

After-School Adventures Program Parent/Student Handbook

Marquette Catholic School
Virginia, MN

(218) 741-6811

Monday-Friday: 2:30-5:30

Scheduled Early Release Days: 1:30-5:30

Follows Marquette Catholic School Calendar

Program Director: Nellie Goshey

Email: mcsaftercare@gmail.com

Phone during After-School Adventures Program hours: (218) 741-6344 ext.24

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Mission Statement

The Marquette After-School Adventures Program provides professional and nurturing care of the child during after-school hours. This program will provide an atmosphere in line with the philosophy of Marquette School to meet the emotional, social, intellectual, physical, and developmental needs of the child. The staff of the program will work together with parents and classroom teachers to best meet the individual needs of the child.

Goals

The primary purpose of the Marquette After-School Adventures Program is to provide a safe and quality After-School environment for children in preschool through 6th grade. Our program provides social, emotional, language, cognitive, artistic and physical development opportunities for each child. This is done in a healthy and stimulating environment, fostering positive individual behavior, group relationships, and healthy living for each child.

Days and Hours of Operation

The program operates Monday through Friday from 2:30 to 5:30 on scheduled school days. On scheduled early release days hours will begin at 1:30 instead of 2:30 which is in line with the school dismissal hours. If there are late starts due to weather during the school year, the program will still be in session. There will be no After-School Adventures Program when school is not in session or when school is cancelled due to any reason, including weather.

Scheduling and Cancellation Policies

Two options are available for scheduling your child for the After-School Adventures Program, emailing mcsaftercare@gmail.com or using the Remind App. Scheduling on a weekly basis is instrumental for planning staffing, snacks, and materials needed for the program each week. If you do not turn in a schedule weekly, the child will be considered drop-in, and a different rate will apply.

Weekly Schedule: Every Thursday, before 2:30, your schedule for the following week must be sent to the Program Director. Days and times may vary. You will send the schedule using the After-School Adventures Program email or Remind app. If something changes in your schedule, please contact the Program Director as soon as possible to avoid the drop-in rate.

Drop-in: A child is considered drop-in when their parent hasn't sent a schedule for their child.

Cancellation: Please email or use the Remind app to get a hold of the Program Director if your child is unable to attend. If the child leaves school due to illness, but was scheduled for After-School Adventures, the school secretary will inform the Program Director.

Fees and Payment Procedures

Fees for the After-School Adventures Program are:

- \$5.50 per hour per child for less than one hour.
- \$10.50 for a daily rate for those on a weekly schedule.
- \$6.00 per hour child for drop-in schedule.
- There is a minimum charge of one hour for both weekly and drop-in schedules per day.
- \$1.00/minute/child in the event the child is picked up after 5:30

The weekly schedule, submitted by parents/guardians, is used to anticipate what staff coverage is needed per day. **The daily fee will be charged for all absences** except in the instance of an absence from school due to illness, if a child becomes ill at school and is sent home, or you inform the After-School Adventure staff **no later than 12:30 the day of.**

Parents/guardians must pick up children by closing time of the Program which is at 5:30 p.m. If you know that you will be delayed in picking up your child, please inform the staff. The late pick-up fee is \$1.00/minute/child after 5:30 p.m. If a child remains at the Program after 5:30, the staff will make every attempt to contact parents/guardians and authorized pick-up designees/emergency contacts. If the child remains at the Program after 6:00 p.m. without any notification by the parent/guardian, law enforcement will be notified.

Payment: Billing will be sent home in your child's communication folder and will follow a monthly payment schedule. Payment in full is due after each billing cycle by the date listed on your statement. Payments not paid in full by the next billing cycle will result in your child not being able to attend After-School Adventures until payment is made in full. Payment may be made by cash, check, or money order made payable to Marquette Catholic School. Payment should be turned in to the school office, in person or via the child's blue communication folder. All payments will be given to the Parish Office business manager once received.

Parent/Staff Communication

When you need to communicate with the Marquette After-School Adventures staff, please contact:

Director: Ms. Nellie Goshey
Email: mcsaftercare@gmail.com Phone: (218) 741-6344 ext. 24
You may also use the Remind App feature

Release of Information: Information will be released to the parents/guardians listed on the registration forms.

