



AFTER SCHOOL CARE Parent Handbook for 2025-26



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HOURS AND DAYS OF OPERATION

Hours: 1:30PM – 5:30PM on school days

After School Care (ASC) will NOT offer care on school release days for the 2024-25 school year, or on the following dates:

Friday	12-05-2025	Christmas Bazaar
Tuesday	12-9-2025	All Staff Christmas Party
Friday	12-19-2025	Last Day before Christmas Break
Wednesday	6-04-2025	Last Day of School

PROGRAM FEES

- \$22.00 per day, per child, for full and part-time Royal Kids participants (Grades K-5) if you pick up by 5:30PM.
- \$27.00 per day, per child, for drop in Royal Kids participants (Grades K-5) if you pick up by 5:30PM.
- \$14.00 per day, per child, for full or part time Homework Club participants, (Grades 6-8) if you pick up by 5:30PM
- \$19.00 per day, per child for drop-in Homework Club participants, (Grades 6-8) if you pick up by 5:30PM
- One-time \$40.00 registration fee per family (Non-refundable)
- 5% discount for 3 or more children

PAYMENT

Payment is based on the number of days registered for and not on days attended.

All billing is done through Blackbaud.

The days registered for are billed at the beginning of the next month (e.g. September is billed at the beginning of October). Payment is automatically withdrawn through your Blackbaud account on the same day as your tuition fees.

WHO TO CONTACT

Karen Harrer is the Director of the ASC Program. Email her at KarenHarrer@saintvdp.org.

Call 763.762.7361 (cafeteria phone) to talk with ASC staff between the hours of 1:00PM and 5:30PM.

Outside of the hours of 1:00PM to 5:30PM, call the cafeteria line 763-762-7361 and leave a message.

Parents are expected to contact the ASC Director regarding any questions, comments, or concerns that are not adequately addressed by staff. The Director will contact parents with necessary questions and concerns.

CHECK IN AND ATTENDANCE

Royal Kids and Homework participants are checked-in in the cafeteria after school 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, sports, etc. If your child does not check in and they are expected to be one of the ASC programs, a staff member 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.

It is important that the ASC director be informed if your child is not attending one of the ASC programs on a day they are expected. This way, we do not spend time searching for your child. We will search for your child if he or she does not check in. Please call 763-762-7361 or email the ASC director and leave a message if your child will not be present. Communication is key.

PICK UP

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. Please remember to always sign your child out with a staff member. 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 ASC 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 a weather event or traffic accident that affects multiple families, you will not be billed a late fee.

EMERGENCY CONTACTS

It is vital that ASC 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.

MEALS AND SNACKS

A nutritional snack will be offered each school day. Snack includes a fruit or vegetable, a carbohydrate (crackers, veggie straws, pop tart, cereal, goldfish, popcorn, etc.) and milk. Students are allowed second servings of fruit or vegetable, one serving of the carbohydrate and milk. **ASC is nut free. Some participants have life threatening allergies to nuts, so we ask that you not send any products containing nuts to ASC.**

PERSONAL BELONGINGS

Any toys or items brought from home, including footballs, soccer balls, etc., will be the responsibility of the student. ASC will not be responsible for any lost or damaged items brought from home. It is **highly recommended** that all personal belongings be left at home or in the student's backpack. Trading of any cards (sports, Pokeman, etc.) is not allowed at ASC. Food items (candy, snacks, etc.) are not allowed out of backpacks at ASC unless the child has permission from the staff or has a specific dietary need.

ELECTRONICS

Cell Phones and Wearable Technology Policy

- Students are not allowed to use personal electronic devices (cell phones, smart watches) during after school care.
- These devices need to be silenced and put away in their backpack during ASC hours. Smart watches can still be worn but on silent.
- If a student wants to communicate with their parents via a cell phone, they can stand next to a staff person and do so, then place the cell phone back in their backpack.
- Parents can ALWAYS reach their children via the cafeteria phone which is 763-762-7361. This phone is also connected to my personal phone number, so I will always know it is ringing.

