



School Age Care Program
Where Birds of 'Pray' are Hatched

Parent and Student Handbook

Table of Contents

INTRODUCTION.....	2
Program Mission & Goal.....	2
POLICIES AND PROCEDURES	2
Section I. Fees and Payment Policy.....	2
School Year Fees	2
Payment Policies	3
Section II. Registration and Enrollment	3
Section III. Contact Information.....	4
Section IV. Hours of Operation.....	4
Section V. Schedule Verification	5
Section VI. Location.....	5
Section VII. Supervision and Minimum Enrollment	5
Section VIII. Absences and Schedule Changes	6
Section IX. Release of Children	6
Section X. Breakfast and Snack	6
Section XI. Personal Property	7
Section XII. Field Trips.....	7
Section XIII. Homework	7
Section XIV. Movies	7
HEALTH AND SAFETY	8
Section XV. Sickness	8
Distribution of Medication	8
Section XVI. Emergency Closings	9
Section XVII. Emergency Procedures	9
PROGRAM ACCESS AND INVOLVEMENT	9
Section XVIII. Communication.....	9
Section XIX. Falcon’s Nest Advisory Council.....	9
Section XX. Visiting	9
Section XXI. Electronic Keys	9
Section XXII. Privacy	10
Section XXIII. Behavioral Expectations, Discipline and Discharge.....	10
Section XIV. Grievances	11

INTRODUCTION

Welcome to the Falcon's Nest School Age Care (SAC) Program at All Saints Catholic School. The Falcon's Nest Parent Handbook serves as a valid part of the enrollment agreement between the Falcon's Nest Program and the parents or guardians of children who are enrolled in the program. Since the Falcon's Nest is run under the governance of All Saints School, any item in the All Saints School Parent Handbook will also apply to Falcon's Nest where appropriate.

Program Mission & Goal

The mission of the Falcon's Nest School Age Care Program is to provide care for children attending All Saints School before and after school and on selected non-school days. The goal of the program is to provide a safe, pleasant, informally structured environment in which a variety of activities that promote the spiritual, emotional and intellectual growth of each child are available.

POLICIES AND PROCEDURES

Section I. Fees and Payment Policy

The Program salaries, supplies and administrative expenses are supported entirely by fees. Fees are as follows:

School Year Fees

- A. BEFORE SCHOOL AM SESSION: \$12.00
- B. AFTER SCHOOL PM SESSION: \$17.00
- C. NON-SCHOOL ALL DAY SESSION: \$50.00
- D. REGISTRATION FEE: \$50.00 per family (\$40.00 early bird)
- E. LATE CONTRACT FEE: \$10.00
- F. NON-SCHOOL DAY DROP-IN \$55.00
- G. DROP-IN FOR AM AND PM SESSIONS ADD \$3.00

Payment Policies

1. Registration and enrollment fees are prepaid and non-refundable.
2. Enrollment fees are due on the deadline dates specified in each monthly schedule.
3. Early bird registration fees apply before July 15 for the coming school year.
4. Receipts are emailed at the time of payment. The Program maintains a detailed account record for each participating family. Account information is available upon request. Statements for tax purposes are emailed to families no later than January 31.
5. Sessions cancelled due to low enrollment are refundable. Weather related cancellations are non-refundable.
6. A \$10.00 late fee will be charged for schedules submitted after the deadline indicated in each schedule agreement. Sessions added after the deadline are subject to an additional fee.
7. Overtime fees will be applied if a child is picked up past the program's hours of operation. (See *Section III. Hours of Operation*).
8. Payments may be made online by setting up a payment account. A link and instructions for setting up an account can be found on the Falcon's Nest page of the All Saints School website. Payments by check made out to the Falcon's Nest may be sent in the Thursday school communication folder or mailed to the Falcon's Nest Program, 19795 Holyoke Ave., Lakeville, MN 55044.

Section II. Registration and Enrollment

Registration: The parent/guardian must complete a registration form and submit it with a non-refundable registration fee to the Falcon's Nest Program. A registration form and fee must be submitted for each school year in attendance.

Eligibility: Children attending All Saints School, grades K-5, are eligible for the School Year Program.

Enrollment: Each registered family will receive a scheduling agreement for enrollment each month.

1. A schedule is sent in the first school communication folder of the month for the upcoming month. The parent must fill out the schedule by checking each session that the child will attend. Schedules are also available on the All Saints Church website.
2. The schedule must be submitted by the indicated deadline with payment for no less than half the balance of fees for the upcoming month. The remainder will be due by the deadline indicated in the scheduling contract. Schedules may be submitted via the school Thursday communication folder, emailed to the Program Director, or mailed to the Falcon's Nest Program, 19795 Holyoke Ave., Lakeville, MN 55044. Fees may be paid by check made to the Falcon's Nest or through an online account. All fees are prepaid and non-refundable.

