both indoor and outdoor**

Summer Care

Summer Saints offers care June through August. Summer child care contracts are available for 1- 5 days a week. Refer to the Summer Registration form and Contract Terms for cost. Summer Saints only has full day contracts. There is no half day rate.

The weekly rate includes:

- Morning and Afternoon Snacks
- Weekly field trips (local and out of town)
- Endless FUN!

Summer Saints

**Summer Saints is an extension of the Saints Inc. Program.
All policies in this handbook apply to the Summer Saints program.
Summer Saints is open Monday-Friday from 7:00 am- 5:00pm.**

***Closed Independence Day (or observed day)**

DAILY STUDENT NEEDS

- Clothing & Backpacks - Our days will be filled with hands-on experiences, so please send your child in comfortable, weather-appropriate clothing that is okay to get dirty and comfortable and sturdy shoes.
- Send a jacket or sweatshirt for cool or wet mornings/late-afternoons.
- A full-size backpack or bag each day, for take-home projects and notes
- Labeled Bottle of Sunscreen*
- A change of clothes.
- *Water clothing and towel – if water time is scheduled*

** We ask that parents please apply sunscreen to your child before they come to school. Teachers will assist/remind children to apply sunscreen before playing outside in the afternoon.*

LUNCH—ALL CHILDREN BRING BAG LUNCH AND A MORNING & AFTERNOON SNACK *A light breakfast is provided and served at 8:00 AM. *Children will eat lunch around 11:30 AM. *Please pack a PEANUT/PEANUT BUTTER FREE. We will have milk available as well. Include an ICE PACK. Refrigeration is limited.

PAYMENT SCHEDULE will follow the Saints Inc. payment schedule. Parents must complete an EZ-EFT form to be enrolled in auto-payment. Autopayment is required to be enrolled in the program.

Summer Manager: Amy Gallus agallus@stjosephwaconia.org

Schedules/Student Accounts: kmoore@stjosephwaconia.org or 612-481-1029

Main school Office: 952-442-4500 (Limited hours)

Summer Lead Staff: Jill Good, Amy Gallus, Natalie Richards, Katie Moore

Planning for Each Day

What to Bring

- Water bottle
- Homework
- Appropriate indoor and outdoor clothing.
- Snack (if additional one is needed)

Dress Appropriately

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 wrecked. Please make sure your child has weather appropriate clothing. Saints do go outside unless severely cold or rain.

What NOT to Bring

- Cell Phone/Electronics
- Games
- Valuables
- Money
- Candy/Pop
- Pokémon Cards

Personal Toys

We will do our best to ensure the safety of your child's belongings; however, we do ask that you please not send any unnecessary items with them. 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. will not take responsibility or be held liable for lost, stolen or damaged items. Please do not send items of value from home with your child.

What a day looks like

- ❖ Each day children will be given time to complete their homework during Saints Inc. If they do have homework they will be asked to have quiet work time, which may involve reading, drawing or some other quiet activity.
- ❖ Saints Inc. will provide a small snack upon your child's arrival. If you think they may need more food, please send an additional snack.
- ❖ After quiet work time we typically have large motor time either outside or in the gym.
- ❖ We will have time in the classroom for free play and crafts as well

****Peanut Aware Classroom****

Saints Inc. is a peanut aware classroom. This means that children should refrain from bringing any snacks that have peanuts or tree nuts.

Things to Know

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.

Key Things to Remember

- Children must be signed in and out by a parent/guardian each day.
- Students are supervised from the time they arrive at Saints Inc. until the time they leave the program.
- Schedule changes should be communicated with the Saints Inc. Coordinator.
- Parent must make contact with a teacher before leaving.
- Please have weather appropriate clothing for outside play.
- Please provide 24-hour notice when drop-in care is needed.
- For emergency drop in care (without notice) a \$10 fee will be added.
- Please be respectful of our Staff's time.

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.



Acknowledgment and Agreement of Saints Inc. Family Handbook Policies

Please read and discuss the Saints Inc. Family Handbook with your child(ren). Please check all statements and sign below.

_____ I have received and read the Saints Inc. Family Handbook and we agree to be governed by the policies contained therein.

_____ I acknowledge that we are responsible for all information communicated through weekly e-newsletters and/or emails.

Parent/Guardian first and last name PRINTED

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

If you do not wish for your child to be featured in print marketing or social media during the 2020-2021 school year, please contact Olivia Doeden, Director of Marketing, at odoeden@stjosephwaconia.org with a written and signed request.

Sign up for EZ- EFT today!

I hereby authorize my financial institution to make periodic payments on my behalf from the checking, savings or credit account listed below and transfer it to St. Joseph's Catholic School.

I understand that I am in full control of my payments, and I will notify you if at any time I decide to **make** any changes, discontinue this service, or change or close my credit card or bank account.

Forms returned to Saints Inc. Director or School Office

Name _____

Address _____

City _____ State _____ ZIP _____

Signature _____ Date _____

Credit Card Charge

- Visa
- MasterCard
- AMEX
- Discover

_____ Credit Card Number

_____ Expiration Month/Year

Checking Acct.

_____ Account Number

_____ Routing Number
(Or attach voided check)