

ROYAL KIDS SUMMER PROGRAM

**PARENT
HANDBOOK
2021**



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www.saintvdp.org

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GENERAL INFORMATION

Royal Kids Summer Program is open to all SVDP school and parish children entering grades 1 – 6 in the fall of 2021. Your child MUST have completed kindergarten in order to participate! The program offers full time, part time, and drop-in care and is designed to provide a safe, fun, and stimulating environment while promoting our Catholic faith and the mission of our parish. Royal Kids Summer Program offers social, physical, spiritual, and intellectual opportunities through field trips and in-house activities.

HOURS AND DAYS OF OPERATION

Hours: 7:00 AM to 5:30 PM

7:00 AM to 8:45 AM – Check in on Field Trip Days- Drop off at the venue can be arranged individually

3:30 PM to 5:30 PM – Parent Pick-Up on Field Trip Days – Pick up at the venue can be arranged

2021 – Care will be offered:

June 7-August 20

Closed July 3 and July 5 for Independence Day holiday

Closed last two weeks of summer for Education Center cleaning needs

PROGRAM FEES

\$195.00 - 5 days per week

\$160.00 - 4 days per week

\$135.00 - 3 days per week

\$100.00 - 2 days per week

\$60.00 - 1 day per week

\$125.00 - one-time *non-refundable* participation fee *per participant regardless of number of days registered for* (covers on and off-site activities)

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.

Because the Royal Kids Summer Care Program has budgeted and staffed for your child's attendance throughout the time period stated above, you will be responsible for full summer payments even if you choose to withdraw your child from care before August 20, 2021.

You will be billed through your Smart Tuition account, according to your Smart Tuition payment plan.

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

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

DROP IN AND VARIABLE DAY PARTICIPANTS

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

Variable Day Schedules: Your child must be registered as variable days. Please notify Royal Kids as soon as you have your schedule by calling 763-762-7361 and leaving a message or emailing jenessapiotraschke@saintvdp.org

CHECK IN AND PICK UP

Please enter the building through Door 8 in the back of the building (between the loading dock and playground) when dropping off 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 or meet you at the door.

Always sign your child in and out in our 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 a note must be sent with your child providing the name of the person picking up.

LATE PICK UP

Children must be picked up by 5:30 PM.

Our late pick-up fees are as follows and will be billed through Smart Tuition:

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 Summer Program 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 snack will be offered in the morning and afternoon. Water is always available.

If your child has special dietary needs, please let Royal Kids Summer Program know so we can provide the appropriate snack.

You must provide a lunch, including beverage, for your child each day.

Royal Kids Summer Program is nut free. Some participants have life threatening allergies to nuts, so we ask that you not send any products containing nuts, including peanut butter, 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 Summer Program 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 Summer Program. Food items (candy, snacks, etc.) are not allowed out of backpacks at Royal Kids Summer Program unless the child has permission from the staff or has dietary needs where a 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. 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 Summer 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.

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 Summer Program to provide a safe and 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. Problem behavior more seriously affects the safety and attention of staff to the entire group during outings in the community. Therefore, Royal Kids Summer Program reserves the right to exclude a child from a field trip if the problem behavior is continuous and not improving using the methods described above. If this occurs, you will have to find alternate care for your child during field trip times as there is not staff available during those times.

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 their child up for the remainder of the day. A parent conference will then be required before your child can return to the Summer Program. Maggie Dawson and/or Alannah Moran will attend that conference.

Depending on the severity and frequency of the behavior, Royal Kids Summer Program 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 to Summer Program
- 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 Summer Program 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 Summer Program 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 or could wait for a parent or guardian to transport them.
- Complete an accident report which would then need to be signed by parent/guardian.

NON EMERGENCY INJURIES

IF your child is injured at Royal Kid Summer Program, 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

Please provide Royal Kids Summer Program with any necessary medications, along with instructions and permission for administering them on the first day of your child's attendance. Epi pens, inhalers, and any other emergency medications always accompany us on field trips. We must have written permission to administer 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 Summer Program, please provide the permission form plus the medication. 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

Field Trips – The Summer Program offers weekly field trips and special in-house activities. The calendar of events will be posted on the website as soon as they are available. It is imperative that you drop your child off by 8:45 AM on field trip days. Bus boarding takes place at 9:00 sharp and we will not delay departure. All Summer Program staff goes on each field trip so there is no one available at St. Vincent's if you miss the bus. Please provide everything needed for the field trip in your child's backpack, including lunch. Drop off and pick up at the venue may be arranged individually.

Swimming Field Trips - Both the Maple Grove pool and Elm Creek allow Coastguard authorized life vests. Although Summer Program never swims without lifeguards and younger swimmers are never allowed to be in water higher than their armpits and all staff is always in or around the pools (with the exception of escorting children to restrooms), if you are more comfortable, please send your child with a life vest. Flotation devices are not allowed. Children are not allowed to bring money or purchase treats.

In House Activities – Bike Days, Sprinkler Fun, a weekly visit from the Ice Cream Truck, Technology Hour, Arts and Crafts, Stop-Drop-and-Read, and much more!

Suggested Items to Leave at Summer Program – Sunscreen, tennis shoes, an extra pair of socks, water bottle, sweatshirt or light jacket, hat, sunglasses, workbooks, books.

Clothing – Participants should wear comfortable clothing as well as socks and tennis shoes. Sandals, flip flops, and crocks are not acceptable for the gym, playground, or playfield. Certain field trips require that your child wear socks and tennis shoes. You may want to leave them, as well as a light jacket or sweatshirt, at Summer Program so your child has them when needed. Once a week we have Sprinkler Fun on the playfield. Your child is required to have a swimsuit, towel, and tennis shoes or water shoes to participate. Each child is assigned a hook or two in the hallway for totes or backpacks to be left at Summer Program.

Sunscreen – Please sunscreen your child from head to toe each morning and provide sunscreen in their backpacks. It is helpful to teach your child to apply their own sunscreen. Staff will help children apply their sunscreen, as needed, but be advised, are unable to wash their hands between each child. Summer Program has a supply of sunscreen spray as back up.

Communication – Please be sure to read any email with Summer Program in the subject line as it will give you information you need to know about upcoming field trips and in-house activities.

Who to contact – Jenessa Piotraschke is the coordinator of the Royal Kids Summer Program. Email her at jenessapiotraschke@saintvdp.org You may also call the number in the cafeteria at 763-762-7361. If staff is unavailable, please leave a message.

Parents are expected to contact the Royal Kids Summer Program 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 Alannah Moran by email at alannahmoran@saintvdp.org or the school principal, Maggie Dawson, at 763-425-3970 or by email at maggiedawson@saintvdp.org . 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 Summer 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 Royal Kids Summer 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 Summer 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 Summer Program possible, we will be following the CDC and MDH Covid-19 guidelines for the structure of the 2021 SVDP Summer 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 and then again mid-day.**
- **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 Summer Program.**
- **Staff will be wearing cloth face masks to protect the children.**
- **Social distancing procedures and group sizes will be determined by Summer Program start date, CDC and MDH guidelines at that time.**
- **Drop off and pick up procedures will be adjusted.**
 - **Upon arrival at Door 8 in the back of the school, a staff member will come to the door and conduct the morning health screening and ensure the children are delivered safely to their area.**
 - **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 Summer Program as we approach our start date. The information provided on this page is preliminary.

Please know that the Summer Program staff is hard at work finding new ways to create a fun and engaging space. We feel confident that the children and staff will be safe and happy.

We greatly appreciate all of your support and understanding.