



# Carondelet

CATHOLIC SCHOOL

## **Club Saint Extended/Release Day Program**

**2020-2021 Handbook**

**[clubsaint@carondelet-mpls.org](mailto:clubsaint@carondelet-mpls.org)**

**612-920-8711**

# Club Saint Overview

Club Saint, located on the Lower Campus, provides recreational and creative activities before and after school (as well as on release days) in a safe and comfortable environment. It is a place where Catholic and social values are modeled and practiced daily.

Club Saint Drop off is at the lower Campus main doors (Door #2). A FOB for entry is provided to each family after registration is complete, and can be used to gain access only during Club Saint hours of operation.

## **Participation**

Club Saint provides a convenient before and after school program for CCS students in grades K-8. Club Saint is NOT a drop off center for students who are not currently registered and is only available to registered families of the school.

## **Club Saint Mission:**

Club Saint will provide a Christ-centered, fun, safe, and enriching environment that is respectful and inclusive for youth in Kindergarten through 8th grade.

### Club Saint will:

- Establish a program that fosters a sense of belonging for all who are involved
- Encourage students to explore their personal interests and individual strengths
- Provide meaningful engagement between students and staff
- Continuously introduce new activities that allow children to have fun and develop a curiosity and joy of learning
- Foster spiritual, social, academic, physical and emotional development for all children involved
- Establish connections between families, community members, school staff and children
- Provide a positive educational experience for all involved

## **COVID-19 Information & Addendum**

In order to maintain the health and safety of staff and students during the coronavirus pandemic, changes are being made to the 2020-2021 program. As we continue to prioritize the safety of all children and staff, and plan to provide the safest environment possible, our program will be following guidelines set forth by the Minnesota Department of Education (MDE), Minnesota Department of Health (MDH), and the Center for Disease Control (CDC). We will practice social distancing and align with the state safety recommendations. By submitting a contract for registration, you are acknowledging your agreement to the policies of the program, including policies related to the guidelines provided by MDE, MDH and the CDC. If at

any point, you do not adhere to the policies in this handbook, including the COVID-19 policies, your contract may be removed and care may be ended.

## Registration & Financial Policies

A non-refundable registration fee is required for each child registering for the program. The registration fee is charged once the contract is accepted. The fee is based on how many children are registered. If a child is withdrawn and re-started in the same school year for behavior-related reasons, the registration fee for that child will again be applied.

### Club Saint Hours of Operation:

7:30 AM- 9:00 AM (3rd-8th grade will be bused to the Upper Campus)

3:40 PM- 6:00 PM

7:30 AM-6:00 PM (Release Days)

### Registration Fees & Daily Cost

Registration Fee - \$50/family

**AM:** \$15/child

\$20 drop-in per child

**PM:** \$20/child

\$25 drop-in per child

Release Days: \$65/day per student. (Additional fees may apply in case of field trips).

**\*Care must be scheduled at least 7 calendar days prior to the date that is being added to the contract, or drop-in rates will be applicable.\***

### **Billing and Invoices:**

Billing is done monthly. Invoices will be sent out around the first week of the month for the care that was provided the month prior. Payments are due on the 15th of each month. Fees are based on the days and program components that a child is registered for, not based on attendance. Additional fees accrued throughout the month will be added to the next invoice.

### **Enrollment In Club Saint:**

Families will be required to sign up for Club Saint through our online registration system and database. This allows for quicker and more accurate information gathering, which leads to high-quality youth programming.

### **Where to Register:**

Registration can be found on our website under “Parent Essentials” <https://www.carondeletcatholicschool.com/extended-day-club-saint>

### **Late Payment**

Full payment of tuition is due on or before the fifteenth of each month. A \$15 late fee will be assessed to accounts if a payment has not been received by the 15th of the month. Automatic payments are required to ensure timely payment. A \$20 failed payment fee will be applied if your automatic payment fails for any reason.

**\*Accounts not paid in full may result in a suspension of care at the end of the last business day of the month in which the bill was due. The suspension of care will remain in effect until payment in full is received.\***

## Items to bring to Club Saint:

### Children's Belongings and Clothing

A child should be adequately dressed for both indoor and outdoor activities. In addition, it is strongly recommended that:

- All belongings are labeled with the child's name
- Children are responsible for their belongings and only bring necessary belongings
- Children and parents check the lost and found area periodically for missing items
- Children should leave all toys and personal electronics at home, unless information has been provided to Club Saint staff indicating the importance of bringing such items
- Children should not bring money to Club Saint, unless notified differently by staff
- If children are attending a field trip during a release day, students should wear a Carondelet t-shirt.