INCLEMENT WEATHER AND EMERGENCY DISMISSAL

ASC 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 closure.

CARE OF ILL CHILDREN

Children with any of the following symptoms should not be sent to ASC. 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 ASC 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. ASC 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.
- If there is an infectious disease reports to SVDP in your student's classroom, you will be notified via Blackbaud.

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 the person listed on the emergency list.
- If a child would need to be taken to a medical facility, ASC staff 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.
- Examples of Medical Emergencies include but are not limited to:
- Breathing problems
- Change in mental status
- Choking
- Coughing up blood or vomiting blood

NON-EMERGENCY INJURIES

If your child is injured at ASC, 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.

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.

HOMework

An important part of the ASC Programs is that students 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 ASC, please communicate with us so we can give added attention to your child and/or collaborate with their teacher.

CODE OF CONDUCT

The staff of ASC believe that each student is responsible for their own behavior. This behavior includes, but is not limited to, respect for oneself, others, authority, and property, along with maintaining a safe and healthy environment in which to learn and grow.

ASC Conduct Requirements:

- I will respect the rights and beliefs of others and will treat others with respect, courtesy, and consideration.
- I will be fully responsible for my own words and actions and the consequences of my actions.
- I will keep my hands, feet, and other object to myself.
- I will respect the property of others.
- I will respect and follows the rules outline in the handbook of both the school and the ASC Programs.
- I will show respect to my fellow students and staff.
- I will speak in an appropriate tone, volume, and manner.
- I understand that being enrolled in the one of the ASC programs is a privilege and therefore will adhere to all the rules outlined above.

POSITIVE REINFORCEMENT/REWARDS

ASC promotes and celebrates good behavior and student success. Positive reinforcement for appropriate behavior may include but is not limited to the following: Out of Uniform pass, nonedible and edible prizes, student choice activity, etc.

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.).

Serious misconduct, as noted above, will result in immediate and direct involvement of the ASC director.

DISCIPLINE POLICIES

It is the goal of the ASC staff 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:

- The student will be reminded of the expected behavior and be redirect to a more appropriate activity.
- The student will be given an opportunity to make another choice.
- If students receive a second warning for inappropriate behavior, they will fill out a **Think Sheet** with a staff member. This sheet will be sent home, and a parent signature is required. Once The signed form, once returned, will placed in their ASC student file, which will be given to the Dean of Students at the end of the year.
- If a student receives **Three Think Sheets**, they will be asked to take a one-day break from ASC. After their break, there number of think sheets starts back to zero.

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

If a student continues to violate the rules with a pattern of behavior that disrupts ASC, and the above response from the staff is not effective, the student and parent can expect correction as noted below:

- 1st time – student is asked to take a one day break from ASC.
- 2nd time – the student is removed from ASC for a period of time (no more than 10 days) and a meeting with the ASC director might be needed prior to returning to the program.
- 3rd time – the student is removed from ASC for the remainder of the school year.

St. Vincent de Paul Catholic School After School Care Program 2024-25 Handbook Agreement

As a student and parent of St. Vincent de Paul Catholic School ASC Program, you are honor bound to observe the rules of conduct and behavior of an ASC participant. By signing this document, you agree to uphold the standards expected of an ASC participant and agree to be bound by the rules and procedures in the 2024-2025 Handbook.

I have read this 2024-2025 Handbook, or had it read to me, and agree to uphold the policies and rules, which are herein stated.

Parent Signature(s)

PRINT Parent Name: _____

Signature: _____

PRINT Parent Name: _____

Signature: _____

Student Signature(s)

PRINT Student Name: _____

Signature: _____

PRINT **Student Name:** _____

Signature: _____

PRINT **Student Name:** _____

Signature: _____

PRINT **Student Name:** _____

Signature: _____