

2009/10 St. Peter SAC Program Parent Handbook Index

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Welcome to School Age Care

Saint Peter Public School District 508/Community & Family Education

SAC seeks to provide a quality program where:

- Kids can be kids
- The atmosphere is comfortable, relaxed, happy and busy
- The environment is conducive to a wide range of opportunities, both active and passive
- There are a variety of age appropriate activities and choices offered
- The activities offered provide children with educational and recreational experiences
- Individual differences are respected and valued
- Staff are flexible and responsive to meet the needs of all children enrolled
- There are clear and consistently enforced rules that ensure safety
- Kids learn to resolve conflicts in a positive and effective manner
- Parents are well informed about the program and feel comfortable with their choice of childcare
- Families will find the program to be flexible and affordable

The Saint Peter Public Schools, Community Education, SAC program is designed to meet the needs of children of working parents. Our primary purpose is to provide high quality care for children in kindergarten through grade six. SAC offers a fun, safe, caring environment that fosters educational, recreational and developmentally appropriate experiences that compliment your child's school day.

- Audio, Visual & Hands-on Learning
- Educational & Recreational Theme Based Activities
- Special Guests and Events
- Physical Activity – Gym, Outside
- Manipulatives & Sensory Play
- Quiet/Homework Time
- Academic Enrichment – Art, Reading, Math, Science, Social Studies, Language Arts, Fine Arts (Music, Theater, Dramatic Play) (additional fee-based fine arts lessons or academic tutoring may be available – contact the SAC coordinator for details)
- Technology
- Skill Building
- Community Involvement Projects
- Games
- Free Choice

*This Handbook contains important information about our program and policies that apply to all participants. **By signing a registration contract with our program, you are stating your awareness of, and agreement with, the terms and conditions in this handbook.***

Helpful Information

Saint Peter Adventure Club (SAC) Business Office

600 South Fifth St., Suite 207
St. Peter, MN 56082
507.934.3048

SAC Location

South Elementary Early Learning Center
1405 S. 7th St.
St. Peter, MN 56082

Laura Landkamer, SAC Coordinator

*507-340-0623 (cell)
*SAC Location - 507.934.2754, ext 272
[*llandkamer@stpeterschools.org](mailto:l.landkamer@stpeterschools.org)

Tami Skinner, Community Education Director

*507-934-3048, ext 238
[*tskinner@stpeterschools.org](mailto:t.skinner@stpeterschools.org)

Rhea Block, Secretary

*507-934-3048, ext 234
[*rblock@stpeterschools.org](mailto:r.block@stpeterschools.org)

SAC Hours of Operation

End of school day to 5:45 p.m.
SAC follows the
South Elementary Early Learning Center
calendar.

**Parents will be notified of a
Parent Orientation Night
which takes place in August once their
child(ren) is registered.**

Parent's To Do List.....

- ✓ **Get to know the SAC staff** prior to the first day of care and familiarize yourself with the areas your child's SAC program uses on a regular basis.
- ✓ **Sign your child "out"** at the Parent Center each day they are at SAC.
- ✓ **Check your family folder daily** for site memos, calendars, updates & highlights.
- ✓ **Let your child's classroom teacher** know your child's SAC schedule.
- ✓ **Notify your SAC coordinator at 507-340-0623 and your child's classroom teacher** when your child will not attend a scheduled day at SAC.
- ✓ **Complete a Monthly Calendar Schedule**, sign and return it with your payment by the 20th of the month.
- ✓ **Keep your child's Information and Emergency Form up to date** to ensure your child's safety.
- ✓ **Adequately dress your child** for indoor and outdoor play.
- ✓ **Label your child's personal belongings.**

Affirmative Action Statement: It is our policy not to discriminate on the basis of gender, race, religion, color or national origin, economic status, disability, age or marital status in any area of our program or personnel practices.

