

 ST. TIMOTHY'S


saints' club

Extended Day Program

Handbook

Phone: 320-963-3417 Ext 245

Email: saintsclub@stimml.org

Services Available

Saints' Club is available every morning before school beginning at 6:30 am and after school until 6:00 pm. Breakfast is served from 7:45-8:00. Breakfast can be purchased through the school food program for \$2.50.

Our staff/child ratio is Pre K 1:10, School Age 1:15

Inclement Weather/Weather Delays/Late Starts

Saints' Club is open on scheduled late start days or weather delays at the regular time.

Breakfast is served from 7:45-8:00, \$2.50.

Snack, at no charge, is provided at 9:45.

If school is released early due to weather, Saints' Club will remain open for **one** hour after school is dismissed.

Rates and Payments

The rate for the 2022/23 school year is \$3.00 per hour rounded to the nearest 15 mins.

Morning:

Students arriving prior to 7:45 unless they are eating breakfast only, must go to Saints' Club and will be charged accordingly.

Afternoon:

Students not picked up by 3:00 will go to Saints' Club and will be charged accordingly.

Saints' Club balances can be found on your Sycamore account. Payment for the prior month is due by the 20th of the month. Families who are behind for two weeks will not be able to use Saints' Club until they have paid their outstanding balance or made arrangements with the school principal. Please talk with the school principal if you are experiencing financial difficulties.

Dropoff and Pickup

When dropping off students, please make sure they enter the building before you pull away from school if you are not going to walk them in.

Parents or another prearranged adult must pick up students each day. Only adults listed on the emergency contact form will be allowed to pick up your child(ren). This is for the safety and security of the students. Staff will sign students in and out each day. If the front office is not

open when you arrive to pick up your student you will need to contact Saints' Club through the security bell at the front door.

Court Orders

Saints' Club will not be involved in custody disputes between parents. In cases where one parent has sole custody, Saints' Club must have a copy of the court order that outlines both custody and visitation. In the case of a restraining/protection order, Saints' Club requires a copy of the order. Once orders are provided Saints' Club will follow the court order until further documentation is provided. If Saints' Club does not have a copy of a court order on file, we will have no choice but to allow either parent to pick up their child(ren). In these cases, proper ID will be required.

Communication

Communication between Saints' Club staff and parents can occur in several ways.

Call the school office at 320-963-3417

Call Saints' Club at 320-963-3417 Ext # 245

Email saintsclub@stimml.org

Please check your student's cubbie for any paperwork being sent home.

Personal Gear

At the end of the school day students attending Saints' Club will hang their jackets, etc in their cubbies or assigned location in the main hallway.

Location

Saints' Club is located in the gym. If we are not in the gym, signs of our location will be posted on the front door.

Child Protection

We are mandated by law to report all suspected physical, emotional, sexual abuse and/or neglect of children.

Movies during Saints' Club

Use of TV and movie viewing is up to the discretion of Saints' Club Coordinator or Leads. Movies will be rated A1 according to the United States Conference of Catholic Bishops (USCCB). A permission slip for A2 or higher ratings will be sent home and must be signed before your child can watch the movie. A list of these possible movies can be found at their website: <http://archive.usccb.org/movies/movieall.shtml>

Cell Phones, Ipods, Cameras, tablets, personal toys, etc

Students are **not** allowed to use cell phones or other personal electronic devices in Saints Club or while on St. Timothy's School property. Only a school issued device for homework, will be allowed for students in 5th - 8th grade, under the supervision of the Saints Club staff. They are to follow the school's Acceptable Use Policy.

If a child does use an unauthorized device it will be confiscated and returned to the parent at pick-up.

Personal toys are not allowed at Saints' Club. We have a lot of options for students to choose from for play and exploration. Saints' Club accepts no responsibility for lost, stolen or damaged personal belongings.

Medication

If medication needs to be administered during Saints' Club, please notify the Saints' Club Staff for proper paperwork.

Illness

Children with the following symptoms/Conditions may be communicable and cannot attend Saints' Club until symptoms have subsided, the recommended treatment has been initiated, and the exclusion time has passed;

- Fever of 100 degrees or higher-Child may not attend Saints' Club until 24 hours after the temperature returns to normal without medication.
- Vomiting or diarrhea-Child may not attend Saints' Club until 24 hours after the last episode of vomiting or diarrhea.

- Conjunctivitis (pink eye)-If your child is diagnosed with bacterial conjunctivitis, he or she may return to Saints' Club once antibiotic treatment has started; unless they are unable to keep their hands away from their eyes and pose a risk to other students.
- Strep throat, Impetigo, Ringworm, Scabies-Child may not return to Saints' Club until at least 24 hours after treatment.
- Lice-Child cannot return to Saints' Club until all lice are dead and all nits removed.
- Undiagnosed rash with fever or behavior change-Child may not attend Saints' Club until consultation with a physician has been completed to ensure the rash is not communicable.

Families must notify the school office of any communicable diseases. After a communicable disease has been reported to Saints' Club, and it affects the students and staff of Saints' Club, an email will be sent out to all families.

Injuries

If a minor injury occurs, Saints' Club staff will perform first aid as needed. Families will be notified at pick-up or by phone.

In the event of an emergency or accident requiring medical attention, Saints' Club will call 911 and immediately thereafter notify the child's parent/guardian and possibly personal physician to allow the child to receive necessary medical or dental treatment. Paramedics or attending medical staff will decide on the appropriate course of action. If it is determined that a child needs emergency treatment, the child will be transported to Buffalo Hospital unless otherwise specified. The parent/guardian will be responsible for all medical expenses incurred.

Saints' Club Behavioral Expectations

1. At the 2:45 bell students will hang coats, etc in their assigned cubbies, place backpacks on the floor under the bulletin board in the main hallway, and report to the gym. Bathroom stops are requested prior to arrival at Saints' Club. Those who have planners will bring them in to staff for a homework check.
2. Snack is offered when students come into Saints' Club and will be available until 3:00.
3. Homework is encouraged to be worked on and snacks are allowed at the homework table. Spelling and reading homework is encouraged to be done at home. If they do not finish homework when it is time to go outside, they may bring it with them.

4. Students may not leave the gym without permission from staff.
5. Weapons will not be tolerated in any form, (toy, made of blocks, etc.) or the use of any instrument to threaten another child or staff.
6. Shoes and socks are required at all times.
7. Students are not allowed on the stage or bleachers.
8. Students are expected to show respect towards staff and one another at all times. CHRIST-like behavior is strongly encouraged.

Behavior Interventions

Strategies included but not limited to....

- Verbal Warning/Loss of privileges
- Take a break
- Verbal communication to parent/guardian
- Written parent/Guardian notification “Pink Slip”
- Conference with parent/guardian

Updated 8/16/2022