

**ROYAL KIDS AFTER SCHOOL PROGRAM
AND
HOMEWORK CLUB**

**PARENT
HANDBOOK
2021-2022**



9050 93rd Avenue N. • Brooklyn Park, MN • 55445 • 763-425-3970

www.saintvdp.org

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HOURS AND DAYS OF OPERATION

Hours: 1:30 – 5:30 PM School Days

7:00 AM – 5:30 PM School Release Days

Royal Kids will offer care on some school release days: There will be a sign-up period approximately one month prior to school release days. SVDP Royal Kids Program reserves the right to cancel care, with a minimum notice of two weeks, on any school release day, due to lack of registrations.

Uniforms are not required on school release days. Please send your child in the proper clothing for the weather and be sure to send tennis shoes for gym play. A morning snack, lunch, and an afternoon snack are provided by Royal Kids.

2021-2022 – Care WILL be offered on these school release days:

October 20, 21, 22, December 6, January 17, 31, February 21, March 11, May 2

Royal Kids WILL NOT offer care on the following school release days:

Thanksgiving Break (11/24- 11/26),

Friday - Christmas Bazaar set up (12/3)

All Parish and School Staff Christmas Party (usually 2nd week in December)

Advent Program Day (12/22)

Christmas Break (12/23- 12/31)

Spring Break (3/28- 4/1)

Good Friday (4/15)

Easter Monday (4/18)

Memorial Day (5/30)

PROGRAM FEES

\$19.00 per day, per child, for full and part time regular participants (Grades K-5)
if you pick up by 5:30 PM

\$24.00 per day, per child for drop-in participants (Grades K-5)

\$11.00 per day, per child for Homework Club participants, including drop-in (Grades 6-8)
if you pick up by 5:30 PM

\$40.00 per day, per child for school release days (Grades K-8)

\$25.00 registration fee per family (Nonrefundable)

5% discount for 3 or more children

No credit for absences

PAYMENT

Payment is based on the number of days registered for and not on attendance. This includes school release days that you have signed up for.

All billing is done through Smart Tuition.

The days registered for are billed the beginning of each month for that month.

Drop-in days, school release days, and families on a variable schedule, and late pick-up fees will be billed one month in arrears.

Payment is automatically withdrawn through your Smart Tuition account on the same day as your tuition fees.

DROP IN AND VARIABLE DAY PARTICIPANTS

Drop-in care: Your child must be registered as a drop in. Notify Royal Kids that your child is dropping in by calling 763-762-7361 and leaving a message or email Alannah Moran at alannahmoran@saintvdp.org

Variable Day Schedules: Your child must be registered as variable days. Please notify Royal Kids as soon as you have your schedule emailing alannahmoran@saintvdp.org

CHECK IN

Royal Kids participants are checked in in the cafeteria each day. If your child is involved in an extra-curricular activity, he or she will be checked in after that activity. We are provided lists of participants in band, choir, scouts, etc. If your child does not check in and they are expected to be at Royal Kids, staff will search for him or her. If we are unable to verify their whereabouts, the parent/guardian will be contacted. Kindergarteners are escorted from their classrooms to the cafeteria. Homework Club participants (grades 6-8) check in and eat snack in the cafeteria before moving to a classroom for the afternoon.

PICK UP AND DROP OFF

Please enter the building through Door 8 in the back of the building (between the loading dock and playground) when picking up your child. As we are a secure facility, there is a buzzer on the wall to the right of the entry doors. Please press that and we will let you in. Always sign your child in (school release days) and out at the sign out book located at the table at the front of the cafeteria. If anyone other than a parent is picking up, that person must be on our authorized pick-up list or you must notify us by calling (763) 762- 7361.

LATE PICK UP

Children must be picked up by 5:30 PM. You will be allowed 2 late pick-ups during the school year without penalty. Your 3rd late pick-up will result in late fees as follows:

5:31-5:45 - \$10.00 per child

5:46-6:00 - \$20.00 per child

Please call us at 763-762-7361 if you know you will be late and have no back-up person to pick up your child. If you are more than 30 minutes late and Royal Kids has not been notified of a late pick-up and you or your emergency contacts cannot be reached, the police will be called for assistance.

If there is weather event or a traffic accident that affects multiple families, you will not be billed a late fee.

MEALS AND SNACKS

A nutritional snack will be offered upon arrival each school day. Snack includes a fruit, vegetable, raisins or Craisins, a carbohydrate (crackers, veggie straws, pop tart, cereal, goldfish, popcorn, etc.) and milk. Children are allowed second servings of fruit, vegetable, raisins or Craisins and one serving of the carbohydrate and milk.

