

# **St. Mary's School Age Care (SAC)**

## **Parent Handbook**

### **2023-2024**

*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 Program!

This program is designed to provide a safe and supervised environment for children in afternoon Preschool, Kindergarten Readiness, and Kindergarten through fifth grade.

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 and 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 in preschool through fifth grade.

## STAFF

St. Mary's SAC staff has experience in planning, implementing and supervising appropriate activities for school age children. The SAC Director can be reached at the following :

**507-456-5883**

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# Policies and Procedures

Enrollment in the program assumes and understanding that you will abide by the following guidelines:

## 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 notified of any improper behavior on the part of their child.  
*Dialogue 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/guardians 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 on 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.
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.

## Program Expectations of Children:

The program expects that the children will:

1. Have fun, be friendly, safe, honest and 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.

# Program Services and Fees

A minimum of three business days is preferred to process enrollments. Enrollment is considered complete when all appropriate registration information is filled out and the \$25 registration fee is paid.

## School Year Care Options and Fees

### Full Time Afterschool Care

Cost: \$1200/year/child  
Multi-student discount available

This option is offered from 2:25 pm until 5:00 pm. A light snack is provided.

## PAYMENT PROCEDURES

Payments can be made in FACTS OR by Check, payable to St. Mary's SAC Program. *Please contact Connie Lembke, Financial Director*

### **Timely Payment is Expected.**

**Accounts 4 weeks 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

### RECEIPTS

You can print a copy of your receipts for your annual tax records from FACTS. 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.

# Program Services and Fees – cont'd

## FUN DAYS

(5) Fun Days: Nov. 6, Nov. 17, Jan. 15, Jan. 22, & March 22. **These days are optional and cost \$35/day. Fun Days hours are 7:30-4:30.** If we have room, we plan to open these up to non-SAC students (KR-5th grade) for \$40/day. There might be additional fees for field trips.\*

**Minimum of 15 children per Fun Day.**

## SNOW DAYS

St. Mary's SAC will **NOT** offer care 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.**

**SAC will follow the school calendar and only be open on school days. No SAC on the following non school days:**

October 19-20 MEA Ed. MN Conference

November 22-24 Thanksgiving Break

December 22- January 1 Christmas Vacation & New Years Day

February 16 Conference Comp. Day

February 19 President's Day

March 25 - 29 Spring Break

April 1 Easter Monday

April 19 Staff Retreat

May 27 Memorial Day

# Attendance Procedures

**For your child's safety, the parent/adult/guardian who picks up the child from the St. Mary's SAC in the afternoon, must sign and record the 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 accompanied by an adult or sibling, age 13 and over from the after school program.**

## ABSENCE

If your child will be absent from the after school program, please contact the  
**SAC Director : (507) 456 – 5883 or [jmcshane@stmarys-owatonna.org](mailto:jmcshane@stmarys-owatonna.org)**

Please call **before 10:00am** if your child(ren) will be absent from SAC that day.

Please leave a message if your child(ren) will not be coming to SAC.

If a child does not show up as expected, staff will follow up by calling home, work, and contacts on file.

## LATE PICK-UP FEES

The SAC program ends promptly at **5:00pm**.

A late fee of **\$5.00 per every 5 minutes** will be assessed

If you are unable to retrieve your child by 5:00pm, 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.

*Any and all late pick-ups will be documented*

## AUTHORIZATIONS

When registering your child for the SAC 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 also be on file.

Please inform the staff in advance, or in writing, if someone other than a parent/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 site. This includes siblings who may pick up children from the program site. Please include these names on your Family Emergency Form.

## EMERGENCY INFORMATION

In addition to parents, please list at least **3** people with **local** phone numbers on the emergency form who can pick your child up from the SAC program in case of emergency.

It is extremely important to keep the St. Mary's SAC staff informed about any changes in your Emergency Information.

Please keep registration forms up to date and accurate.

Please update your information if your phone number changes

# Attendance Procedures – cont'd

## PARTICIPATION IN ACTIVITIES OUTSIDE OF AFTER SCHOOL CARE

Occasionally children leave during the SAC hours to participate in various activities (i.e. sports, music lessons)

***For children's safety, children are required to sign-in with St. Mary's SAC Staff prior to attending activities.***

Families are responsible for transportation to and from their child's additional activities.

## ILLNESS AND 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**
3. A child should be ***"fever-free" for at least 24 hours*** before returning to school and/or the SAC program
4. When taking antibiotics, a child must be on the medication for at least **24 hours** before returning
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.
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 contacts listed on your child's Emergency Form.
7. ***If your child has a chronic medical condition (examples listed below) please notify the health office so an Emergency Action Plan can be developed. The school nurse will share this plan with me, if you notify her that the SAC office also needs a copy***
  - a. Allergy (food or other)
    - i. NOTE: If your child requires an EpiPen, we request parents to provide an EpiPen for the Health Office, classroom, and SAC Director
  - b. Asthma
  - c. Cardiac Condition
  - d. Diabetes
  - e. Seizure Disorder
  - f. Or any other condition that may require emergency action

### **Accidents**

If your child has a minor injury (scrapes, minor bumps, and bruises you will be notified when you pick up your child. If a serious injury should occur which might need medical attention (deep cuts, sprains, chipped tooth), the staff will call you immediately, so that you can take your child to the 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/Rochester no longer provides student accident insurance effective: July 1, 2001.

