



**St. Vincent de Paul Royal Kids Summer Care Program
Contract for Summer of 2015**

_____ **Field Trip Fee / \$50.00 per participant**

Participant Name _____
Last First Middle Initial

Participant Name _____
Last First Middle Initial

Address of Participant/s _____

2015 School Year Grade/s _____

Parent Name/s _____

Email Address You Prefer We Use for Communications:

Best 2 Telephone Numbers to Reach You Between 7:00 AM and 5:45PM Monday-Friday:

1.) _____ 2.) _____

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

Drop-in Care: Yes _____

Conditions for Drop-In Care

Call or text 612-207-3882 by 5:45 PM *the day before* you need drop-in care. You may also schedule drop-in care in advance by telephone or e-mail - margaretkoss@saintvdp.org

Hours of Operation: 7:00 AM to 5:45 PM

7:00 AM to 9:00 AM – Check in

9:00 AM to 3:30 PM – Program Activities and Field Trips

3:30 PM to 5:45 PM – Parent Pick-Up

Days of Operation:

Week 1 – June 15-June 19

Week 2 – June 22-June 26

Week 3 – June 29-July 2
(Closed July 3 and 6)

Week 4 – July 7-July 10

Week 5 – July 13-July 17

Week 6 – July 20-July 24

Week 7 – July 27-July 31

Week 8 – August 3-August 7

Week 9 – August 10-August 14

Week 10 – August 17-August 21

(closed last 2 weeks of summer for Education Center cleaning needs)

Program Fees:

- \$170.00 - 5 days per week
- \$160.00 - 4 days per week
- \$132.00 - 3 days per week
- \$92.00 - 2 days per week
- \$46.00 - 1 day per week
- \$52.00 - per day drop in care
- \$50.00 - one-time field trip fee *per participant*

No credit for absences**Payment**

Payment is based on the number of 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.

PLEASE MAKE CHECKS PAYABLE TO ST. VINCENT DE PAUL

Please contact Dorothy Malone at dorothymalone@saintvdp with all billing questions.

We do not have online payment at this time. You may drop a check into the box provided on the table where you sign in and out your children. You may also utilize your bank payment options. Our mailing address is: SVDP Summer Care Program, 9100 93 Av N, Brooklyn Park, MN 55445

Withdrawal from the program

Because The SVDP Summer Care Program has budgeted and staffed for your child's regular attendance throughout the time period stated above, you will be responsible for payment even if you choose to withdraw your child from care before Friday, August 21, 2014.

Meals and snacks:

Lunch is provided on Mondays and Fridays. Participants must bring a bag lunch Tuesday, Wednesday, and Thursday. A morning and afternoon snack are provided daily. Water is available at all times.

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 Summer Care Program cannot be responsible for any lost or damaged items brought from home. **Please bring a swimsuit, beach towel, sandals, tennis shoes, sunscreen, and a water bottle, all labeled with your child's name, to be left at summer care.**

Inclement Weather and Emergency Dismissal Policy

In the case of an emergency every attempt will be made to notify parents resulting in the necessary closure of the program during program hours.

Staff members will remain until all students are picked up. If the SVDP Royal Kids Summer Care Program is closed during their entire operational hours, you will not be billed for that day.

Discipline Policies

It is the goal of the SVDP Royal Kids Summer Care 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. Because the Education Center is a security building, you will find a buzzer on the wall to your right. Staff will then remotely unlock the door to allow you to enter the building. 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 Summer Care 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 Summer Care 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 Summer Care Program.

Signature of Parent/Guardian

Date

Permission to Administer Medication

I hereby give permission to The St. Vincent de Paul Royal Kids Summer Care 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 Royal Kids Summer Care Program.