\*Club Saint is not responsible for lost, stolen, or damaged items. Children should leave all toys, valuables and non-essential items at home.

### **Release Day Supplies:**

- Bag lunch (Breakfast, snack, milk and juice provided) All food provided by Club Saint is nut free.
- Appropriate clothing for arts and crafts and outdoor activities

## **Activities Offered by Club Saint**

- Outdoor Activities and Gym Time
- Quiet Enrichment Activities (Reading Corner, Drawing, etc.)
- Coordinated Activities (Arts & Crafts Projects, STEM Experiments)
- Social Interaction/Social Skill Building Activities
- Creative Thinking Activities (Building with Manipulatives and Giant Blocks)
- Homework Support

### **Special Event Activities**

- Scavenger Hunts
- Water-Balloon Toss
- Bingo
- Service-Learning Activities
- Leadership Games
- Cooking/Baking
- Building and STEM activities

# General Policies

## Data Privacy:

Club Saint complies with data privacy laws. Club Saint will give to and receive information from school staff, to the extent it is educationally relevant or relevant for childcare purposes.

## Use of Photos:

Club Saint may use photos for school-approved publications, such as calendars, newsletters, flyers, brochures or related items. Parents who do not wish for this information to be released must indicate their preference on their registration. Club Saint does not give out photos or directory information to third parties and the child's name will not be included with any photo.

## Weather-Related Closing:

In the event of severe weather, communication will be sent to parents via email. If children need to be picked up, or the program is going to be closed early, communication will also be made via email.

# Attendance Policies:

## Sign-In & Sign-Out:

Parents are required to sign children in every morning and out every afternoon. This is a safety procedure designed to protect your child. You may be asked to provide identification when you arrive to pick your child/children up. This will occur until staff has become familiar with you and the people you have authorized to pick them up. The safety of your child/children is our biggest concern, so please be patient if you encounter



a staff member who does not recognize you. You must provide permission for anyone other than a parent/guardian to pick up your child. When you register for Club Saint, you will be asked to name persons authorized to pick-up your child. You can add authorized individuals for pick-up as you need. Keep in mind, staff will always ask for photo identification from anyone unfamiliar attempting to pick up a child. If you have an authorized individual picking up your child/children in your place, please ensure they have a form of photo identification with them.

**\*Unless Club Saint has legal documentation on file that limits a parent's right to pick up a child, staff will release the child to either parent.\***

## Late Pick-up Procedure:

Club Saint ends at 6:00 PM and all children are expected to be picked-up by 6:00 PM. If an emergency delays you, and you are going to be late picking up your child/children, please make alternative plans for an authorized individual to pick up your child on time. Also, please make sure to call program staff immediately to notify them of the situation (612-920-8711). In the event that your child has not been picked up by 6:30 PM, the following steps will be taken.

- **First** - Attempt to reach parents/guardians, using all the numbers provided
- **Second** - Calls to the individuals listed as Emergency Contacts and Authorized Individuals for Pick-Up.

A late fee of \$1/minute per child will be assessed beginning at 6:00 PM, and this fee will appear on your next invoice. Continued late pick-up will result in a warning and then could result in suspension or termination of childcare services.

## Unscheduled Absences:

Parents/guardians are responsible for letting the site staff know if and when a child will not be attending on a scheduled day. We take the safety of your child seriously, and our staff are trained to follow appropriate procedures to locate a student who is scheduled to be at Club Saint but is absent. Searching for absent children can result in program interruptions for staff and other children. You may notify Club Saint staff by email or voicemail. Please contact Club Saint at 612-920-8711 or email [clubsaint@carondelet-mpls.org](mailto:clubsaint@carondelet-mpls.org).

# Illness & Injury Policies Excluding COVID-19

**COVID-19 Policies can be found in the Parent Handbook COVID-19 Addendum**

## Illness & Sending Children to Club Saint:

Club Saint follows Carondelet Catholic School policies regarding absences for illness. It is expected that parents will be familiar with these policies for individual illnesses on the school website. This includes keeping students at home if they exhibit any of the following symptoms.

- If fever is present, the student must remain home fever free for at least 24 hours. This includes not using over the counter fever reducing medications.

- If the student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode
- If the student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school
- If the student has inflamed eyes If the student has a severe cold, sore throat, or bad cough.