Should an injury occur, the parent or 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.



# Attendance Procedures – cont'd

## MEDICATION

Both the state and the Diocese of Winona-Rochester **prohibit** students from bringing any kind of medication into school and self-administering.

All medications **must be brought to the school nurse** and administered only according to the written order of the Doctor and 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 (field trips, summer, Fun Days).

### **Please become familiar with the following guidelines:**

Prescription Medications	<ul style="list-style-type: none"> <li>• Prescription medications require a <b>“Medication Request and Authorization”</b> form that is completed and signed by both the parent <b>and</b> physician.</li> <li>• Staff cannot dispense medication without the Medication Request and Authorization form on file and without a doctor's signature.</li> </ul>
Prescription Medication Container	<ul style="list-style-type: none"> <li>• Prescription medication must come to school in the <b>original prescription container</b> appropriately labeled for the student by pharmacy or physician.</li> <li>• Mixed dosage in a single container or dosage that needs to be altered <b>will not be accepted.</b></li> <li>• Medication in envelopes, baggies, etc. <b>will not be administered.</b></li> </ul>
Medications are not to be carried or self-administered by the students	<ul style="list-style-type: none"> <li>• St. Mary's School asks your help in NOT sending medication to school as most prescribed medications can be given at home. However, there may be a unique situation in which your child will require a prescription medication to be administered during school hours. If so, please contact the school nurse.</li> <li>• 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.</li> </ul>
Changes in Medication	<ul style="list-style-type: none"> <li>• St. Mary's School and SAC staff <b>must be notified immediately</b> of any change in the student's medication or if the medication is no longer required.</li> <li>• For medication dosage changes, the school district must receive notification from the physician.</li> </ul>
Field Trips	<ul style="list-style-type: none"> <li>• To be determined.</li> </ul>

**These forms must be shared with the SMS Nurse, along with the SAC director.**

# Child Guidance Procedures

## 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 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 also 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 the 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 the principal and parent/guardian.

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

Unwanted/Offensive	Intended to hurt others physically, emotionally, or intended to damage property
Repeated	Intervention doesn't work
Disrupts the Site	Impacting the well being of other children and/or staff

# Child Guidance Procedures – cont'd

<b><u>DESCRIPTION OF INCIDENT NOTICES</u></b>	
First Notice	Warning to alert parents about behavior issues
Second Notice	A meeting with the parent, child and Program Director will be scheduled to discuss the behavior issues.
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:**

1. Causes or attempts to cause physical injury to self or others
2. Causes or attempts to cause destruction of property
3. Leaves the designated SAC area with the intent to run away or hide from staff

Parents will be notified **IMMEDIATELY** to come and retrieve their child.

A meeting will be scheduled between parent(s), child, and SAC Director to discuss the child's behavior and the consequences 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

<p><b><u>Emergency Closing</u></b></p> <p>If St. Mary’s School closes early due to inclement weather, or a utility emergency, the St. Mary’s SAC program will also be closed.</p> <p>KRFO (1390 AM) and WCCO (830 AM) will carry announcements of closing.</p> <p>In addition, a parent alert will be sent by the school principal.</p>	<p><b><u>Snacks</u></b></p> <p>St. Mary’s SAC program will provide a snack each afternoon. Children are permitted to bring their own snack.</p> <p>Families may participate in supplying a snack for the group if they wish - it must be commercially prepared and in its original package.</p> <p>Please contact the SAC Director in advance to make arrangements. Please contact the director if your child has any food/milk allergies.</p>
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## 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 Zero 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 active time in the gym.

<p><b><u>Children’s Personal Property</u></b></p> <p>To protect your child’s valuables, personal property including: Collectible Cards, Trading Cards, Toys, I-Pods, I-pads, cell phones, video game systems.</p> <p>Are <b>prohibited</b> at St. Mary’s SAC program site. Students will be asked to keep such items in backpacks, if they are brought to SAC.</p>	<p><b><u>Visitors, Volunteers &amp; Observations</u></b></p> <p><b>Prior approval needed.</b></p>
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## BRINGING GUESTS TO THE SAC PROGRAM

Guests (students or friends not 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 SAC PROGRAM POLICIES**

## **Discrimination**

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.

The policy expressly prohibits this behavior and outlines the procedure and punishment if it occurs.

## **Field Trips**

To be determined

## **Donations**

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

Possible items may include:

Yarn, beads, stickers, board games, art supplies, gently used toys, age appropriate children's books, and playground equipment.

Please contact the SAC director if you are interested in donating.

## **ILLEGAL MATERIALS POLICY**

At no time will firearms, live ammunition, explosives, alcohol, tobacco products, drugs, drug paraphernalia, pornographic materials or other hazardous or illegal materials/items be allowed in St. Mary's School or the SAC program.

The penalty for a first offense shall be a five-day suspension. A second offense will result in immediate expulsion for one year (365 days) from the date of the offense.

The administrator will notify police.

## **QUESTIONS AND CONTACT**

If you have any questions about this handbook, or the St. Mary's SAC Program, please contact SMS SAC director, Jen McShane at 507-456-5883 or [jmcshane@stmarys-owatonna.org](mailto:jmcshane@stmarys-owatonna.org)