Enrollment & Tuition Process

Registration

To register your child for the SAC program you will need to read all of the materials provided in the SAC registration packet, **complete and return the following materials with a non-refundable registration fee to the SAC business office at least 1 week prior to your anticipated start date:**

- **Signed Registration Contract and Emergency Card with current photo of child (both are 2-sided)**
- **Registration fee of \$20.00 if registration is received in our office on/before June 3, 2009 or \$25.00 thereafter.**
- **Saint Peter Public Schools Authorization for Medication to be Taken During School Hours Form (if necessary)**

Childcare WILL NOT be provided until:

- 1. Your child's calendar for the following month's care along with pre-payment for that month is received in our business office – this must be received by the 20th of each month after the initial month. If your calendar and payment are not received by the due date a late fee of \$20.00 will be accrued to your balance. The entire balance will be due before your child may return to the SAC program.**
- 2. ALL registration materials listed above are complete and submitted to the SAC business office along with the \$20.00 registration fee.**
- 3. Any outstanding balances are paid in full.**

For Your Information.....

Eligibility: children attending kindergarten through grade six are eligible to register for and participate in the SAC program.

Availability: All eligible children must be registered in order to participate in the SAC Program. Enrollment may be limited, so please contact the SAC coordinator to inquire about availability.

Program Cancellation: Community Education reserves the right to cancel any program in which quality staff is not available or for which there are not enough children enrolled.

Care Options

- ❖ **DAILY PLAN @ \$9.30/child/day**
This plan works best for families that need regularly scheduled care past 4:00 pm. You will be contracted and charged at a minimum of 2 days per week in weeks that offer two or more days of childcare. You may pick up your child at any time between the hours of 2:30 p.m. and 5:45 p.m. We ask that you state an anticipated time for picking up your child for the SAC coordinator's reference only – this will not affect your contracted rate.
- ❖ **4:00 PICK-UP RATE PLAN @ \$4.75/child/day**
This plan works best for families that need regularly scheduled care until 4:00 p.m. Please note that there is a \$5.00/10 minutes late pick-up charge if your child is picked up later than 4:00 p.m. You will be contracted and charged at a minimum of 2 days per week in weeks that offer two or more days of childcare .
- ❖ **DROP-IN PLAN @ \$14.00/child/time (a flat fee per time used)**
This plan works best for families that need occasional after school care. Families must call 507-340-0623 (SAC cell phone) to reserve a drop-in spot 24 hours in advance. Payment by check or debit/credit card is due prior to or at the time that you pick up your child (no cash please). A \$10.00 processing fee will be charged if payment is not made prior to or on the day of care. A completed application and registration fee must be received in our office prior to being eligible for this plan.

With any of the above plans, please note that if your monthly schedule should change, you may reserve Drop-In hours (\$14.00 per day) by calling the SAC coordinator 24 hours in advance.

Bus Transportation

Transportation to and from the program is the responsibility of the child's parent. If you would like your child transported to SAC from North Intermediate, Church of St. Peter or Evangelical Lutheran schools you must contact Saints Bus Service, 507-934-4690 to inform them. SAC is not responsible for arranging transportation.

Payments and Fees

Tuition Credit and Rate/Fee Changes

SAC is a non-profit, self-supporting program. Tuition refunds are NOT issued for absences from contracted days, suspension or termination of contracts.

SAC reserves the right to change tuition rates and fees and policies on a bi-annual basis.

The SAC business office accepts the following methods of payment:

Credit/Debit Card –

We accept Visa, Mastercard and Discover cards



Check or Money Order

Payable to: SAC – ISD 508

or

St. Peter Community Education

There are 3 easy ways to submit a tuition payment and calendar!

Mail to:

St. Peter Community & Family Education

600 South Fifth St., Suite 207

St. Peter, MN 56082

(We are not responsible for cash sent through the mail.)



In Person:

St. Peter Community & Family Education (Community Center)

600 So. Fifth St., Suite 207

St. Peter, MN 56082

OR

SAC Location Drop Box

(We are not responsible for cash dropped off at this site.)



Outside Assistance

Families qualifying for childcare assistance through Nicollet, Blue Earth, Le Sueur or another county are responsible for all balances not paid by the county, including timely co-payments. Please phone our office secretary to confirm our billing and payment process.