3. Spaces in each session are limited and will be filled by the scheduling contracts on a first come first serve basis.

Each child enrolled in the Falcon's Nest must have current information on file. The **Emergency Information Card** and **Record of Immunizations** are required. Children who attend All Saints School and have provided this information to the school are not required to duplicate for Falcon's Nest. In addition, the Falcon's Nest requires a **Registration Form** and **Handbook Agreement** during the school year. Any field trips taken during the school year will require a **Field Trip Permission Form** for each trip. The parent must inform the Program Director of any changes that occur, such as emergency contact and pick-up persons, home address, and phone numbers. These forms are updated at the start of each school year.

Section III. Contact Information

Phone:

Room: 952-469-4958
Cell: 952-451-3597

Email:

Cheri Doyle, Program Director
cdoyle@allsaintschurch.com

Falcon's Nest Advisory
fnac@allsaintschurch.com

Section IV. Hours of Operation

The Falcon's Nest hours of operation are as follows:

- | | |
|---------------------|-------------------------|
| A. AM SESSION: | 6:30AM. – School begins |
| B. PM SESSION: | School ends – 6:00PM. |
| C. ALL DAY SESSION: | 6:30AM – 6:00PM. |

A parent must come into the building with the child when dropping off or picking up. Children must be signed in and/or out by the parent on the form provided by the Falcon's Nest room door. Please do not allow your child to sign this form. It is an official attendance record, a secondary permission form for field trips, and verification of the identity of the pick-up persons. The building will not be open before 6:30AM. Parent access keys turn off at 6:00PM. Falcon's Nest is closed on Saturday and Sunday. Falcon's Nest reserves the right to offer selected all day sessions on extended and holiday breaks based on the day on which the holiday falls, the patterns of program use and the need for building maintenance. All Day sessions offered will be in the monthly scheduling contract.

Falcon's Nest will always be closed on the following days:

- Labor Day**
- Thanksgiving Day**
- Friday following Thanksgiving Day**
- Christmas Eve**
- Christmas Day**
- New Year's Eve**

- ❑ **New Year's Day**
- ❑ **Holy Thursday**
- ❑ **Good Friday**
- ❑ **Memorial Day**
- ❑ **Any day enrollment drops below minimum. (A two week notice will be given).**
- ❑ **Any day building maintenance requires the space be closed.**

The Program closes at 6:00PM. Parents whose children remain past 6:00PM must pay overtime fees as follows:

5 – 15 minutes overtime - \$5.00

Each additional 1 – 15 minutes - \$5.00

Late fees will be charged to the individual Falcon's Nest account.

Emergency contacts given on the registration form will be called upon to pick up a child remaining 30 minutes after 6:00PM.

Section V. Schedule Verification

The roster for the current week and the coming week is posted in a binder by the sign in/out sheet. Check this roster each week. Call the Falcon's Nest voice mail, **(952) 469-4958**, or email the Program Director, if there is an error.

Section VI. Location

The Falcon's Nest SAC Program is located in the lower level of All Saints School, room number 112A and 112B. The room is adjacent to the lower lobby. The Falcon's Nest will use the lower door marked entrance 'P' for drop-off and pick-up. Alternative space in the building is used at staff discretion for activities or enrichment.

Section VII. Supervision and Minimum Enrollment

The Falcon's Nest maintains a minimum staff to student ratio of 1:15. All Falcon's Nest staff are required to have Virtus training, background checks (staff 18 years and older), character references, (staff 16 – 18 years old), and be certified in CPR, AED and First Aid.

If, on any given non-school day, enrollment drops to below 10 students, the Program may close. Parents will be informed of a closure no less than two weeks prior to the closure.

