



**Out of School Time Program**  
*Where Birds of 'Pray' are Hatched*

**Parent and Student Handbook**  
**School Year 2010 - 2011**

**TABLE OF CONTENTS**

**Introduction**

**Program Mission & Goal**

<b>Section</b>	<b>Page</b>
Section I. Fees and Payment Policy.....	2
Section II. Registration and Enrollment.....	3
Section III. Hours of Operation.....	4
Section IV. Schedule Verification.....	5
Section V. Communication.....	5
Section VI. Location.....	5
Section VII. Staffing and Minimum Enrollment.....	6
Section VIII. Absences.....	6
Section XI. Sickness.....	6
Section X. Breakfast and Snack.....	8
Section XI. Personal Property.....	8
Section XII. Field Trips.....	8
Section XIII. Release of Children.....	9
Section XIV. Emergency Closings.....	9
Section XV. Homework.....	9
Section XVI. Movies.....	9
Section XVII. Privacy.....	10
Section XVIII. Behavioral Expectations, Discipline and Discharge.....	10
Section XIX. Grievances.....	11
Section XX. Electronic Keys.....	11

# INTRODUCTION

Welcome to the Falcon's Nest Out of School Time Program at All Saints Catholic School. The Falcon's Nest Parent Handbook serves as a valid part of the enrollment agreement between Falcon's Nest OST 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. Please pay particular attention to school policies regarding drug, alcohol and tobacco use, weapons, sexual misconduct, harassment, and internet use.

## Program Mission & Goal

The mission of the Falcon's Nest OST 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:

A. BEFORE SCHOOL AM SESSION:	\$10.00 per session per child
B. AFTER SCHOOL PM SESSION:	\$12.00 per session per child
C. NON-SCHOOL ALL DAY SESSION:	\$37.00 per session per child
D. REGISTRATION FEE:	\$25.00
E. AM LATE START:	\$15.00
F. PM EARLY DISMISSAL	\$17.00
G. LATE CONTRACT FEE:	\$10.00
H. AM/PM SESSIONS ADDED	\$12.00 AM
AFTER CONTRACT DEADLINE	\$14.00 PM
I. ALL DAY SESSIONS ADDED AFTER	
CONTRACT DEADLINE	\$39.00

1. Registration and enrollment fees are prepaid and non-refundable.
2. Enrollment fees are due on the deadline dates specified in each monthly contract.
3. Receipts are available upon request. The Program maintains a detailed account record for each participating family. Account information is available upon request.
4. Fees for field trips are set per trip.
5. Sessions cancelled due to low enrollment are refundable. Weather related cancellations are non-refundable.

## Section II. Registration and Enrollment

**Registration:** The parent/guardian must complete a registration/emergency form and submit it with a \$25.00 non-refundable registration fee to the Falcon's Nest Program. The Falcon's Nest Program is divided into two sessions per year: the School Year Session and the Summer Session. A registration form and fee must be submitted for each session.

**Eligibility:** Any child attending All Saints School, grades K-5 is eligible for the Program. Any child attending All Saints School who has completed kindergarten and who has not yet begun grade six is eligible for the summer session.

**Enrollment:** Each registered family will receive a contract for enrollment each month.

1. A contract is sent during the month for the upcoming month. The parent must fill out the contract by checking each session that the child will attend.
2. The contract 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 contract. All fees are prepaid and non-refundable.
3. A \$10.00 late fee will be charged for contracts submitted after the deadline indicated in each contract.
4. Spaces in each session are limited and will be filled by the contracts on a first come first serve basis.
5. Sessions added after the deadline are subject to an additional fee.

Each child enrolled in the Falcon's Nest must have current information on file at All Saints School. This information includes the **Emergency Information Card** and **Record of Immunizations**. In addition, the Falcon's Nest requires a **Registration/Emergency Information Form**, **Walking Trip Permission Form** during the school year and a **Blanket Field Trip Permission Form** during the summer. 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, and work phone numbers. These forms are updated at the start of each Falcon's Nest Session, (School Year and Summer).