Payment Schedule

SAC families will receive a calendar the month prior to care for each child in the program. This calendar must be filled out to reflect the calendar days that their child(ren) will be at SAC the following month. **Calendars must be signed by a parent/guardian and submitted to the SAC business office before the 20th of the month prior to care along with prepayment for the days/hours requested. If your calendar and payment are not received by the due date a late fee of \$20.00 will be accrued to your balance and will be due when your tuition payment is made. If your payment and calendar are not received by the end of the month prior to care, your child will not be allowed in SAC until our office receives them.**

It is the responsibility of the parent who signs the registration contract to pay tuition prior to childcare services rendered.

To avoid the late payment fee of \$20.00 and possible termination of care, submit tuition payment and calendars to the SAC business office by the scheduled due date listed above. Continual late payments may result in termination of childcare services.

SAC Program Fees

Late Pick-Up Fee, 4:00 Pick-Up Plan:

-\$5.00/each 10 minutes after 4:00

Late Pick-Up Fee after 5:45 Closing:

-\$15.00/each 15 minutes

Finders Fee:

-\$10.00 child/occurrence (see p. 6)

Late Calendar Fee:

-\$20.00/child/month

NSF Checks:

-\$25.00 per returned check

Registration Fee:

-\$20.00/child before June 3, 2009

-\$25.00/child after June 3, 2009

Unscheduled Attendance:

-\$10.00 fee plus drop-in fee of \$14.00

Swim Punch Card:

-\$26.00/child for 12 swim days

-\$15.00/child for 6 swim days

Additional Billing Information

Direct all billing questions
to the
SAC Business Office
507-934-3048

Financial Assistance

Childcare Assistance may be available to qualifying families through county funds. Clients must provide a written verification form from the financial agency prior to starting care with the SAC program. The person who signed the SAC registration contract is ultimately responsible for all childcare expenses incurred that are not paid by the financial agency.

Returned Checks

When a check is returned due to non-sufficient funds, it is the responsibility of the parent to submit the NSF amount to the SAC Business Office by cash, money order, certified check or credit/debit card within 7 days of notification. Failure to comply may result in termination of childcare services. SAC may charge a \$25.00 NSF fee for each returned check.

Collection Process

Delinquent accounts may be sent to a collection agency and childcare services will be permanently terminated.

Schedule Changes

Contract Changes

If your monthly schedule should change from the calendar that you submitted, you may reserve Drop-In hours at \$14.00 per day by calling the SAC coordinator 24 hours in advance.

Payment must be made prior to or at the time that you pick up your child on added Drop-in days – checks or debit/credit cards only – cash will not be accepted. A \$10.00 processing fee will be charged if payment is not made prior to or on the day of care.

If you would like to change your care option from one plan to another (Daily Plan to 4:00 Pick-up Plan, for example), please stop by the business office or notify the SAC coordinator. Care schedule changes can only be done at the time that your next month's calendar is submitted.

Unscheduled Attendance

Children may not attend SAC on non-scheduled days without 24 hour advance approval from the SAC coordinator for a Drop-in reservation.

Absent Notification/Finder's Fee

Notify the SAC coordinator at 507-340-0623 by 2:00 p.m. the same day when your child will not attend a scheduled day at SAC. If your child is absent for any reason and we do not receive a call, you will be charged a Finder's Fee of \$10.00 for each occurrence.

Tuition refunds are not issued for absences from contracted days.

Changes in your child's schedule need to be given directly to the SAC coordinator. Classroom teachers and Business Office personnel are not responsible for these messages.

Withdrawal from the Program

To withdraw your child from the SAC program, a written notice must be submitted to the SAC Business Office. All outstanding balances, if any, must be paid in full by the effective withdrawal date; no refunds will be given for prepaid fees.

Dismissal from the Program

SAC reserves the right to dismiss a child from the SAC program based on probable cause as listed below; no refunds will be given for prepaid fees.

