

**Saint John the Evangelist School
Eagle Club Information Document**



**Saint John's Eagle Club Childcare Program
2621 McMenemy Street
Little Canada, MN 55117
School phone: 651/484-3038
School fax: 651/481-1355
Website sjolc.org**

**Phone: Eagle Club Room = 651/484-8913
Coordinator: Tricia Kurschner (tkurschner@stjohnsoflc.org)
Phone: Eagle Club Billing = 651/288-3223
Accountant: Mary Tyler (mtyler@stjohnsoflc.org)**

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Introduction

Directory

Address	Saint John the Evangelist School 2621 McMenemy St Little Canada, MN 55117-1638
Accountant	Mary Tyler 651-288-3223
Eagle Club Room	651-484-8913
Eagle Club Coordinator	Tricia Kurschner 651-484-8913
School Fax	651-481-1355
Principal	Mary Kay Rowan 651-288-3220

Mission Statement-Saint John's School

Saint John's School provides students with a strong Catholic foundation and an excellent academic program, with the support and involvement of the family.

Mission Statement-Eagle Club

Eagle Club encompasses all of child care (before/during, after) for children age 3 through 8th grade. The program's focus is on school age care and enrichment opportunities designed to meet the changing needs of children and families. This is accomplished through creative learning experiences designed to increase social interaction. Our program is fee based and administered by Eagle Club staff under the direction of the principal. Eagle Club is located at the northwest end of the building.

Philosophy

Our philosophy is to lead children to discover friendship, independence, and confidence through art, music, sports, drama, service and recreational activities. Children are led to discover their talents and interests and to take pride in their accomplishments. The staff and program facilitate a warm and secure environment for channeling the children's energies and meeting their individual needs. The role of Eagle Club, in cooperation with home and school, is to support the development of the whole child.

Student Eligibility

During the school year, we provide services for Saint John's preschoolers through 6th grade. A modified care service is provided for students in 7th and 8th grade in the mornings until study hall begins. During the summer, Eagle Club serves preschoolers through those who have just completed 6th grade. Eagle Club operates year round. Students who are not Saint John's students during the school year are accepted at the discretion of the principal. All children must be completely toilet trained in order to enter or remain in Eagle Club.

Welcome Parents and Students

Welcome to Saint John's Eagle Club Childcare. Eagle Club staff members would like to take this opportunity to welcome your family to our program.

Program Policies and Procedures

Located in the Eagle Club room, our program is a balance of self-directed and staff-directed activities which include arts and crafts, children's literature, dramatic play, gym and outdoor activities and games.

Accidents

1. If your child has had a **minor injury**, you will be notified when you pick up your child.
2. If a **serious injury** should occur which might need medical attention, the staff will call you immediately so that you can take your child to a doctor or dentist.
3. In an **emergency situation**, the staff will call 911 and then contact you. After 911 has been called, it is up to the 911 team to decide what actions will be taken. You will be responsible for medical charges.

Accommodation Process

Eagle Club is committed to providing a safe, healthy atmosphere for the children we serve. We will provide all reasonable and appropriate accommodations to any child within the existing Eagle Club program. We are committed to working with the child's family and the school team to determine appropriate accommodations. When a child displays behaviors which jeopardize the safety of themselves or others, the staff will contact the child's parent or guardian and request that, for the safety of their child and others, the child be removed from the program that day. When a child has persistent difficulty being a part of the Eagle Club, the following steps will be taken to promote their success: The child's behavior will be observed and monitored by the Eagle Club staff and school faculty. Information will be gathered from the child, the family and school personnel.

1. A discipline plan and a timeline will be developed. All parties will be expected to sign and comply with the behavior plan. Changes will be made to the plan as determined necessary by the Eagle Club and school faculty.
2. Occasionally, the existing Eagle Club program will not be the best environment for the child. When all modification efforts have been exhausted within the existing timelines and the child's behavior has not improved, the Eagle Club accommodation team will evaluate the ability of our program to accommodate the individual.

Authorizations

When you register your child for Eagle Club, please name all persons authorized to pick up your child and anyone who is **not** allowed to pick up your child. In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file with the Eagle Club Coordinator.

You must inform the staff in advance and in writing if someone other than a parent or guardian is to pick up your child. The Eagle Club staff will ask for a photo I.D.

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Behavior Management

We maintain appropriate behavior through clear guidelines, consistent consequences, and positive staff interaction. We utilize parental assistance when dealing with inappropriate behavior. When a child displays a pattern of consistent inappropriate behavior, Eagle Club staff members reserve the right to evaluate whether the child can be best served by our program. Eagle Club reserves the right to suspend any child based on our evaluation of the degree and consistency of the inappropriate behavior. Before a suspension, a mandatory meeting will be attended by the parent, child and staff before the child can return to our program.

