



**St. Vincent de Paul Royal Kids Program
Contract for 2014 -2015 School Year**

_____ **Registration Fee \$25/per family**

Student Name _____
Last First Middle Initial

Student Name _____
Last First Middle Initial

Student Name _____
Last First Middle Initial

Address of Student/s _____

2014-2015 School Year Grade/s _____

Parent Name _____

Email Address You Prefer We Use for Communications:

Best Telephone Number to Reach You Between 2PM and 5:45PM Monday-Friday:

Days Attending: Mon _____ Tue _____ Wed _____ Thur _____ Fri _____

Drop-in Care: Yes _____

Conditions for Drop-In Care

Call or text 763-228-6440 (cell for Dorothy Malone) by noon on the day you need drop-in care. You may also schedule drop-in care in advance by telephone or e-mail - dorothonmalone@saintvdp.org

School Release Days:

Registration for the following days must be completed by Monday, 9/16/14 for \$32.00 rate:

October 6 _____ October 16 _____ October 17 _____

Registration for the following days must be completed by Friday, 1/9/15 for \$32.00 rate:

January 19 _____ February 2 _____ February 13 _____ February 16 _____ March 6 _____ April 13 _____

SVDP Royal Kids Program reserves the right to cancel care, with a minimum notice of two weeks, on any school release day due to lack of registrations.

Drop in care will be available on school release days at the rate of \$45.00 per day/per child.

Hours of Operation: Hours: 1:45 – 5:45 PM School Days

7:00 AM – 5:45 PM School Release Days

Program Fees:

\$15.00 per day, per child for full and part time regular participants (Grades K-5)

\$ 7.00 per day, per child for Homework Club participants (Grades 6-8)

\$18.00 per day, per child for drop-in participants (Grades K-8)

\$32.00 per day, per child for *pre-registered* school release days (Grades K-8)

\$45.00 per day, per child for *drop-in care* on school release days (Grades K-8)

\$25.00 registration fee per family (Nonrefundable)

No credit for absences

Payment

Payment is based on the number of days (including school release days) registered for and not on attendance. Also, once you have signed your child up as a drop-in you will be charged regardless of attendance.

A written, dated notice is required 2 weeks prior to any changes in the number of days contracted for.

Payment is due each Friday for the week to follow.

SVDP ROYAL KIDS AFTER SCHOOL PROGRAM FEES ARE ADMINISTERED ENTIRELY SEPARATE FROM SCHOOL TUITION SO A SEPARATE PAYMENT MUST BE MADE.

PLEASE MAKE CHECKS PAYABLE TO ST. VINCENT DE PAUL

Withdrawal from the program

Written, dated notice is required 2 weeks prior to the last day of care for your student.

Payment for care is required for those two weeks, regardless if your student attends the program after notice is given.

Meals and snacks:

A nutritional snack will be offered upon arrival each school day.

A morning snack, lunch and an afternoon snack will be offered on each school release day

Care of Ill Children

A parent will be notified immediately when a student develops any of the following symptoms and the student can rest until the parent can pick him/her up:

- Oral temperature of 100 degrees Fahrenheit or over
- Vomiting
- Diarrhea
- Rash of unknown origin

Personal Belongings

Any toys or items brought from home will be the responsibility of the student.

SVDP Royal Kids Program cannot be responsible for any lost or damaged items brought from home.

Inclement Weather and Emergency Dismissal Policy

SVDP Royal Kids Program will follow the policies of the school in the event of inclement weather or an emergency. This policy may be found on page 13 of the SVDP School Handbook.

Every attempt will be made to notify parents in the event of a necessary closure of the program during program hours. If the parent cannot be reached, emergency contacts will be notified to pick up your student/s.

Staff members will remain until all students are picked up.

If the SVDP Royal Kids Program is closed during their entire operation hours, you will not be billed for that day.

Discipline Policies

It is the goal of the SVDP Royal Kids Program to provide a safe, respectful environment for all students and staff. Students of the program will be expected to respect others and their property, follow directions, and act in a safe manner toward themselves and others.

When conflicts arise the staff will respond in a manner appropriate to the age of the student/s involved. This will include redirecting the student to a more appropriate activity and communicating the expectation of appropriate behavior to the student in a non-threatening, respectful manner. If the inappropriate behavior continues the student may be removed from the activity for a short time and given the opportunity to process through the incident with a staff member.

When these methods of guiding a student’s behavior fail or the student threatens the safety of other students, the student will be separated from the group.

Problem behavior will be communicated to the parent through verbal communication and a behavior slip to be signed by the parent.

If ever a student’s behavior is out of control and threatens the safety of other students and staff members, the parent will be contacted and expected to pick their student up for the remainder of the day. A parent conference will then be required.

Picking up your student

Please enter the building through the door in the back of the building when picking up your child.

Please greet a staff member when picking up your student and always sign them out before leaving.

Parent/ Guardian

Date

I give permission to the St. Vincent de Paul Royal Kids Program to take photographs of my child and use them in Parish publications if they so desire.

Signature of parent/guardian

Date

| | |
|--|--|
| Name of all persons authorized to remove child from the SVDP Royal Kids Program (other than parent or guardian) | Person/s NOT AUTHORIZED to remove child from the SVDP Royal Kids Program |
| Name | Name |
| Relationship | Relationship |
| Name | Name |
| Relationship | Relationship |

As legal guardian for my child/ren _____ I do hereby consent and authorize the St. Vincent de Paul Royal Kids Program to take any and all action including use of medical services and hospital facilities as the program may deem appropriate in the event that my child/ren should become ill or otherwise injured while under care of the St. Vincent de Paul Royal Kids Program.

Signature of Parent/Guardian

Date

| | |
|---|-----------------------|
| Permission to Administer Medication | |
| I hereby give permission to The St. Vincent de Paul Royal Kids Program to administer | |
| _____ to _____. | |
| Name of Medication | Child's Name |
| (This includes sunscreen lotions, insect repellents as well as both prescription and non- prescription medications. These products must be administered according to the manufacturers instructions unless there are written instructions for their use provided by a licensed physician or dentist.) | |
| Signed _____ | |
| Parent or Guardian of Child | |
| Medicine to be given _____ | Time _____ Dose _____ |
| From: _____ To _____ | |
| The parent may request the pharmacist to fill the prescription in two bottles, one for home use, and the other for the SVDP After School Program. | |