Child related probable causes for dismissal by the program:

1. High absenteeism (non-attendance for 10 or more consecutive days).
2. Harmful/Inappropriate behavior toward staff, children or other parents.
3. SAC can not meet the needs of the child.

Parent related probable causes for dismissal by the program:

1. Failure to complete, sign and return appropriate program forms.
2. Harmful/Inappropriate behavior toward staff, children or other parents.
3. Repeated instances of late pick-up.
4. Consistently late or non-payment of tuition and program fees.
5. Refusal to cooperate and work with SAC staff to correct behavior concerns of their child.
6. Repeated instances of failure to accurately sign out child.

Arrival and Departure

The following policies are designed to protect your child.

General Information

Sign Out Sheet:

In order for the SAC program to accept legal responsibility for a child, a parent MUST sign the child out on the Sign Out sheet each day the child attends the program.

Release of Children

Identification:

Program staff are authorized to ask for identification from anyone attempting to pick up a child.

Authorized/Unauthorized:

Upon registration, the name of the person(s) authorized to pick up a child must be provided. If someone other than the authorized person(s) will be picking up a child, the SAC site manager must be notified in writing. If an unauthorized person attempts to pick up a child, a parent will be notified. If a parent cannot be reached, the child will be held until the proper pick up person arrives. The police department will be notified if necessary.

Legal Custody:

In the event of a divorce, separation or joint custody ruling, every effort will be made by SAC to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide SAC with the necessary court ordered documentation in order for SAC to act in compliance with the request.

Under the Influence:

If an authorized person is suspected to be under the influence when picking up a child from SAC, he/she will NOT be allowed to take the child and someone else authorized to pick up the child will be contacted to provide transportation. In order to protect the safety of the child, the police will be called if no other authorized person is available.

Extra Curricular Events:

A child must have WRITTEN permission from a parent to go home with another child or attend other events that take place during SAC hours. If a child will be attending other Community Education programs after school, a parent must provide SAC with a written schedule of the classes the child will attend. The schedule must include the following information: class duration, location, start/end times, days of the week. A child will not be released from the SAC program without written notification from the parent.

Late Pick Up

The SAC program closes at
5:45 p.m. every day!

In the event that you will not be able to pick up your child on time, please contact a back up person to pick up your child and ***immediately notify the SAC coordinator of the alternate arrangements.***

Fee:

A Late Pick Up Fee of \$15.00 for each 15 minutes will be assessed. Payment must be made immediately at the time of pick up or prior to your child's next day of attendance at SAC.

Attempt to Contact Timeframe:

After 15 minutes: Call parent

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call Nicollet County Social Services

If you are more than one hour late and we are unable to reach you or a contact person, Nicollet County Social Services will be called to pick up your child. Your SAC contract may be terminated.

Communication

Joint Responsibility: During pick up time it is important that there is daily contact between a child's parent and program staff. By sharing information concerning your child's activities and welfare, we can work together to meet the needs of your child.

SAC also communicates with parents by means of a SAC Family Handbook, email, written notes, behaviors notices, conferences, a newsletter and phone calls. Parents are responsible for checking their Family Folder at the SAC site on a daily basis.

Child Absences: If, ***for any reason***, your child does not come to SAC on a scheduled day and SAC staff has not been notified, you will be assessed a \$10.00 FINDER'S Fee. If you know in advance that your child will not be attending SAC on a scheduled day, please notify SAC by 2:00 p.m. to avoid a FINDER'S Fee.

Tuition refunds are not issued for absences from contracted days.

Calendar, Closings, Early Dismissals

If inclement weather conditions or other emergencies necessitate the closure of Saint Peter Public Schools, announcements will be made as soon as possible and the Saint Peter Public School District safety procedures will be followed.

Notification of School Closures and Delays:

Call 507-934-3048, Ext. 411

OR

Go to the Saint Peter Public Schools Website at www.stpeterschools.org

OR

Radio – (Z99) 99.1 FM, (KTOE) 1420 AM, (KDOG) 96.7 FM, (KXLP) 93 FM, (KNUJ) 860 AM, (SAM) 107.3 FM

OR

Television - WCCO Channel 4, KSTP Channel 5, FOX Channel 9, KARE Channel 11, KEYC Channel 12

Announcements will be made for:
Saint Peter Public Schools
There will NOT be a separate listing for the SAC program.

