

SAS Adventure Club Before and After School Program

Handbook

2017-2018



Welcome to St. Anthony's Adventure Club my name is Joe Grandanette and I am the Director for our Before and After School Program. If you have any questions or concerns please feel free to address them with me at (515)244-2534 or cell (515) 571-8634 email; jgrandanette@stanthonysm.org

Mission Statement.

Our mission is to provide a safe environment where children can complete academic work and engage in fun physical activities.

Hours of Operation.

SAS Adventure Club is open daily from 6:30am until 5:30pm. Please ensure your child is picked up by 5:30pm to avoid additional charges.

Drop off and Pick up Policy

To ensure the safety of your child and all of the other children, once you arrive at SAS Adventure Club to drop off or pick up your child you assume full responsibility for your child while you are in our facility. SAS Adventure Club then assumes full responsibility once the parent has left our facility. When dropping off or picking up your child you will pick them up in the SAS Adventure Club located in our LOWER CHURCH. You must SIGN IN AND SIGN OUT YOUR CHILD.

In the morning we ask you drop off your child in the SAS Adventure Club room (until 7:50am) we will walk over to the school lunchroom at 7:50am. To reach this room you will have to enter through the Front Doors of our School.

*To avoid any confusion we will use the same drop off and pick up locations on No School Days.

**If more than 15 minutes have passed and we have not heard from you, and we are not able to reach you by phone we will contact your other emergency numbers, last resort will be in contact with the local police. You will be charged \$1.00/minute for every 1 minute you are late picking up your child.

Notification of Absence.

Please let the Director know when your child will be absent. You may do so by calling, leaving a voice mail / or texting a message to this cell (515) 571-8634 or Office: (515) 244-2534.

Meals.

Each morning breakfast is served beginning at 7:55am until 8:15am in the school lunchroom. If your child doesn't care for what is being served you may send an alternative breakfast. The breakfast served comes directly from your child's lunch account. After school snack will be served until 3:30 each day.

Schedule of Activities:

School Days

6:30-7:50 Play Time

7:50-8:15 Breakfast

8:20- Off to School

3:20-3:30 Snack

3:30-4:00 Homework/Reading/Quiet Play

4:00-5:30 (Planned activities) Free Play- Computers or Wii Room,

Fees:

Full Time. \$275.00/month includes Before and After Care, a snack after school and All NO school days with the exception of Christmas and Spring Break.

Part Time.

Afternoons Only. \$255.00/month includes a snack after school and All NO School days with the exception of Christmas and Spring Break.

Mornings Only. \$235.00/month includes before school care and All NO School days with the exception of Christmas and Spring Break.

Drop In.

School Days: \$45.00/child All Day per time used.

School Days: \$25.00/child Half Day / Morning or Afternoon.

No School Days: \$60.00 per child per time used.

Breaks. Christmas, Spring Break or any other time school is not in session for a consecutive week the fee will be **\$125.00** for the whole week this also includes holidays and any other days SAS Adventure Club is closed. Minimum of 10 kids must register for that time.

•••If you are enrolled in a part time status, and you need your child to attend more than 3 times in a week, the cost will be \$10.00 each time used.

Payment Guidelines.

All monthly fees are due each month. They will be billed in nine (September thru May) monthly increments for the entire school year if you enrolled in monthly Payment Plan. All Payments will be made through **Smart Tuition**. You will be billed for the entire amount, no matter how many days your child attends Adventure Club.

***If at any time your account falls more than 90 days behind we will ask your child to be removed from SAS Adventure Club until your account is brought to current.

***Failure to pay will result in your child being removed permanently from our SAS Adventure Club Program.

Notice to Withdrawal.

If a child is enrolled after the 15th of the month, the tuition is one-half the monthly fee. For children being enrolled before the 15th of the month, tuition for the month will be the full monthly fee. If a child is withdrawn before the 15th of the month, tuition will be one-half the monthly fee.

If a child is withdrawn after the 15th of the month, the tuition will be the full month's fee. A two-week notice is required to receive partial tuition rates. In cases of short-term notification (anything less than two weeks) of student withdrawal after the 15th of any month (with the exception of May), the student's family will be responsible for half of the next month's tuition. This allows SAS to maintain full enrollment of the SAS Adventure Club Before and After School Program for the purpose of operation and budgetary needs. Please note: Tuition rates are reviewed yearly. Tuition is an annual fee that is divided into equal monthly payments. The tuition rate is a set fee no matter how many days a student attends SAS Adventure Club each month.

Parent Signature: _____ Date: _____

Inclement Weather:

In the event of inclement weather SAS Adventure Club will close if SAS School closes. We will notify the local television and radio stations of the closing.

In the event SAS School dismisses classes early for inclement weather SAS Adventure Club will close 60 minutes after dismissal.

If there is a late start due to inclement weather SAS Adventure Club will open at 8.30am unless prior notification is posted.

Holidays:

Each month we will provide each family with a calendar of events for SAS Adventure Club. This will help serve as guide as to when SAS Adventure Club will be available. If you have any questions please feel free to ask or you can check the Calendar on SAS webpage.

Special Days:

SAS Adventure Club is open during some holidays. Parents will be given a calendar with a list of holidays we will open. On these special days that we are open and school is not, each child needs to bring their own lunch with a drink.

Medications:

If for any reason your child is on medication and has not taken the prescribed dosage for that day they will not be permitted in SAS Adventure Club until the medication has been administered.