A morning snack, lunch and an afternoon snack will be offered on each school release day.

If your child has special dietary needs, please let Royal Kids know so we can provide the appropriate snack or let Royal Kids know if you prefer to send your child's snack.

Royal Kids is nut free. Some participants have life threatening allergies to nuts, so we ask that you not send any products containing nuts to Royal Kids.

PERSONAL BELONGINGS

Any toys or items brought from home, including footballs, soccer balls, etc., will be the responsibility of the student and Royal Kids will not be responsible for any lost or damaged items brought from home. Trading of any cards (sports, Pokeman, etc.) is not allowed at Royal Kids. Food items (candy, snacks, etc.) are not allowed out of backpacks at Royal Kids unless the child has permission from the staff or has dietary needs where snack for snack time brought from home is preferred by the parent/guardian.

Cell phones and other personal devices are not allowed without staff permission. The After School Program will follow the same policy of the school. Cell phones will no longer be allowed for HW Club participants. If you need to reach your child, please call 763-762-7361 and we will relay a message or put you in touch with your student.

INCLEMENT WEATHER AND EMERGENCY DISMISSAL

Royal Kids Program will follow the policies of the school in the event of inclement weather or an emergency. This policy may be found in the SVDP School Handbook.

Every attempt will be made to notify parents 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 student/s. Staff members will remain until all students are picked up.

There will be NO credit given in the event of an emergency closures.

INAPPROPRIATE AND 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 students 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 permission.
- Behavior which may be perceived as sexual harassment or intimidation (i.e. verbal language, gestures, physical contact, etc.).

DISCIPLINE POLICIES

It is the goal of the Royal Kids Program to provide a safe, respectful environment for all participants 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 participant/s involved. This will include redirecting to a more appropriate activity and communicating the expectation of appropriate behavior in a non-threatening, respectful manner. If the inappropriate behavior continues the participant may be removed from the activity for a short time and given the opportunity to process through the incident with a staff member. When these methods of guiding behavior fail or the participant threatens the safety of others, he or she will be separated from the group.

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

When there is a pattern of inappropriate behavior the Royal Kids director will reach out to the school principal or the child's classroom teacher. Often the behavior displayed at Royal Kids is also displayed during the school day. Collaboration between Royal Kids and school staff can provide the consistency necessary for a positive outcome for the child.

If ever a child's behavior is such that it threatens the safety of other children and staff members, the parent will be contacted and expected to pick up their child for the remainder of the day. A parent conference will then be required before their child can return to the Royal Kids.

Depending on the severity and frequency of the behavior, Royal Kids reserves the right to suspend or dismiss a child from the program at any time.

CARE OF ILL CHILDREN

Children with any of the following symptoms should not be sent to Royal Kids. Parents/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 100.4 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 Royal Kids until 24 hours after medication begins.

If parent/guardian is unable to pick up the sick child within one hour of being contacted, they are expected to contact an authorized person to pick up the child. If the parent/guardian cannot be reached the person listed on the emergency list will be contacted. Royal Kids 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 will use their judgement as to whether the child's parent/guardian should be contacted for pickup.

MEDICAL EMERGENCIES

If there is a serious medical emergency which requires immediate care by a professional medical caregiver, the following steps will be taken:

- Staff will contact 911 immediately; parent/guardian will be contacted immediately thereafter. If parent/guardian cannot be reached, staff will contact person listed on the emergency list.
- In the event that a child would need to be taken to a medical facility, Royal Kids reserves the right, with paramedic assistance, to determine if the child would need to be transported by emergency vehicle.
- Complete an accident report which would then need to be signed by parent/guardian.

NON-EMERGENCY INJURIES

If your child is injured at Royal Kids, staff will assess the injury and administer first aid, such as cleaning a scrape, bandaging, ice pack, etc. If staff determines that an injury requires further medical attention but is not deemed a medical emergency, the parent/guardian will be contacted immediately to determine next steps.

MEDICATIONS

Royal Kids staff has access to medications kept in the nurse's office at school in the event that your child needs a medication not regularly administered by Royal Kids, such as inhalers, epi-pens, Tylenol, Benadryl, etc. We do require that you fill out a permission to administer medication form in order to access and administer that medication. You can find that form on page 7 of this handbook.

If your child needs to take a medication regularly while at Royal Kids, please provide the permission form plus the medication to Royal Kids. This includes both prescription and non-prescription medications. These products must be provided by the parent in their original packaging and will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. The parent/guardian may request the pharmacist to fill the prescription in two bottles, one for home use, and the other for Royal Kids.