Weather or Emergency Closing Announcements

Snow Days/Early Dismissal

The SAC program will be closed on days when school is cancelled or there is an early dismissal (due to weather or other emergency). If you are scheduled for care on one of these days, your account will be credited accordingly and you will receive notice of the credit for use on an upcoming calendar.

DO NOT bring your child to school. Have an alternative childcare plan in place should a school closing situation arise.

After School and/or Evening Activities Cancelled:

When Saint Peter Public Schools and Community Education evening activities are cancelled due to severe weather, SAC will be in session but will have the option to close early, per SAC coordinator/Community Education Director. Parents will be notified accordingly.

Family Vacations

It is the responsibility of the parent to notify the SAC coordinator in advance of any family vacations during the school year. Parents will be charged for 2 days of care per child per week of vacation to hold their place in the program.

Non-Student Contact Days

The SAC program operates only on South Elementary Early Learning Center student contact days from the end of the school day to 5:45 p.m. SAC does not provide care on non-student contact days, including Early Release days, according to the South Elementary Early Learning Center's calendar which can be accessed at www.stpeterschools.org.

Health and Safety

In Case of Illness

If a child is too ill to go to school, they may not attend SAC.

If a child becomes ill while at SAC, he/she will be isolated from the other children while a parent is notified. Parents are responsible for making arrangements to have their child picked up from the program WITHIN ONE HOUR of being contacted.

If a parent cannot be contacted, an authorized emergency contact person will be called to pick up the child from the program WITHIN ONE HOUR of being contacted.

The SAC staff will take the appropriate measures to care for the child until the authorized person arrives.

Illness Symptoms

A parent will be contacted to pick up their child if the child has any of the following symptoms:

- Vomiting
- Severe cold symptoms
- Sore throat
- Discharge from the eyes or ears
- Diarrhea or cramps
- Undiagnosed rash
- Profuse nasal discharge
- A temperature registering over 100 degrees (orally). **Temperature must be 98.6F to return to program.**
- Exposure to a communicable disease (whooping cough, measles, pink eye, ringworm, fifth's disease, mumps, chicken pox, diphtheria, scarlet fever, strep throat, lice, etc.)
- On medication for a communicable disease less than 24 hours

Exposure to communicable diseases MUST BE REPORTED to program staff immediately. Parents will be notified in the case of infection or communicable disease at the SAC site according to the policies set forth by the Saint Peter Public Schools health officers and County Health Services Guide.

District 508 Medication Policy

If a child is required to take medication (either prescription or over the counter) during SAC hours, the medication shall be administered in compliance with the following regulations:

1. Before the medication can be dispensed:
 - a. A **Saint Peter Public Schools Authorization for Medication at School* form signed by both parent and physician must be completed and submitted to the SAC Site Manager. This form must include:
 - Child's name
 - Name of medication
 - Purpose of medication
 - Time to be administered
 - Dosage
 - Duration of medication
 - b. Medication must be supplied in the original container and properly labeled by a pharmacist.

**Saint Peter Schools Authorization for Medication at School* forms available upon request from the SAC site Manager.

2. Any changes made to the administration of medication require a physician's order and new paperwork.
3. During SAC hours, only designated SAC staff may administer medication.
4. Under no circumstance will SAC staff administer medication if the above regulations have not been followed.

Child Abuse and Neglect

Under Minnesota State Law, all staff that work with children are required to report all suspected physical abuse, emotional abuse, sexual abuse or neglect of children to authorities.

Health and Safety (continued)

First Aid Emergency Care

Standard first aid will be administered for minor injuries and verbally communicated to parents.

