



St. Paul Catholic School
Viking Kid Care Program
Before & After School
Rules and Responsibilities

(Please note that in addition to the guidelines that follow, all policies in the parent/student handbook will apply.)

General Information

- Care is provided Monday- Friday when school is in session. AM program begins at 6:30 am and ends at 7:45 am when students are dismissed to the teacher on morning duty. PM program begins when school is dismissed (including early dismissal days) until no later than 6:00 pm. Basically, the program is in session on ANY day that school is in session regardless of dismissal times.
- Care is provided for children in Preschool through 8th grade. Three and Four year old half-day students may attend the Before Care program only. Junior Kindergarten may attend the Before and After care program.
- If your child arrives to school before 7:45 am, they will be sent to the Before Care program automatically and you will be charged accordingly. However, when it is due to bus schedules, they will access it free of charge.
- You do not have to access the morning session to be able to attend the afternoon, and vice versa. They are considered two separate programs. However, your child can attend both.
- You may utilize either program on an "as needed" basis if space allows.
- The child may not leave the program for sporting events or other events without parental consent and someone to pick them up. They will not, under any circumstance, be sent to the gym or elsewhere out of the building alone. Also, students are not allowed to leave the Viking Kid Care area without permission from the Director.

Registration

- Parents must complete the registration packet and all necessary forms.

Termination

- The following list gives reasons why care would no longer be provided for a particular child:
 1. Failure of parent to pay their bill.
 2. Failure to complete required forms.
 3. Lack of cooperation by either the child or the parent.
 4. Inability to meet child's needs without an additional assistant.
 5. Failure in picking up child at required time.

Fees

- There will be a flat fee of \$7.00 per student per day for the PM program and \$5.00 per student per day for the AM program.
- There will be a flat fee of \$15.00 per student per 11:35 am dismissal days for the PM program.
- Under NO circumstance will we bill on an hourly basis. The fees are the same for any length of time during our operating hours.
- Fees will be billed on a monthly basis on your tuition statement.
- Care ends at 6:00 PM. Please have your child picked up by that time.

Discipline

- The children will be expected to clean up after themselves and pick up any toys, books, etc. at the end of the day.
- We will follow the same discipline policy as enforced in school during the day. If a child receives more than one detention from the Viking Kid Care staff, in any given week, they will not be able to continue in the program.

Health and Safety

- Children who are ill or have a temperature of 100 degrees or above will not be able to access the program. Please make sure you have an emergency contact person listed to pick up your child if necessary.
- A child who is not in school cannot access the program.
- Periodically, we will perform tornado and fire drills to prepare the children in the event of an emergency.
- In the event of an emergency with any child, they will be taken to the emergency room and the Assistant or Director will remain with that child until the parent arrives. The other adult will remain to supervise the children at the school.
- Your child's safety is of utmost importance to us. If a situation warrants, you will be notified immediately.
- The doors to the school will be locked at all times. You will pick up your child in the classroom. We will have a telephone in the classroom and a doorbell for security.
- For safety purposes, please let the Director know if your child will not be attending VKC on a regular scheduled day. You may contact the Director via fast direct.

Snack

- On 11:35 dismissal days, you must send a sack lunch with your child. When choosing the lunch, please keep in mind that we are not eating in the cafeteria on those days.
- Approved snacks will be provided according to the "Safe Snack List". Please do not send drinks. We will have water and other drinks at the discretion of the Director and Assistant in charge.
- The children will be required to clean up after themselves and encouraged to help with tasks in the rooms such as wiping tables, putting away cups, etc.

Daily Activities

- This will be a relatively structured program; however, we want it to mimic a home environment as much as possible. The students K-8 will be encouraged to complete any homework in the Viking Kid Care room before doing any other activities. Limited homework help will be available.
- Preschool children and those without homework will begin in the classroom and then may/may not go outside with the Director/Assistant to the fenced-in playground behind the school.
- Children may remain in the classroom if they so choose and supervision of the room will be provided by the Director or Assistant.
- Possible activities will include experiences that:
 1. Encourage use and development of language in the younger children and those that stimulate the mind of the older children.
 2. Develop large and small muscle skills. On days where weather permits, the children will be taken outdoors.
 3. Develop a positive self-image.
 4. Provide active and quiet activities.
 5. Provide group and individual activities.
- If your child wants to rest, they will be allowed to do so.
- A "quiet time" may be necessary on days when the group is uncommonly rambunctious or creating difficulty for those doing homework.

Drop off and Pick up

- **The program is being held in the Jr. High wing in the room next to the outside exit by the back parking lot. This will allow for easy drop-off and pick-up for you and your child as well as easy access to the back playground.**
- **Please bring your child in/pick them up via the back door. *Please do not come to the front door and ring the doorbell, because no one will be available to answer the front door bell***
- **You must sign your child in (for AM students)/out (for PM students) for security/insurance purposes.**

Thank you for your cooperation in making this program a success!

Mrs. Lori Lucia
VKC Director
654-7525 Ext 309 (after 4:00 pm)

I have read and agree to all rules and responsibilities (as written in the VKC rules and responsibilities document) regarding Viking Kid Care for the current school year and completed the VKC agreement.

Signature of Parent/Guardian

Date