Section VIII. Absences and Schedule Changes

The Falcon's Nest SAC Program assumes responsibility for the enrolled children immediately after the school day ends. If your child will not be attending a scheduled session due to absence from school, please notify the Falcon's Nest staff via email or leave a message in the Falcon's Nest voice mailbox, **(952) 469-4958**. Absentees without prior notification may be mistaken for a missing child, causing unnecessary concern and time spent in searching for the child. **Classroom teachers are not responsible for transferring absence information to Falcon's Nest.**

Advance written or email notification to the Falcon's Nest Program Director is required for all additions or cancellations to the schedule. **Classroom teachers are not responsible for transferring information concerning additions or cancellations to Falcon's Nest.** Call the Falcon's Nest or All Saints School if no confirmation of the schedule change has been received. The number for the Falcon's Nest is: **(952) 469-4958**. The phone number for All Saints School is **(952) 469-3332**. Schedule changes without written or email notification will not be allowed and any child scheduled to attend Falcon's Nest as recorded on the monthly scheduling contract will be kept at Falcon's Nest. If a child does not arrive at the program as intended, the Falcon's Nest staff will notify the parents. If the parent cannot be reached, the child's emergency contact person will be notified. **Same day schedule changes must be received no later than 11:00AM.**

Notify the Falcon's Nest SAC Program Director if your child will be participating in any on-site extra-curricular activities.

Section IX. Release of Children

The Falcon's Nest SAC Program Registration Form lists the names of persons authorized to pick up the child. Authorized persons will be asked for formal picture identification (driver's license) before they are permitted to have a child released to them until all staff recognizes that authorized person. Authorized persons must be 16 years or older. If someone other than an authorized person will be picking up a child, Falcon's Nest must have advance written or email notification. Call the Falcon's Nest, **(952) 469-4958**, or the All Saints School office, **(952) 469-3332**, to confirm the change if the change has not been confirmed by the Falcon's Nest Program Director. If an unauthorized person attempts to pick up a child, the parent will be called. If a parent is unavailable the child will be held until an authorized person picks up the child. No child will be allowed to go home on the bus when he/she is scheduled for Falcon's Nest unless program staff has been properly informed of a schedule change, (*see Section VIII. Absences and Schedule Changes*).

Section X. Breakfast and Snack

AM Session: Falcon's Nest serves a nutritionally balanced breakfast in the morning.

PM Session: Falcon's Nest serves a choice of snacks in the afternoon that includes items from at least three food groups.

All Day Sessions: Breakfast and snack will be served as usual during All Day Sessions. A bag lunch from home will be needed during the school year unless notification of a special lunch was given. A lunch prepared by Falcon's Nest is offered in the summer and is included in the fee. Lunch is not offered summer morning only or summer afternoon only.

Food from Home: Children should not bring breakfast or snack items from home unless there are special health concerns. In accordance with school policy, children may not bring treats from home for birthdays or any other occasion.

Section XI. Personal Property

Children should not bring money, toys, electronic devices, or any other items not necessary for school activity to the Program.

Any personal property remaining after the session will be taken to the school lost and found. The Program is not responsible for lost personal property.

Section XII. Field Trips

Field Trips may be scheduled at the Falcon's Nest. The cost of field trips may be charged in addition to the regular fees or included in fees. Parents will be notified of the date, time, place, and cost of the field trip prior to the trip. Field trips are not optional. A **Field Trip Permission Form** is required for each trip during the school year. The sign in sheet will also contain information about field trips, and will serve as a secondary source of permission. Children will walk to field trips within a reasonable walking distance or be transported by bus.

Section XIII. Homework

Children may do homework during free time. The Falcon's Nest staff will support a student's efforts in the completion of homework, but will not enforce the completion of homework or provide tutoring.

Section XIV. Movies

Children attending Falcon's Nest will view movies with a **G** rating only, except in instances where parents have given permission to view a PG movie.

HEALTH AND SAFETY

Section XV. Sickness

If your child has a known medical condition (asthma, diabetes, allergy, etc.) please be sure information is on file at Falcon's Nest identifying the condition. Be sure the staff has been informed of procedures to follow should complications from the condition arise. Update all medical information on the registration form at the beginning of each new session of the Program.

Distribution of Medication

Falcon's Nest staff will administer medication only if a proper **Medical Authorization Form** has been submitted either to the school health office or directly to the Falcon's Nest Director. This form is found on the Health Office page of the school website and is also available in the school Health Office.

1. All medications must be delivered to or taken from the Program by a parent. The school health attendant may deliver medications to the Program and Program staff may return medications to the health office if the medications were delivered to the school by the parent and the medication is to be taken over the course of designated days.
2. The medication must be provided in the original or duplicate container accompanied by the doctor's directions, (Tylenol in the Tylenol bottle, etc.). Please make sure the child's name is on the outside of the bottle with appropriate dosage to be given. Stray pills in sandwich bags and envelopes will not be administered.
3. Physician's orders are required for all changes in medications or changes in dosage.
4. If medication is to be kept at the Program for treatment of a chronic condition, no more than a one-month supply should be provided at a time.
5. Tylenol and all other drugs will not be administered without a **Medical Authorization Form**. Parents may fill out an authorization form that must be signed by both a physician and the parent allowing the administration of Tylenol for each school year. Appropriate forms are available in the Falcon's Nest room upon request. Forms provided to the school need not be duplicated for Falcon's Nest.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **Fever over 100 degrees F, Vomiting or Diarrhea, Accident Requiring Medical Attention, Parasitic Infestation**. If the parent is unavailable, instructions on the school **Emergency Information Card** will be followed and the emergency contact person will be notified.