In the event that a child requires emergency care, 911 will be contacted and the Saint Peter Public School District emergency plan will be followed:

- The child's parent will be contacted in the event of an emergency situation.
- If a parent cannot be reached, a person listed on the child's emergency card who is authorized to care for the child will be contacted.
- In an extreme emergency, an ambulance will be called and the child will be taken to the nearest hospital. All expenses incurred will be the responsibility of the child's parent(s).

The SAC staff will administer first aid until rescue personnel arrives.

Insurance

Medical Insurance coverage for children is the responsibility of the family. The SAC program assumes no responsibilities for injuries or illnesses which children may sustain as a result of participation in activities that involve inherent risk.

Miscellaneous Items

Smoke Free Environment: SAC will enforce a no-smoking policy at all times.

Appropriate Dress: Children should be adequately dressed each day for indoor and outdoor activities. Children are required to wear non-marking tennis shoes in the gym. Heelies and flip flops are highly discouraged.

Personal Belongings: SAC strongly encourages that your child's personal belongings are clearly labeled with your child's name.

Toys from Home: Children are strongly discouraged from bringing toys from home. SAC is not responsible for lost, stolen or damaged items brought from home. Play guns/weapons or toys that promote aggression are not allowed at SAC.

Food at SAC

A variety of snacks are provided daily at no additional cost. The decision to eat a snack is left up to your child. If you want to be sure your child eats snack every day, please talk to your child and the staff.

Food Allergies: If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on your child's application and emergency forms so that the SAC staff can make the appropriate accommodations for your child.

Treats for the Group: All treats that children bring to share with the group MUST be pre-approved by the SAC coordinator, be individually wrapped and store bought healthy food items. SAC will not allow the distribution of items that do not meet these specifications. Due to food allergies, please avoid foods that contain nuts.

Special Needs

Individual Educational Plan (IEP)
Due to staffing concerns, parents must inform the SAC program prior to enrollment if their child has an IEP or special need relating to their behavior or a medical condition. The parent must also indicate this information on the child's application/emergency information forms.

Pre-entrance Conference: A pre-entrance conference may be required so that the SAC staff and parents can jointly discuss and determine the "appropriateness" of the program for the child.

Special Needs Staffing: To ensure safety and the appropriate staffing, a care plan must be in place before your child with special care requirements will be allowed to start the SAC program; additional fees may be assessed.

Please Note: All children are expected to be toilet trained and to participate fully in all daily activities.

Chronic Health Conditions: Parents must inform the SAC program prior to enrollment if their child has a chronic health condition, such as allergies, asthma, diabetes, eczema, etc. Such conditions will be addressed as a special need. The parent must also indicate this information on the child's application/emergency information forms.

Behavior Management

It is the SAC program's goal to promote a positive approach to all children and the management of behavior issues.

The program is designed to offer an environment that:

- Provides a positive, safe and pleasant atmosphere
- Meets the developmental level of the age group
- Provides space for socialization and independence
- Maximizes the capacity of staff supervision
- Strives to increase children's respect for themselves and others
- Guides children to become happy, responsible, cooperative participants through positive, non-threatening techniques

The SAC program complies with the Saint Peter Public School District's discipline policy and procedures and consistently enforces them at the SAC site.

SAC Rules

Parents: Please read and discuss the following rules with your child:

1. Keep hands, feet and objects to yourself.
2. Follow directions and be respectful of the person(s) in charge.
3. Use appropriate language.
4. Respect other people and property.
5. Remain with a staff member at all times and notify them if you need to go to another area.

Parent Behavior

The main goal of the SAC program is to provide a safe, quality environment for children.

If at any time a parent of a child becomes uncooperative or belligerent in a threatening manner towards SAC staff, the parent will be asked to leave the building and the police will be called.

Further Action:

At the discretion of the SAC coordinator and school building principal, the parent may be permanently prohibited from entering the building.

Given the degree of the dispute, the child may be permanently terminated from the SAC program.

Addressing Concerns

In order to address your concerns and suggestions at the most appropriate and effective level, please adhere to the following steps:

First:

- Direct your concerns to the SAC coordinator. You can call, leave a written message or schedule a conference.