Days Closed (check the yearly calendar as dates may vary and are subject to change: if the holiday is on a Saturday, we will be closed the Friday before. If the holiday is on a Sunday, we will be closed the following Monday)

Labor Day
Thanksgiving Day and the day after
Christmas Eve
Christmas Day
New Years Day
Good Friday
Memorial Day
July 4th

**We reserve the right to close
on other days when the
projected number of students
attending falls below 6.**

Drop-in Care

Drop in care is designed for families who are not registered for a particular day and/or who do not typically use the program on a consistent basis. To sign up for drop in care requires the completion of a drop off care registration form and the payment of a \$25 renewal registration fee annually. The renewal fee is due September 1st of the current year. The drop in care rate is \$11 per block per child. Please call Eagle Club directly at 651/484-8913 at least forty-eight (48) hours in advance to inform staff of your need for care. This notification will allow us to provide for adequate staffing. While Eagle Club staff will try to accommodate emergency situations, if lack of notice becomes a pattern, a meeting will be held with staff regarding your use of the program. Please make checks payable to Saint John's Eagle Club, and place in the tuition box in the room the day care is provided.

Enrollment/Registration

Enrollment is considered complete when all enrollment/registration forms are complete and returned and the nonrefundable registration fee (\$50.00 per family) is paid. Children using the program must register on a yearly basis and pay a non-refundable renewable fee (\$25 per family) to continue.

Eagle Club reserves the right to delay enrollment due to the need to increase staffing or to gather additional information about the student. Eagle Club also reserves the right to deny or limit service for nonpayment of previous Eagle Club charges.

Grievances

If you have a grievance regarding the Eagle Club Program or a staff member:

1. immediately, if the problem has not been resolved, set up a time to discuss it with the staff member and the Eagle Club Coordinator.
2. if the issue is not resolved, set up a time to discuss it with the staff member, Eagle Club Coordinator, and the Principal, Mary Kay Rowan.

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Illness

Illness before Eagle Club (Can my child come to Eagle Club?)

For the safety of all our students, children who are ill may **not** be brought to Eagle Club. This includes children with the following symptoms: fever (of 100° or higher), diarrhea or vomiting **within the last 24 hours**, undiagnosed rash, inflamed eyes, severe cold or a sore throat.

Illness during the Eagle Club Day

If a child becomes ill while at Eagle Club, the staff will have the child rest separated from the other children. No over-the-counter medication, including aspirin, can be given to a child for any reason without an authorized form. A phone call will be made to the parent/guardian to come and pick up the child. If you cannot be reached, the staff will contact the emergency contact(s) listed on your child's emergency form. Children will only be sent home with a parent/guardian or an authorized person named on the student's emergency contact form. No other person may take a student home unless it is authorized in writing by a parent.

If your child comes down with a communicable disease such as chicken pox or strep throat, contact Eagle Club immediately. When a communicable disease is reported, a note will be posted to inform other parents of possible exposure.

Late Pick-Up Fee

Eagle Club closes promptly at 6:00 PM during the school year and during the summer. Our procedures are as follows:

1. If we have not heard from the parents 15 minutes after closing time, the emergency contact(s) will be called.
2. If we have not heard from the parents 30 minutes after closing time and the emergency contact(s) cannot be reached, the Police Department will be notified.
3. A late fee of \$1.00 per minute, per child must be paid directly to the staff member working at the time you pick up your child.
4. It is understood that conditions beyond one's control (i.e. inclement weather) exist. If these conditions arise, you must notify the site as soon as possible, and make arrangements for **someone else** to pick up your child.
5. Continued late pick-up will result in termination of our services.

Medication

Prescription medication can be administered by the Eagle Club staff under the following conditions only: A medication policy, procedure and authorization form is included at the end of this handbook and on the school website under "forms" for your convenience. A new form must be filled out each school year for each child.

Personal Property

Eagle Club staff cannot be held liable for any lost, stolen or broken toys or other articles. Please use discretion when sending expensive toys from home. If toys are brought, make sure they are labeled with the child's name in permanent ink.

Release Days during the school year

Eagle Club is open full days when school is closed due to conferences, workshops, winter and spring break. Children need to bring their own lunch and beverage on these days. However, breakfast and snack are provided on these days. Fees for non-school days are at an additional charge from your normal weekly rate. Forms are available on a table outside the Eagle Club Room a few weeks prior to that non-school day. Please fill them out completely and attach the

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appropriate payment by the deadline. Forms that come in past the deadline will be processed at the drop-in rate.

Responsibilities-Children's

1. Be respectful of other people and property
2. Have fun
3. Be friendly
4. Be safe
5. Be honest

Responsibilities-Parent's

1. Observe the rules and policies of the Eagle Club program.
2. Share concerns with staff members about your child's needs in the program.
3. Listen to concerns of staff members about your child's behavior, and work on an agreeable solution to any problems.
4. Keep your child's information complete and up-to-date (i.e. new phone numbers, work changes).
5. Inform the Eagle Club when your child will not be in attendance.
6. Inform the Eagle Club in writing if someone else will be picking up your child.
7. Read the handbook and posted information at the site.
8. Provide a change of clothes for your child if he/she is in preschool.

