



# St. Dominic SCHOOL

**Our Foundation. Their Future.**

St. Dominic School's before/after school program, Saint Watch, is open to all enrolled students. Our mission is to provide a nurturing and faith based atmosphere. Saint Watch students have fun and expand friendships through a variety of creative and physical activities. Offerings include a daily snack, arts/crafts, outside play, free play, and more!

Since the Saint Watch Program is run under the governance of St. Dominic School, any item in the St. Dominic School Parent Handbook will also apply to the Saint Watch Program where appropriate.

To that end, it is imperative that our Saint Watch Coordinator and Staff are able to keep all children safe during their time in the program. Below is the approved Policy for our Saint Watch Program.

## **Policies and Procedures**

### **Section 1 - Fees and Payment Policy**

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

- Before School AM Session: \$6.00 (drop-in \$8.00)
- After School PM Session: \$15.00 (drop-in \$18.00)
- Late Monthly Contract Fee: \$10.00
- Program Annual Registration Fee: \$20.00 per family

### **Payment Policies**

1. Annual Registration Fee is prepaid and non-refundable.
2. Monthly Contracts are due on the deadline dates specified in each monthly schedule. A \$10.00 late fee will be charged for schedules submitted after the deadline indicated in each month's schedule agreement. Late fees will be billed to the family's TADS account.
3. Family's TADS account will reflect monthly charges and payments. The Program maintains a detailed account record for each participating family. Statements for tax purposes are available in the family's TADS account.
4. Sessions cancelled due to low enrollment are refundable.
5. Sessions cancelled due to weather related cancellations are refundable.

6. If your child is sick for the school day or is sent home sick during the school day, your session is refundable.
7. Overtime fees will be applied if a child is picked up past the program's hours of operation. (See Section 3 - Hours of Operation).
8. Payments may be made online through a family's TADS account. Payments by check should be made payable to St. Dominic School and sent to the School Office.
9. Payments for drop-in care are due at the time of drop off or pick up of your child.

## **Section 2 - Registration and Monthly Care Calendar**

Registration: The parent/guardian must complete an online registration form and submit it with a non-refundable registration fee to St. Dominic School. A registration form and fee must be submitted for each school year in attendance.

Eligibility: Children attending St. Dominic School, grades Preschool-8, are eligible for the Saint Watch Program.

Monthly Care Calendar Agreement: Each registered Saint Watch family will receive a pre-scheduled monthly care calendar for each month. Monthly Care Calendars are due by the 20th of the preceding month, ie. The October schedule is due September 20.

- a. A schedule is sent to Saint Watch registered families by the 10th of each month and due on the 20th of each month for care the following month. The parent must complete the schedule by checking each session that the child will attend.
- b. The schedule must be submitted by the indicated deadline. Your family's TADS account will be billed the 1st of each month for the days indicated on the Monthly Care Calendar. Your Monthly Care Calendar must be sent to the School Office by the indicated due date. All fees are prepaid and non-refundable, other than due to illness or weather-related closures. (See Section 1 for more information.)
- c. Spaces in each session are limited as we keep a 12:1 student to staff ratio. The available spots will be reserved for pre-scheduled students first. Any remaining openings will be given to drop-in students on a first come, first served basis.

## **Section 3 - Hours of Operation**

The Saint Watch Program is open on in-session school days during the following hours:

- Mornings: 7-8am
- Afternoons: 2:30-5:30pm

The Saint Watch Program is closed on non-school days.

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 Program. Please do not allow your child to sign this form. It is an official attendance record.

The Program closes at 5:30 pm. Parents whose children remain past 5:30 pm 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 family's TADS account. Emergency contacts given on the registration form will be called upon to pick up a child remaining 30 minutes after 5:30 pm.

#### **Section 4 - Location**

The Saint Watch Program is housed in our school cafeteria. There may be times that the staff and students are in the school gym or outside at the playground.

#### **Section 5 - Absences and Schedule Changes**

The Saint Watch Program assumes responsibility for the enrolled children immediately after the school day ends. If your child will not be attending a pre-scheduled session due to absence from school, the School Office will notify the Saint Watch Coordinator. Therefore, a parent MUST notify the School Office when a child will be absent from school and subsequently the Saint Watch Program. 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 the Saint Watch Program.

Advance written or email notification to the School Office is required for all additions or cancellations to the schedule. Classroom teachers are not responsible for transferring information concerning additions or cancellations to the Saint Watch Program. Call the School Office as soon as possible if you need to cancel your child's scheduled day in Saint Watch, or if you need to add your child as a drop-in for the day in Saint Watch. Per our payment policy, your TADS account will still be charged for a scheduled day that you cancel. (See Section 1 for exceptions.) You will be charged a drop-in rate for any days that you add your child to Saint Watch that were not originally listed on your Monthly Agreement. Schedule changes without written, phone, or email notification in advance will not be allowed and any child scheduled to attend Saint Watch as recorded on the monthly scheduling contract will be kept at Saint Watch. If a child does not arrive at the program as intended, the Saint Watch 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 12:00 PM.

#### **Section 6 - Supervision and Minimum Enrollment**

Saint Watch maintains a minimum student to staff ratio of 12:1. All Saint Watch staff are required to have Virtus training, background checks (staff 18 years and older), and character references (staff 16 – 18 years old).

For morning Saint Watch only, if the pre-scheduled number of students is less than 3, St. Dominic School reserves the right to cancel that morning's session. Affected families will be notified at least seven (7) days in advance. There is no minimum requirement for afternoon Saint Watch sessions.

## **Section 7 - Release of Children**

The Saint Watch Program Online 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, Saint Watch must have advance written, phone, or email notification. Call the School Office at 507-645-8136 or email SaintWatch@schoolofstdominic.org, to confirm the change if the change has not been confirmed by the Saint Watch Coordinator.

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 Saint Watch unless program staff has been properly informed of a schedule change, (see Section 5 - Absences and Schedule Changes).

## **Section 8 - Discipline Procedures and Policies**

The Saint Watch staff is committed to providing a safe, positive, and structured environment for all children in the program. Although Saint Watch is a different setting than the regular school day, appropriate student behavior is still expected. Please review the following rules and consequences that will guide the Saint Watch Program. In order to maintain a Catholic Christian environment, it is necessary to have a Code of Conduct that provides for a safe and secure setting for students and staff. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions.

### **Rules:**

1. Show kindness and respect at all times to all students and staff in the program.
2. Move appropriately throughout the building during Saint Watch hours.
3. Follow instructions set forth by Saint Watch staff members.
4. Refrain from damaging any school property.
5. Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
6. Comply with any and all other regulations set forth by the Saint Watch Coordinator and/or school principal.

### **Consequences:**

1. First Offense – Warning is given to the student by Saint Watch staff and possible timeout consequence. The principal reserves the right to temporarily or permanently suspend the student from the program based on the severity of the behavior.

2. Second Offense –Principal and parents are notified of behavior incident and possible second consequence. The principal reserves the right to temporarily or permanently suspend the student from the program based on the severity of the behavior.
3. Third Offense – Temporary suspension from Saint Watch Program at discretion of Principal and Saint Watch Coordinator
4. Fourth Offense – Permanent dismissal from Saint Watch Program

Please note that school administration is granted the authority to exercise good judgment and apply a greater or lesser consequence than those listed above depending upon the situation.

We ask that you discuss the information listed above with your child. We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children in our Saint Watch Program.