## Handling Illness/Injury:

Club Saint makes every effort to maintain a safe environment for children. Staff members are trained in CPR, first aid and crisis management. If a child has a minor injury, first aid will be administered and a family member will be informed. When a child is unable to remain in the program due to illness or injury, a parent or emergency contact will be notified. Please make sure that the listed emergency contacts are up to date.

If first aid is administered by Club Saint staff, and parents are notified, it is up to the parent to decide whether or not a doctor should be contacted. In the case that the parent wishes for the child to visit a doctor, an authorized individual for pick-up is required to pick up the child and provide transportation to visit the doctor. At no point will staff be allowed to transport a child in their personal vehicle. If an injury occurs on a field-trip, and it is not considered to be an emergency, a parent/guardian will be required to pick up the child if there is a need to see the doctor. In the event of an emergency, staff will notify emergency services, and 9-1-1 may be called prior to parental notification.

## Medication:

When necessary, Club Saint will administer prescription medications. Club Saint staff may be able to administer medications when all of the

following conditions are met, as according to school district policy: A medical permission form signed by the parent and doctor is on file with Club Saint. Medicine is brought in the original container with the child's name, directions and appropriate dosage clearly marked. Parents must provide emergency medication to Club Saint staff, along with the completed medication form. Staff will then be trained in how to administer the emergency medicine.

# Behavior Management Guidelines

## Staff Expectations

**All Club Saint staff are expected to, and accountable for:**

- Acting as positive role models
- Establishing, communicating and enforcing age-appropriate behavior expectations
- Involving the child in working out solutions that the child may be having. Providing natural consequences for unacceptable behavior (i.e. loss of privilege)
- Communicating with families if the behavior continues, or is severe

Staff are expected to uphold the ground rules of Club Saint and model the framework of our Top 20 “Saints Way” program. Staff will work to provide an environment that seeks to enhance and support each child’s spiritual, emotional, social, intellectual, and physical development.

## **Student Expectations**

Club Saint will abide by the policies of behavior management established by Carondelet Catholic School. Basic expectations for children will include:

- Respect authority and follow directions
- Follow program rules
- Respect the rights of others
- Respect property
- Display appropriate social skills
- Be responsible for their actions

Club Saint strives to establish and maintain a behavior guideline system through our Top 20 “Saints Way” program and Responsive Classroom that reinforces positive behaviors. We will do this through positive staff interaction, consistent guidelines, and appropriate consequences.

## **Examples of behaviors that are not acceptable at Club Saint (not limited to):**

- Physical encounters that hurt another child or staff
- Inappropriate language, songs or jokes including swearing, teasing, references to drugs, alcohol, abuse, racism, gender, bias, weapons, etc.
- Any threatening language or behavior that is directed towards another child or staff member in the program
- Leaving the program area or group without permission

- Stealing or vandalism to school or personal property
- Invading, using, or taking other people's property without permission
- Any behavior that interferes with other children's ability to take part in program activities and/or events

**The following procedures will be used when children display unacceptable behavior:**

1. Warning: A verbal reminder of the rule or inappropriate behavior will be given by staff, once only.

2. Redirection: Children may be directed to leave any area if they display unacceptable behaviors.

3. Take a Break: Children will be asked to take a break and sit quietly for a few minutes if their behavior continues or they are not following staff expectations discussed through other behavior guidance procedures. Behavior that threatens the safety of others will result in a separation from the group or area without a warning.

4. Cooperative Behavior Modification: Staff will discuss with children before they return to the group or activity the situation and what happened, acceptable alternatives to their behavior, what they could do differently next time, and why it is important to make the appropriate choice.

5. Parent Notification: Phone calls during the program to the parent may be necessary at the discretion of the staff.

If the behavior is severe, possible suspension or termination from the program may result.

## **Parent/Guardian Grievance Procedure**

If you have a grievance or a concern, please follow the procedures below:

1. Share your concern with the site staff, by sending your concern in writing by email to Jodi Nilsen. You may also call Club Saint and speak to Jodi Nilsen.
2. If it is not resolved, please contact the Carondelet Catholic School administration to discuss the grievance.

I have read and understand the guidelines and procedures for Carondelet's Club Saint program. Please sign, date and return this form during the first week of school to your student's teacher or Jodi Nilsen.

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**Parent/Guardian name (please print)**

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**Signed and dated**

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**Student name (please print)**

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**Student signature**