Responsibilities-Program's

1. Provide a positive, safe, and enriching environment which meets the developmental needs of children.
2. Provide a caring staff, who show genuine respect for children and provide positive role models.
3. Keep parents informed through communication.

School Year Block Schedule

Block 1	6:30 AM to school start	A light breakfast is available at 8:30 AM at no additional charge.
Block 2	9:00 AM to 11:30 AM	Not available at this time.
Block 3	11:30 AM to school end	
Block 4	School end to 6 PM	An after school snack is provided. A study time is also added to this component.

Security

For the safety of the children, please use the appropriate entrance to drop off and pick up your child (ren) from Eagle Club. Eagle Club members will be let in at the Eagle Club door from 6:30-8:25 AM. Eagle Club members who come between 8:30 and 9:00 AM need to use the dining room (south) entrance. Parents need to walk their child (ren) in and bring them to the dining room so the children (ren) get signed in properly. Parents picking up child (ren) between 3:35-4:00 PM should enter through the south doors (by the dining room). All other pick up and drop off situations during the day and evening hours should be done through the Eagle Club entrance.

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Sign In /Sign Out

Please sign your child in every morning and out every afternoon. For safety purposes, please know that it is your responsibility to bring your child to the location of the group. If the room is empty, there will be a note notifying you where the group is at. Please sign in and out as you drop off or pick up your child.

Snow Days/Emergency Closing

Late Start/School Closing

Announcements pertaining to late start or school closings are made on WCCO radio (830 AM) and WCCO TV. Listen for Saint John the Evangelist or the Roseville School District. In the event that Saint John's is closed or closes mid-day due to severe weather, Eagle Club will also close. It is imperative that you have an action plan to assist your child in handling an early dismissal from school. Tuition which encompasses any school closing is not refundable.

Summer Program

Eagle Club offers a full day summer program. It is open enrollment and is on a first come first serve basis. The summer Eagle Club Program is contracted separately from the school year. Registration materials are available in April. Please see the summer registration materials for the exact dates of the summer program. During the summer we ask that children bring their own lunches and beverages. There will be a charge of \$5.00 for forgotten lunches. We encourage each child to bring a water bottle with his/her name on it. Please allow extra time when picking up or dropping of your child in the summer.

Vacation

A family that has been in Eagle Club for one full year, September 1st – August 31st, is allowed one week vacation after the first full year. This vacation is to be taken in a one week increment. It may not be taken on a daily basis. Please notify the bookkeeper one week prior to the chosen vacation week and your account will be adjusted accordingly.

Vanco

Vanco is the automatic withdrawal system that is used for Eagle Club monthly payments. Monthly fees are calculated on a four week per month basis during the school year. Calculations for the school year are based on nine full months from September through May. Summer Eagle Club Vanco forms are available in April. Parents are able to decide the following:

- Funds can be withdrawn from checking or savings accounts
- Funds can be withdrawn on the 5th, 15th, or 25th of the month

Please find Vanco form at sjolc.org on the menu under childcare

Withdrawal from the Program

Withdrawal from the program requires a two week written notice given to the accountant. The contracted daily fee will be charged for two weeks following the date the notice is received.

Saint John's School

DISPENSATION OF MEDICATION FORM

This procedure was developed to comply with School Board Policy JHCD, Dispensation of Medication, and state mandates. It is designed to protect students, parents/guardians and school personnel.

For the protections of students:

all medications will be stored in the school health office in elementary and middle schools:

if a child participates in early childhood or school age childcare, medications dispensed during those times will be stored in a secure location in the program area;

in high school, students are encouraged to store medications in the school health office;

the licensed school nurse, at her discretion, may require a physician's order for over-the-counter medications, such as aspirin, antihistamine, cough medicine;

a new medication permission form is required each school year.

Procedure

Medication prescribed for more than (2) weeks and which must be taken at school must have this permission form signed by a physician or dentist and the parent/guardian.

Medication prescribed for less than two (2) weeks requires written permission from the parent/guardian only.

To be administered by school personnel, over-the-counter medication should have this permission form signed by the parent/guardian.

All medications should be in original containers labeled with the following:

Student's name

Medication name

Strength of medication

Time of day to take medication

Doctor's name

AUTHORIZATION FOR GIVING MEDICATION AT SCHOOL

Student Name _____ Birth Date _____ Grade _____

Reason for giving medication _____

Name of Drug	Dosage	Time of Day	Discontinuation Date
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Signature of Doctor or Dentist _____

Phone Number _____

I hereby authorize school personnel to give the above medication.

Signature of Parent/Guardian _____

Date _____

Work Phone _____

Home Phone _____