### **Section III. Hours of Operation**

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

A.	AM SESSION:	6:30 A.M. – School begins
B.	PM SESSION:	School ends – 6:00 P.M.
C.	ALL DAY SESSION:	6:30 A.M. – 6:00 P.M.
D.	AM LATE START:	6:30 A.M. – School begins
E.	PM EARLY RELEASE:	School ends – 6:00 P.M.
F.	SUMMER SESSION	7:00 A.M. – 6:00 P.M.

**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 6:30 A.M. Falcon's Nest is closed on Saturday and Sunday.

**Falcon's Nest will 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**
- Up to one week prior to the start of Summer Session.**

- ❑ **July 4 and the day immediately before or immediately after July 4, whichever is closer to the weekend.**
- ❑ **No less than one full week prior to the start of the upcoming school year.**
- ❑ **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 6:00 P.M. Parents whose children remain past 6:00 must pay overtime fees as follows:

**5 – 15 minutes overtime - \$5.00**

**Each additional 1 – 15 minutes - \$5.00**

**Late fees are paid directly to the caregiver who must stay late.**

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

#### **Section IV. 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. Initialize by the child's name if the schedule is correct. Call the Falcon's Nest voice mail, **(952)469-4958**, if there is an error.

#### **Section V. Communication**

A Communication Folder file is located inside the Falcon's Nest room. This folder will contain payment receipts or other communication from Falcon's Nest to families. Each family has an individual file organized alphabetically. Please check this file when picking up or dropping off. Other communications will be sent in the school communication folder during the school year.

#### **Section VI. Location**

The Falcon's Nest OST 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'.

## **Section VII. Staffing and Minimum Enrollment**

The Falcon's Nest maintains a maximum staff to student ratio of 1:15. If, on any given All Day Session, enrollment drops to below 10 students, the Program will close. Parents will be informed of a closure no less than two weeks prior to the closure.

## **Section VIII. Absences**

The Falcon's Nest OST 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 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.

**Advance written notification is required for all schedule changes.** Email notification is accepted as written notification. Call the Falcon's Nest voice mailbox to confirm the schedule change. The number for the voice mailbox is: **(952) 469-4958**. Schedule changes without written notification will not be allowed and any child scheduled to attend Falcon's Nest as recorded on the monthly 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.

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

## **Section IX. 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 **Hospital/Emergency Room/Clinic/School Communication Record** form has

been submitted either to the school health office or directly to the Falcon's Nest Director.

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 **Hospital/School/Clinic/School Communication Record 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 the school year and the upcoming Summer Session. Appropriate forms are available in the Falcon's Nest room upon request.

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 X. Breakfast and Snack**

**AM Session:** Falcon's Nest serves a nutritionally balanced breakfast from 7:15 – 7:45 A.M.

**PM Session:** Falcon's Nest serves a choice of snacks in the afternoon that includes items from at least three food groups. Snack is served between 2:45 and 3:15 P.M.

**All Day Sessions:** Breakfast and snack will be served as usual during All Day Sessions. A bag lunch from home will be needed unless notification of a special lunch was given.

**Food from Home:** Children should not bring breakfast or snack items from home. Children will need a home lunch on non-school days unless otherwise specified. 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, food, 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. 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. A **Blanket Permission Form** is required once for all trips during the Summer Session. 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. Release of Children**

The Falcon's Nest OST Program Registration/Emergency 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. If someone other than an authorized person will be picking up a child, Falcon's Nest must have advance written notification. Call the Falcon's Nest voice mailbox, **(952) 469-4958**, to confirm the change. 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.

### **Section XIV. 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. WCCO Radio will carry announcements of emergency closings.

### **Section XV. 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 XVI. 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.

## **Section XVII. 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 concerning a 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 Special Education Teacher, 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 XVIII. Behavioral Expectations, Discipline and Discharge**

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

The Falcon's Nest Director is responsible for staffing and policy making for the Falcon's Nest. If a parent/guardian is concerned about any issue or situation concerning their child, the concern must be voiced to the Director. Caregivers will not address these concerns. Falcon's Nest caregivers are under instruction to channel all concerns to the Director.

## **Section XX. 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 School Year Session and the conclusion of the Summer Session. A charge of \$5.00 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 key 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.