Conferences: Parents/guardians or After-School Adventures staff may request a conference to discuss the child's development, behavior, and any concerns either party may have. Please contact us if you would like to request a conference. As a part of the Marquette School, we may also receive input from the school principal and classroom teacher.

Evaluation of the Program: During the school year there will be an evaluation sent out by the program. This evaluation will help the Program Director determine the strengths and weakness of the program. This evaluation can also be requested throughout the school year.

Departure of Children

The parents/guardians of authorized designees must sign out children at pickup. At this time, billing or other reports may be picked up.

Release of Children

Children will only be released to their parents/guardians or authorized persons on the registration form. Any changes to the list of persons who may pick up your child must be made on the After-School Adventures Program registration form. Please anticipate your needs by listing at least three designated persons. Please be sure that any person that is to pick up your child brings their picture ID for verification.

Behavior Rules

Our staff will work to engage children in a way that keeps them safe, helps them be comfortable, and promotes self-confidence. Should there be a need for discipline, the staff will first give the child a verbal warning and discuss what expectations the program has for the child. If a second warning is needed, the child will be asked to sit out of the activity and be redirected so that the situation can turn positive. If a third warning is given, the child will be removed from the activity for the remainder of the day. Ongoing behavior issues will be referred to the school administrator and could result in dismissal from the After-School Adventures Program. During any discipline, the child will never be left unattended, and parents will be notified. The following are behavior rules to ensure that a respectful environment will be maintained.

1. I will respect the rights of others and their property. I will not stand, climb, jump, or place my feet on the furniture.
2. I will follow Marquette playground procedures.
3. I will walk in our rooms and hallways.
4. I will clean up after myself.
5. I will be kind and cooperative with other children and staff.
6. I will use my inside voice.
7. I will keep my hands to myself, respecting the Circle of Grace of myself and others.
8. I will not walk around the school or church without an After-School Adventures Program staff member.
9. I will use the restroom beside the gym and keep it neat and clean.

Rules for the playground

1. No jumping off of or climbing on equipment.
2. No wrestling or rough play.
3. No flips or tumbles on the equipment.
4. Go down the slide one person at a time and no climbing on top.
5. Jump ropes are only used for jumping.
6. Wood chips, rocks, and dirt are to be left on the ground.
7. No climbing over or under the fence.

Bullying of any kind will NOT be tolerated.

Personal Belongings

We request that all toys/items that belong to your child be left at home to prevent those items being lost or broken. If items come to school, they must stay in the child's backpack and can only be brought out if After-School Adventures staff has given permission.

Electronic Policy

The occasional limited use of the TV will be up to the discretion of the staff. All programs will be age appropriate and monitored. Personal electronic devices such as tablets and cell phones will not be allowed. Staff may bring in electronics for activities for the children to use; this will be up to staff discretion.

Snacks

The After-School Adventure Program will provide snacks for children around 3:00 p.m. There may be students who attend the program with serious allergies. Because of food allergies children will have to eat the snacks provided by the program and keep all other snacks in their backpack. Water bottles are allowed, but must be labeled. Soda pop is not allowed, but may be given on special occasions. Please make sure to include any food allergies, sensitivities that your child may have on the After-School Adventure registration form.

Health and Safety

Along with the registration form, parents must complete the Marquette After-School Adventures Program Emergency Contacts/Pick-up Designees sheet to complete the enrollment process. Each student must have current health history on file in the Health office. No medications may be given unless the required medication forms are signed and on file. If a child has chicken pox, lice, measles, mumps or any other communicable disease, the Program Director must be notified.

Illness/Injury: If your child becomes ill while attending After-School Adventures our staff will evaluate and isolate your child and contact you or other emergency contacts. A child must be picked up when his/her fever is over 100 degrees. First aid and parent notification will be given for minor injuries (scrapes, cuts, etc.) For any significant head/body injury, you will receive a phone call and injury/accident report. During an emergency, parents will be notified. If the situation is severe, your child will be transported by a local emergency unit to a hospital for treatment. Emergency contacts from the registration form will be notified if parents/guardians cannot be reached. Our staff will use the Marquette School injury report form and follow all policies and procedures for the school. Medical coverage for injuries will not be covered by Marquette Catholic School.