Then:

- If concerns persist, talk to the St. Peter Community & Family Education Director, who is available for a conference by phone or in person upon request; call 507-934-3048 (Business Office).

Behavior Management (continued)

If a child demonstrates behavior which has a negative impact on the child or others, the staff will take one or more of the following steps:

➤ **Prevention:**

Every effort will be made to make reasonable adjustments, in the following areas, to accommodate the unique needs of each child:

- Environment
- Grouping of children
- Activities

➤ **Positive Redirection:**

Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior on self and others.

➤ **Modeling**

Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.

➤ **Setting Limits**

Simple behavioral expectations are established for the site.

Staff will:

1. Tell children what is expected of them in a positive, yet firm manner.
2. Make sure children understand what the expectations mean.
3. Apply expectations consistently and appropriately.
4. Use natural and logical consequences (loss of privileges, apologies, etc.).

Harmful/Inappropriate Behavior includes:

➤ **Behavior which directly or indirectly threatens a person's right to be safe**

- any form of aggression
- verbal threats, disrespectful language or other harassing behavior
- inappropriate touching of a person's body or belongings
- inappropriate gestures

➤ **Behavior which keeps staff from fulfilling their ability to be available to all children**

- Removing self from the group or program area without staff approval
- Demonstrating lack of self control with anger
- Blatant disrespect or absolute refusal of staff person in charge

➤ **Behavior which intentionally causes destruction of property**

➤ **Behavior which demonstrates a child's lack of readiness for SAC**

- not being toilet trained
- not being dressed appropriately for school and/or weather
- behavior resulting from inadequate or untimely administration of medication

In case of harmful, inappropriate behavior, SAC staff will:

- Inform parent of extreme or continuous inappropriate behavior
- Temporarily suspend the child from the program
- Arrange a formal parent and SAC staff conference to create a behavior plan
- If the behavior persists, or parent is unwilling to work with staff towards a behavioral improvement, we may indefinitely remove the child from the program
- SAC reserves the right to speak with appropriate school personnel regarding a child's behavior. All information gathered would remain confidential.

**In compliance with the Saint Peter Public Schools disciplinary guidelines, the SAC program will not use methods of corporal punishment to resolve conflicts.*

Enrichments

We offer a variety of after school enrichments for all children who attend the SAC program. Staff and resource people will share their enthusiasm and "know-how" to help children develop new skills and interests. Your child may have fun in such activities as:

- Cooking
- Theater experiences
- Art projects
- Science
- Reading
- Gym and outdoor activities
- Community projects

Children are encouraged to participate in enrichments, however, there may be age requirements for some activities.

About Our Staff

Our staff is chosen with much care and thought. All SAC staff is hired based on their commitment to children and their ability to communicate with children. Our Gustavus Adolphus College students are pursuing degrees in education, psychology, or other related fields and enjoy working with children.

Staff members have American Red Cross First Aid/CPR certification and are required to continue their knowledge by participating in on-going meetings and in-service training.

The staff/child ratio is approximately 1 to 12/15 to ensure that children receive close supervision and care while attending SAC. If your child requires low or 1/1 staff to child ratios, please contact us prior to registration.

Special Event – Wet'n'Wild Fridays

During the winter months SAC children will have the opportunity to go swimming on Fridays at the Saint Peter High School & Community Pool.

- Swim punch cards must be purchased prior to the start of Wet'n'Wild Swim season. If your child does not use the entire punch card before Wet'n'Wild Swimming ends, unused punches may be used on open swim days through March 2010 at the pool.
- All children enrolled in SAC are expected to accompany the group to the pool, however, they are not required to swim. Those children not swimming will be engaged in other activities at the pool site. Children who wish to swim must bring a swimsuit and towel on swimming days; SAC does not provide these items.
- All children may be picked up at the pool site at the regularly scheduled time.

Photos/Videos of Your Child

Occasionally photos or videos are taken of the children in the SAC program for display or promotion of the program. If you wish that your child not be identified by name in displays or publications when using these photos or videos, please inform the SAC coordinator in writing of your wishes.