Section XVI. Emergency Closings

In the event that school is closed because of severe weather or any other emergency, the Falcon's Nest will close. In the event of late starts due to severe weather or any other emergency, there will be no AM Session. In the event of early closings due to severe weather or any other emergency, there will be no PM Session. Fees are non-refundable for cancellations due weather or emergency related school closings.

Section XVII. Emergency Procedures

Falcon's Nest establishes and practices procedures that ensure the safety of children in care in the event of emergency situations, including fire, severe weather, lock down and building evacuation.

PROGRAM ACCESS AND INVOLVEMENT

Section XVIII. Communication

Communications, such as notice of cancelled all day sessions, monthly schedules, and registration information, will be sent in the school communication folder during the school year. Notices will also be emailed to registered families. Information about the program can be found on the Falcon's Nest page of the All Saints School website. Receipts and Statements of Account will be emailed. Hard copy will be provided upon request. Submit requests to the Program Director
(See Section III. Contact Information)

Section XIX. Falcon's Nest Advisory Council

The Falcon's Nest Advisory is composed of a parent group organized as a consultative body to the Program Director. The Advisory members assist with program planning and development, and serve as outreach for Falcon's Nest families.
(See Section III. Contact Information)

Section XX. Visiting

Falcon's Nest staff is available to meet parents and answer questions during All Saints School Open House and Kindergarten Information Night. Parents of children enrolled in the Program are welcome to visit the Program any time during hours of operation. Parents of children considering enrollment are welcome to visit the Program by contacting the Program Director to schedule a visit.

Section XXI. Electronic Keys

Each family of a child or children enrolled in the Falcon's Nest Program will receive at least one and not more than two electronic keys. The electronic keys are the property of the Falcon's Nest Program and must be returned to the Program Director at the conclusion of the final registered session a child will attend. A \$5.00 charge will be assessed for each unreturned or lost key. The

electronic keys are programmed to open entrance 'P' only during Falcon's Nest hours of operation. Lost keys must be reported immediately. Electronic keys must never be in the possession of a student for any reason. Keys in the possession of a student will be confiscated and retrieved only by the parent or guardian.

Section XXII. Privacy

The Falcon's Nest staff and administration respects a family's right to privacy. If a Falcon's Nest staff person is concerned about any issue pertaining to child in the care of the Program, the staff person will identify that concern to the Program Director. The Program Director will inform the parent/guardian and work with the parent/guardian to address concerns. The Program Director may also seek the assistance of the Program Supervisor, School Councilor, School Principal, and/or the child's teacher to deal effectively with the concern. The people in these positions work as a team to meet the specific needs of each child in their care.

Caregivers will report any suspected cases of child abuse or neglect.

Section XXIII. Behavioral Expectations, Discipline and Discharge

The Falcon's Nest SAC Program conforms to the **Code of Conduct, Behavioral Expectations, and Discipline Policy** as stated in the **All Saints Catholic School Parent/Student and Volunteer Handbook**.

The Falcon's Nest Program maintains an individualized Discipline Procedure. The policy provisions are as follows:

- Reward systems recognizing positive behavior
- Verbal redirection
- Loss of privileges
- Staff reports behavior to director
- Parent is notified of behavioral issues via email or in written form
- Meeting with parents, director, and school principal
- If the behavioral issues persist, the director will meet with the school principal to discuss the potential suspension or discharge of a child.
- If the severity of a problem is great enough that it could endanger the safety of the child or other children in the Program, suspension or discharge will be effective immediately after the Director consults with the School Principal and the Parish Pastor.

Behavioral issues can be understood as any negative or inappropriate action that is repetitive, that disrupts the operation of the program or demands an excessive amount of staff time, that is destructive, or that is aggressive.

Section XIV. Grievances

The Falcon's Nest Director is responsible for staffing and policy making for the Falcon's Nest SAC Program. If a parent/guardian is concerned about any issue or situation concerning their child, the parent/guardian must contact the Director. Caregivers will not address these concerns independently and issues will not be discussed in the presence of children. Falcon's Nest caregivers are under instruction to channel significant concerns to the Director.