Immunizations: Parents are responsible to have their children immunized to meet the requirements for school entrance. Minnesota Statutes 1980, Section 123.70, requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, hepatitis B, measles, mumps, and rubella, allowing for certain specified exemptions.

Children with Life Threatening Food Allergies: There may be children with severe food allergies enrolled in the program. Snacks will be provided to all enrolled by the staff to ensure the health and safety of these students. Any snacks that are in a child's backpack, must stay there, and not be eaten during our hours.

Medication Administration: After-School Adventures personnel will only administer medications approved by the Federal Drug Administration. No medications, including over-the-counter medications, cough drops or ointments are allowed in the student's possession. After-School Adventures personnel will administer prescriptions per physicians signed order. Medication forms, required by the State of Minnesota, must be completed and signed by the doctor and/or parent to allow the student to take any medications. Forms can be obtained in the school office. Prescription medications should be in an appropriate bottle provided by the pharmacy. Over-the-counter medication should be identified in writing by the parent(s).

Fever Policy: After-School Adventure policy on fever states that a child with 100 degrees or greater is excluded from the Program. Students who have experienced a fever of 100 degrees or greater must remain out of the Program and stay at home for at least 24 hours after the temperature has returned to normal **without the assistance of a fever reducing medication.**

Vomiting Policy: Students who experience one or more vomiting episodes with or without fever, over a 24 hour period and/or are unable to tolerate normal food and drink, may not return to the Program until 24 hours after the last vomiting episode.

Diarrhea Policy: Students who have experienced diarrhea, with or without fever, may not return to the Program until 24 hours after the last episode.

Dress: Children should have appropriate outdoor clothing. In winter, children should be prepared to go outside when the weather permits. All children should have boots, snow pants, hats, mittens/gloves, and appropriate jackets.

Emergency Closing: In the event that After-School Adventures must close during its hours of operation we will move students to one of the safety locations (Courthouse or Bowling Alley) and make phone calls to parents of our new location. If the school closes for an emergency purpose before the programs hours of operation (Snow Day for example) then there will not be After-School Adventures for that time.

Data Privacy

The After-School Adventures program complies with the data privacy policy of Marquette School. Staff will keep all records/conversations at the program confidential. This includes, but is not limited to, children's records, personnel records, and accident/discipline reports. Staff will release records only to those legally permitted.

Mandatory Reporting

The After-School Adventures staff will follow the mandatory reporting guidelines according to Minnesota state law to report any suspected child abuse cases.

Staff

The main concern of our staff is your child's safety and well-being. The following policies are in place for the staff to create a safe environment for your child:

1. Staff members are to supervise children at all times and locations (rooms, playground, or gym) and maintain a direct line of sight.
2. Staff members are to interact with children and not to isolate themselves or converse at length with other staff.
3. Behavior management is to be positively conducted. Discipline procedures will be followed.
4. Staff members are to be a positive role model for respecting others.
5. Staff is required to have First Aid, CPR, Child Protection, and Blood borne Pathogen training.
6. All school policies are to be followed.
7. Drug and alcohol use is prohibited.
8. A criminal background check is required to be employed at Marquette School and staff must complete the Diocese of Duluth Safe Environment Training.
9. Cell phone/electronic use limited to work only.

After-School Adventures Program

Notification of Understanding and Acceptance

In order to maintain the core values of the After-School Adventures Program, it is vital that parents/guardians understand and support what this program offers to your child(ren). To that end, please read this handbook carefully. Questions and/or concerns should be brought to the After-School Adventures Program Director as soon as possible to avoid any misunderstandings.

When the After-School Adventures Program Handbook has been read, discussed with your child(ren), understood and accepted by you, as the Parents/guardians of a child(ren) enrolled, please sign and have your child(ren) sign this form and return it to the After-School Adventures Program Director.

Please sign and return the form below to the After-School Adventures Program Director

Agreement to Accept and Follow the Provisions of the After-School Adventures Program

I have read, understand, and accept the provisions listed in the After-School Adventures Program Handbook.

Student's Signature

Student's Signature

Student's Signature

Student's Signature

Parent/Guardian Signature

Date