

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

**PARENT  
HANDBOOK  
2020-2021**



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

[www.saintvdp.org](http://www.saintvdp.org)

# Table of Contents

Hours and Days of Operation.....	2
Program Fees and Payment.....	2
Drop In and Variable Day Participants.....	3
Check In, Pick Up, Drop Off.....	3
Late Pick Up.....	3
Meals and Snacks.....	3
Personal Belongings.....	4
Inclement Weather and Emergency Dismissal.....	4
Inappropriate and Harmful Behavior.....	4
Discipline Policies.....	4
Care of Ill Children.....	5
Medical Emergencies.....	5
Non-Emergency Injuries.....	5
Medications.....	6
Child Abuse and Neglect.....	6
Miscellaneous Information.....	6
Permission to Administer Medication.....	7

## HOURS AND DAYS OF OPERATION

Hours: 1:30 – 5:45 PM School Days

7:00 AM – 5:45 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.

### **2020-2021 – Care will be offered on these school release days:**

**October 15-16, January 18, January 27, February 15, February 22, March 12**

### **Royal Kids will NOT offer care on the following school release days:**

Thanksgiving Break, the Friday of Christmas Bazaar weekend (usually the first Friday in December), All Parish and School Staff Christmas Party (2 week notice of date will be given), Advent Program Day, Christmas Break, Spring Break, and Easter Monday, and Memorial Day.

## PROGRAM FEES

\$18.00 per day, per child, for full and part time regular participants (Grades K-5)  
if you pick up by 5:45 PM

\$12.00 per day, per child for full and part time regular participants (Grades K-5)  
if you pick up by 4:00 PM

\$23.00 per day, per child for drop-in participants (Grades K-5)

\$10.00 per day, per child for Homework Club participants, including drop-in (Grades 6-8)  
if you pick up by 5:45 PM

\$10.00 per day, per child for Homework Club participants, including drop-in (Grades 6-8)  
if you pick up by 4:00 PM

\$38.00 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 text Dorothy Malone at 763-228-6440.

Variable Day Schedules: Your child must be registered as variable days. Please notify Royal Kids as soon as you have your schedule by texting Dorothy Malone at 763-228-6440 or emailing [dorothymalone@saintvdp.org](mailto:dorothymalone@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.

## LATE PICK UP

**Children must be picked up by 5:45 PM.** You will be allowed 2 late pick-ups during the school year without penalty. Your 3<sup>rd</sup> late pick-up will result in late fees as follows:

**5:46-6:00 - \$10.00 per child**

**6:01-6:15 - \$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.

## 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, vegie 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.

**Credit will be given for the first snow day only. There will be NO credit given thereafter.**

## 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 approval.
- 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 coordinator will reach out to the school principle or the child's classroom teacher. Often times 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 101 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 to 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 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 are dependent 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 is 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 or text Dorothy Malone at 763-228-6440 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** – Dorothy Malone is the coordinator of the Royal Kids After School Program. Text her at 763-228-6440. Email her at [dorothymalone@saintvdp.org](mailto:dorothymalone@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 5:45 PM or to talk with Royal Kids staff between the hours of 1:00 PM and 5:45 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.