

Saints Squad Handbook 2018-2019



Saints Squad Mission Statement:

The Saints Squad Program will provide a safe, nurturing, and fun atmosphere before and after school for children enrolled at St. John the Baptist Catholic School.

What does Saints Squad have to offer your family?

This program will meet the social, emotional, spiritual, and physical needs of Preschool-6th grade children.

- **Daily Academic/Quiet Time**
- **Arts and Crafts**
- **Indoor Games and Free Time**
- **Outdoor Games and Free Time**
- **Gymnasium Time**
- **Technology**
- **Afternoon Snack**

Saints Squad:

The Saints Squad program will have adequate staffing with a preferred ratio of 10:1. Staffing will be determined after preliminary enrollment is complete and commitment has been made by SJB school families.

Saints Squad and Fees for 2018-2019 School Year:

Hours (in- session school days only):

AM Saints Squad 7:00am- 7:45am

PM Saints Squad 2:45pm - 5:45pm

Fees:

Enrollment fee (annual per family) \$20

AM care (7:00 - 7:45 am) \$5 per child, per day

PM care (2:45-5:45) \$11 per child, per day

If you have a financial circumstance, please contact Mr. Bierlein, SJB Principal, at 952-492-4561 to discuss a possible alternate payment plan.

Drop-In Care:

All drop-in children need to be enrolled in Saints Squad.

A child(ren) is considered “drop-in” if a monthly calendar is not provided to the school office by the 27th of the month prior to care. See “payment and calendars” section for more detailed information.

24 hour notice is preferred for Drop-ins.

Drop-in’s are on a space available basis. Please **contact the school office directly to request drop-in care** and ensure that you receive confirmation from the school office that there is an available spot in Saints Squad on the day(s) you need care.

Please be sure to additionally notify your child’s teacher to make them aware of the change to the child’s regular routine (specifically for after school care).

Payments and Calendars:

It is imperative that parents complete and return payments and calendars on time. This will allow us to have adequate staff and programs for your child/ren.

Parents are required to fill out a Saints Squad calendar every month to notify the school when your child/ren will be attending Saints Squad. These forms will come home with your child. The Saints Squad coordinator (staff on duty) will also have copies available.

Payment options:

Preferable payment method is online through our school website. Payments may also be made via check or cash payment, this will be taken care of in the school office. Checked should be made out to St. John the Baptist Catholic School.

Saints Squad Location:

Saints Squad is primarily stationed in the Kindergarten Readiness room on the first floor of the building. If Saints Squad has gone to the gym or outdoors, a sign will be posted on the library door for parents.

Drop-off Procedures:

Parents must bring their child/ren into the school each morning. All parents must sign in their child/ren to Saints Squad each morning. Please make sure the staff is aware of your child/ren being dropped off.

Please enter through the main doors of the building. They will be open during Saints Squad hours.

Pick Up Procedures:

Parents must pick up their child/ren each afternoon by 5:45pm. All parents must sign out their child/ren at this time. Please make sure the staff is aware of your child/ren being picked-up. Children will be released only to those who are listed as authorized persons for child pick up. If someone other than an authorized person will pick up a child, prior written permission/email is required stating the name and telephone number of the person who will pick up the child.

Late Pick-up:

At 5:45pm, if a child is not picked-up, the principal and parent(s) will be contacted. If parents cannot be reached, the principal or Saints Squad coordinator will call the emergency contact. Further action may be taken by the principal if deemed necessary.

In case of an emergency, please call the Saints Squad phone line (952-492-4565) to notify the Saints Squad Staff of a late pick-up. Late pick-ups will result in a late fee (see below).

Late Pick-up Fees:

Late Pick up (after 6:00pm) - \$2/minute

All late pick up fees will be added to the monthly Saints Squad payment.

School Closings:

In cases of severe weather, hazardous road conditions, or unforeseen events, Saints Squad is subject to closing. If Jordan Public School and/or St. John the Baptist Catholic School close, the Saints Squad program will close as well. In the event of a delayed

start, morning Saints Squad will be canceled but, afternoon Saints Squad will be held as usual.

Please listen to the local radio station or check the school Facebook page for updated information on school closings. **Families will not be charged for any days in which their child(ren) are not in attendance.**

Communication with Parents

There will be a monthly calendar that will be sent home with students the 3rd week of each month.

E-mails will also be used as the primary communication from the school office.

Parents can reach the school office by calling (952) 492-2030, or email Lisa Wolf at lwolf@sjsjordan.org.

Saints Squad Behavior Management

For safety as well as creating a fun environment, it is important that children follow the school rules while at Saints Squad. It is the program's belief that discipline be handled in a fair and compassionate way.

The Saints Squad program will be following the school discipline policy which is modeled after the works of Jim Fay (Love and Logic). This model helps students develop mutual respect, cooperation, and responsibility.

If an infraction occurs, the student will receive a verbal warning. If it continues, the student will be removed from the Saints Squad activity until the Saints Squad Staff deems appropriate. If the student behavior continues, the student will be removed from all Saints Squad activities and Plan of Responsible Action form will be completed by the student and Saints Squad Staff.

Certain behaviors that are severe or endanger the safety of the program and other children will result in immediate removal from Saints Squad activities. Saints Squad staff reserves the right to modify this behavior plan to fit the needs of the individual student.

Please see the school student handbook for greater details.

Questions? Concerns? Suggestions?

Please communicate directly with the Saints Squad Staff working the shift. You can also contact Mrs. Bierlein, SJB Principal at (952) 492-4561 or principal@sjsjordan.org. We are always looking to improve program options and student opportunities.

2018-2019

**St. John the Baptist Catholic School
Saints Squad Handbook**

Hard Copy Sign Off

Agreement to be governed by Handbook Policies

After reading the St. John the Baptist Catholic School Saints Squad Handbook,
please sign below and return this form.

The Handbook can also be found [on our school website sjsjordan.org](http://sjsjordan.org).

Please be advised that anything not covered here will be an administrative
decision. The administration reserves the right to waive and/or deviate from any
and all regulations for just cause at his/her discretion.

We have received and read (either via the website or hardcopy) the St. John the
Baptist Catholic School Handbook and agree to be governed by the policies
contained herein.

Parent/Guardian Signature _____ Date _____