



Saint John the Baptist Catholic School

PREPARING THE WAY OF THE LORD

Saints' Squad Handbook 2021-2022

Saints' Squad Mission Statement:

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

What does Saints' Squad have to offer your family?

This program will help meet the social, emotional, spiritual, and physical needs of Preschool-6th grade children and will contain some or all of the following:

- **Daily Academic/Quiet Time**
- **Arts and Crafts**
- **Indoor Games and Free Time**
- **Outdoor Games and Free Time**
- **Gymnasium Time**
- **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.

Staff

Saints' Squad will be staffed by one lead teacher (per MN DHS rules) and one aide. If attendance numbers fall below 11, Saints' Squad will be staffed by one lead teacher.

Students with Special Needs

Please notify the school office if your child has special needs prior to enrollment. A meeting may be necessary to determine how we can meet a child's special needs. Enrollment may be delayed until the appropriate arrangements or staffing is secured.

Saints' Squad and Fees for 2020-2021 School Year:

Hours (regular school days):

AM Saints' Squad 7:00am- 7:45am (preschool students will remain in Saints' Squad until 8:00am)

PM Saints' Squad 2:45pm - 5:30pm

Fees:

Enrollment fee (annual per family) \$40

AM care (**7:00 - 7:45 am** for K-6 students, 8:15am preschoolers will be walked to classroom) \$5 per child, per day

PM care (**2:45-5:30**) \$12 per child, per day

Drop in Fee: \$5 per student, per day in addition to the normally daily rate (see policies below)

Late Payment Fee: A fee of \$20 will be applied to late payments

If you have a financial circumstance that hinders prompt payment, please contact Jonathan Brandtner in the parish office at 952-492-4572 to discuss a possible alternate payment plan.

Registration:

Families may enroll their child(ren) at the beginning of each school year, or later providing space is available. Priority will be given based on the date of enrollment.

Please indicate your interest in Saints' Squad Before and After School Care during registration on our online enrollment system (TADS). Additionally, families will be required to pay an enrollment fee of \$40 per student, complete the first bi-weekly calendar, provide payment, and sign the Saints' Squad Handbook Agreement for enrollment to be considered complete.

Drop-In Care:

All drop-in children/families need to be enrolled in Saints' Squad. An extra **\$5 fee** will be added per student for this service.

A child(ren) is considered "drop-in" if the student was not originally scheduled for the date on the **bi-weekly calendar**. See "payment and calendars" section for more detailed information.

24 hour notice is preferred for Drop-ins. Drop in requests after 10:00 am day of, will be denied.

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 submit payments and calendars on time. This will allow us to have adequate staff and programs for your child(ren).

Registering your child: Parents will receive a Google form to fill out electronically bi-weekly. This form acts as the Saints' Squad calendar and will notify the school when your child(ren) will be attending Saints' Squad. This form will be sent electronically to parents two weeks in advance and is due a week in advance of the services. For example, a calendar for the first two weeks of October will be sent in the third week of September, and will be due Monday of the

fourth week of September. Advanced payment is required and is non-refundable. Payment can be made online from our website (www.sjsjordan.org). Checks will also be accepted.

Payment Options:

Preferable payment method: is done online through our Saint John's website (<https://sjsjordan.org/payments-and-donations/>). Choose "School Fee Payment." or by sending in a check payable to Saint John's School (indicate Saints Squad in the memo line), payments are due the Monday prior to the beginning of the bi-weekly calendar along with the calendar.

Families who are behind two full weeks payment will not be able to use the Saints' Squad services until outstanding balances have been paid or arrangements have been made with Jonathan Brandtner (Parish Business Administrator).

Saints Squad Location:

Saints' Squad is primarily stationed in the Saint Elizabeth Ann Seton classroom (just outside the school's main office). If Saints' Squad has gone outdoors or to the gym a sign will be left on the door for parents.

Drop-off Procedures:

All parents must sign their child(ren) into 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 their child(ren) up each afternoon by 5:30pm. 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 5:30pm, 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 room phone line (952-492-4566) 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 5:30pm) - \$2/minute

All late pick up fees will be added to the bi-weekly Saints' Squad payment.

Court Orders: Saints' Squad will not be involved in custody disputes between parents. In cases where one parent has sole custody, Saints' Squad must have proof (a copy of the court order) that outlines both custody and visitation. Under Minnesota law (MN Statute 609.29), schools may not deny a custodial parent's access to their children.

School Closings:

Please text SJB to 855-955-0292 to sign up to receive notifications from the school office. In cases of severe weather, hazardous road conditions, or unforeseen events, Saints' Squad is subject to closing. If Jordan Public Schools and/or Saint 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. In the event of an early release, Saints' Squad will be closed.

Please watch your email, phone, or the school Facebook page for updated information on school closings.

Communication with Parents:

There will be a bi-weekly calendar that will be emailed out to parents two weeks in advance.

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 office@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's behavior continues, the student will be removed from all Saints' Squad activities and the 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/or 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 Family Handbook for greater details.

Questions? Concerns? Suggestions?

Please communicate directly with the Saints' Squad Staff working the shift. You can also contact Lynn Sticha (school administrative assistant) at (952) 492-2030 or office@sjsjordan.org. We are always looking to improve program options and student opportunities.



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2021-2022

Saint John the Baptist Catholic School Saints' Squad Handbook

Hard Copy Sign Off

Agreement to be governed by Handbook Policies

After reading the Saint 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.

Further procedures and policies are located in the Saint John the Baptist Catholic School Family Handbook.

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 Saint John the Baptist Catholic School Handbook and agree to be governed by the policies contained herein.

Parent/Guardian Signature _____ Date _____