Cell Phones:

SAS Adventure Club holds the same policy as SAS School. Cell phone use is not permitted at SAS Adventure Club. If your child is caught with or using their cell phone while at SAS Adventure Club will be taken from your child for 24 hours. On 2nd offense, student's cell phone will be taken for 1 week and 3rd offense the phone will be taken until the end of the school year.

No School Days and Early Dismissals

On No School days and Noon Dismissals please remember there is NO LUNCH served to the children. We ask you to send lunch with your child. On these days the children may also bring toys from home if they wish.

Toys and Items Brought From Home:

We do allow children to bring DS's Game Boys, MP3 players, iPods, and other items they would like to have to play with on **early dismissal and no school days only**. Please remember that SAS Adventure Club will not be held responsible for lost, broken, or stolen toys and games. Heelys with the wheels in them will not be allowed in SAS Adventure Club due to safety.

Discipline Policy

If a child for any reason is not following the rules of SAS Adventure Club, a SAS Adventure Club Staff member will discipline your child in a manner that they feel is appropriate for your child. Depending on the severity of the offense a written notice may be sent home with your child. Your child will be given 3 written notices home, after the third notice the SAS Adventure Club Director will hold a parent meeting to come up with a plan of action to correct the behavior. If the behavior continues the child will then be excused from SAS Adventure Club for 3 school days. After a suspension if the behavior continues the child will then be asked to leave SAS Adventure Club Program.

.***Overly offensive, abusive, disruptive behavior will result in an immediate suspension.

BULLYING OR SEXUAL HARASSMENT

It is the policy of the educational programs governed by the Diocesan Board of Education to maintain learning and working environment that is free from bullying or sexual harassment and/or harassment of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any kind. Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal or the superintendent of schools for the Diocese of Des Moines. Detailed procedures to be followed are outlined in Diocesan Board Policy 571 and Regulations 571.1 and 571.2; copies are available in our school office. The principal (call 243-1874) is the Level I investigator for all sexual harassment claims.

NOTICE OF NONDISCRIMINATION

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with St. Anthony School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, as it applies to the diocesan schools, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning St. Anthony School's compliance with regulations implementing Title VI, the Title IX, of the Civil Rights Laws, the American with Disabilities Act or Section 504 is direct to contact: Sr. Joanne Mauro who has been designated by the principal to coordinate the schools' efforts to comply with regulations related to these laws.

Thank you;

Adventure Club

Director Joe Grandanette

Off. (515) 244-2534

Cell. (515) 577-8634

Email: jgrandanette@stanthonydsm.org

SAS Adventure Club
Registration Forms
2017-2018



Childs Name: _____ Birth Date: _____

Childs Name: _____ Birth Date: _____

Address: _____

Home Phone Number: _____

Parent Information

Parent Name: _____ Parent Name: _____

Parent Cell Number: _____ Parent Cell Number: _____

Parent Work: _____ Parent Work: _____

Parent Work Phone Number: _____ Parent Work Phone Number: _____

Email Address: _____ Email Address: _____

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Authorized Person to pick up child

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____



SAS Adventure Club Jr. Fee

Adventure Club Jr. Program

_____ \$500.00/month (6:30am–5:30pm) Aug–May includes breakfast, lunch and snack after school only during school days. *All NO school days we will provide breakfast and snack and students need to bring their own lunch.*

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Parent Signature: _____ Date: _____



SAS Adventure Club Jr.

Health / Immunization / Communicable Disease Statement

Adventure Club Jr. Program

I state that my child _____, is free of any communicable or infectious disease, and is able to participate in a child care program. I also state that my child's immunization record is on file with St Anthony's School Nurse.

My child has the following Allergies.

My child has the following acute or chronic condition(s).

My child is presently taking the following medication(s).

Parent / Guardian Signature: _____ Date: _____

SAS Adventure Club Medication Authorization



Adventure Club Jr. Program

I _____ authorize SAS Adventure Club Jr. to administer medication to my child
_____. Per my instructions.

I _____ authorize SAS Adventure Club Jr. to administer medication to my child
_____. Per my instructions.

(Please fill out one line for every child)

Please list any know medical conditions of your child/ any medications your child is o that we should know about:

Signature: _____ Date: _____



Adventure Club Jr. Program

**SAS Adventure Club Jr.
Permission for Emergency Care**

I _____ hereby give SAS Adventure Club Jr. permission to take my child
_____ to the Emergency Room or to the Dentist in case of an Emergency.

I _____ hereby give SAS Adventure Club Jr. permission to take my child
_____ to the Emergency Room or to the Dentist in case of an Emergency.

Signature: _____

Date: _____

**SAS Adventure Club Jr. Photograph,
Publish in Newspaper Authorization**



Adventure Club Jr. Program

I _____ give SAS Adventure Club Jr. permission to photograph my son or
daughter _____ and use the resulting photographs for any purpose that SAS
Adventure Club deems proper.

I _____ give SAS Adventure Club Jr. permission to photograph my son or
daughter _____ and use the resulting photographs for any purpose that SAS
Adventure Club deems proper.

(Please fill out one line per child)

Signature: _____ Date: _____

**SAS Adventure Club Jr.
Pricing for 2017-2018**



Adventure Club Jr. Program

Please mark one:

Option "A" those that need it full time

_____ 6:30am – 5:30pm daily

\$ 500.00 a month

Option "B": those that need just school hours

_____ 8:00am -3:20pm daily

\$ 325.00 a month

Option "C" those that need care before or after

➤ _____ Option # 1: 6:30am -3:20pm daily

Or

➤ _____ Option # 2: 8:00am -5:30am

\$400.00 a month

- ✓ Breakfast and lunch is included for all options
- ✓ If you need drop in or extended time you will be charge \$ 25.00