CHILD ABUSE AND NEGLECT

Under Minnesota state law, all staff who work with children are required to report all suspected physical, emotional, or sexual abuse or neglect of children to county child protection and/or the local police.

MISCELLANEOUS INFORMATION

Homework – An important part of the Royal Kids Program is that participants complete their homework each day with help and support, if needed. However, we must depend on the child to know if he or she has homework. If your child is not completing their homework at Royal Kids, please communicate with us. We are then able to give added attention to your child or collaborate with the classroom teacher if needed. Communication is key.

Attendance – It is important that Royal Kids be informed if your child is not attending Royal Kids on a day they are expected. We will search for your child if he or she does not check in. Please call 763-762-7361 and leave a message if your child will not be at Royal Kids. Communication is key.

Emergency Contacts – It is vital that Royal Kids has a reliable way to reach a parent or guardian. Please make sure our contacts are up to date and that we have an alternative emergency contact in the event a parent or guardian cannot be reached. Also, we ask that you have a reliable person to pick up if you become unavailable. If that person is not on our authorized pick-up list, you may add him or her by calling 763-762-7361 to notify us.

Who to contact – Alannah Moran is the Coordinator of the Royal Kids After School Program. Email her at alannahmoran@saintvdp.org You may also call the number in the cafeteria at 763-762-7361 to leave a message outside of the hours of 1:00 PM to 5:30 PM or to talk with Royal Kids staff between the hours of 1:00 PM and 5:30 PM.

Parents are expected to contact the Royal Kids Coordinator regarding any questions, comments, or concerns that are not adequately addressed by staff. The Coordinator will contact parents with necessary questions and concerns. If you feel that a concern is not being addressed to your satisfaction you may contact the school principal, Maggie Dawson, at 763-425-3970. Communication is key.

Permission to Administer Medication

Children may not transport or store medication in or with their belongings, unless it is an approved inhaler.

I give permission to The St. Vincent de Paul Royal Kids Care Program to administer

_____ for _____

Name of Medication

Child's Name

(This includes both prescription and non-prescription medications. These products must be provided by the parent in their original packaging and will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.)

Signed _____

Parent or Guardian of Child

Medicine to be given _____ Time _____ Dose _____

From: _____ To _____

Date

Date

The parent may request the pharmacist to fill the prescription in two bottles, one for home use, and the other for the SVDP Royal Kids Care Program.

COVID 19 INFORMATION

Dear St. Vincent de Paul Families,

Thank you so much for your patience as we continue to navigate this pandemic situation. Please know that the Royal Kids Program staff is excited to be working with your children and their safety is our number one priority. In an effort to provide the safest Program possible, we will be following the CDC and MDH Covid-19 guidelines for the structure of the 2021 SVDP Royal Kids Program which can be found at: <https://mn.gov/childcare/>

Health and Safety Policies and Procedures:

- **Requiring children and adults to frequently and properly wash hands. [Proper handwashing procedures](#) will be followed.**
- **Classroom materials and supplies accessible to children can be fully cleaned and sanitized each day.**
- **Your child's temperature will be checked by staff upon arrival.**
- **Should a child exhibit any symptoms of illness during the day, he/she will be removed from the group immediately and a staff member will bring him/her to a designated sick room to be picked up right away and any areas where the child was will be closed off and thoroughly cleaned and sanitized.**
- **For the wellbeing of the sick child, and the safety of the other individuals in the school, sick children need to be picked up within 20 minutes. If a parent is not reachable, the child's emergency contact phone numbers will be called.**
- **Should a staff member exhibit any symptoms of illness during the day, he/she will be asked to immediately leave the school and any areas where the staff was will be closed off and thoroughly cleaned and sanitized.**
- **Ill children and adults will follow the Minnesota Department of Health Exclusion Guidelines found at: <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf> as well as the If You Are Sick CDC Guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> in order to return to SVDP.**
- **Staff will be wearing cloth face masks to protect the children.**
- **Social distancing procedures and group sizes will be determined by Program start date, CDC and MDH guidelines at that time.**
- **Pick up procedures will be adjusted.**
 - **Pick up will be at the same Door 8. Staff will ask that parents stay in the vestibule or right outside of Door 8 and we will send their child to them.**
- **Sign in and out will be completed by the program staff.**

All registered families will be receiving additional details regarding procedures, an updated calendar, and any other information vital to the Royal Kids Program as we approach our start date. The information provided on this page is preliminary.

We greatly appreciate all your support and understanding.