



St. Michael  
Catholic School

Adventures Plus After School  
Childcare Program

Handbook for the  
2012 – 2013 School Year

St. Michael Catholic School Adventures Plus is an after school childcare program dedicated to spiritual growth, academic excellence, and social development. Our mission is to offer parents and/or guardians a caring, safe, recreational and spiritual environment for their school aged children.

Adventures Plus Program Director is Julie Herbst. She can be reached by phone at 612-619-7484 or [advplus@saintmpl.org](mailto:advplus@saintmpl.org). The maximum staff/student ratio is 1 to 15.

**Hours:**

Monday through Friday

Session 1 - 2:15 – 4:30

Session 2 – 4:30 – 6:00

Adventures Plus will not be in session on St. Michael Catholic School “No School” dates. (Refer to the school calendar.)

NOTE: ADVENTURES PLUS WILL BE OFFERED if 12 or more students register in advance of “Teacher Workshop” days.

**Emergency School Closing:**

Adventures Plus will close when Prior Lake-Savage Public Schools close for weather or other emergencies. School closing announcements air on local news channels.

**Early Release:**

Adventures Plus will be open on early release days for two sessions: 12:15 pm – 3:00 pm and 3:00 pm - 6:00 pm. The cost per session is \$15.00.

**Snack:**

Healthy snacks are provided for Adventures Plus students once for each session.

**Care of Ill Children:**

For the protection of all children in the Adventures Plus Program, parents will be notified immediately when a child in care develops any of the following symptoms:

- Underarm Temperature of 100 or over, vomiting, diarrhea, rash and eye drainage when mucus or puss is present.

Parents will be expected to pick their child up as soon as possible. If parents are unavailable, the emergency contact will be notified.

Program staff will not administer medication without a written note signed by a doctor.

Contact our staff before noon at 612-619-7484, or [advplus@saintmpl.org](mailto:advplus@saintmpl.org) if your child will be absent. If Adventures Plus staff are not notified of illness by noon, regular charges will apply.

### **Enrollment Process:**

- Return registration forms with the registration fee of \$75.00 per family.
- Parents must provide program staff with child's schedule, health and other pertinent information.
- If children will be involved in after school activities we can coordinate with parents. Please notify the program director in writing when they join an activity and provide instructions for program staff. Transportation will not be provided.
- The program has an open door policy so please feel free to stop and observe what our program offers at any time.

### **Adventures Plus Program Fees-**

- Registration - \$75.00 paid at time of enrollment.
- Daily Care Fee - \$9.50 per session.
- Drop In Care Fee –  
\$75 per family registration fee with unlimited drop in care for \$9.50 per session per child.  
\$9.50 per session paid on day of care.  
If no registration fee paid \$12 per session per child.
- No fees due on “No School” and “Snow Emergency” Days when Adventures Plus is not in session.
- Monthly statements will be emailed.
- A \$3.00 late fee for 1<sup>st</sup> session will be applied if the student(s) are picked up 5 -15 past 4:30 pm. Parents will be charged for the 2<sup>nd</sup> session if the student(s) are picked up past 4:45 pm. A charge of \$5.00 per every 10 minutes of extended care provided after 6:00 pm.

### **Schedule Changes and Program Withdrawal-**

Parents are required to give two weeks notice when making a schedule change or withdrawal from the program. Notice is to be given in writing to the Program Director. Parents will pay their regularly scheduled payments during the two weeks before changes take effect.

### **Safety:**

Parents must enter via the lower east (corner) entrance by the flagpole. Doors will be locked. Ring doorbell located to the right of the entrance to alert program staff. Parents must sign in/out to indicate the time and name of person picking up the child. Please provide names of anyone you

choose to designate to pick up your child/ren in your place.

- Contact the program staff before noon if your child will be absent from the Adventures Plus P.M.

Supervision of children is the primary responsibility of the Adventures Plus P.M. Program staff. Children will be supervised and in view of the Program Staff at all times.

- Children must ask permission to leave the program area to use the restroom.

### **Adventures Plus Daily Program Schedule-**

- 2:15 P.M. – 2:30 P.M. – Students arrive and check in. Gather for prayer and announcements. Homework, centers, games.
- 2:30 P.M. – 2:45 P.M. – Snack time (children may bring a snack from home) if your student has food allergies please send a snack or provide a list of approved snacks to staff.
- 2:45 – 3:15 – Homework, centers, games.
- 3:15 P.M. – 3:30 P.M. – 3:30 P.M. – 4:15 P.M. – Outdoor playtime (weather permitting). Please have students bring appropriate clothing.
- 4:15 P.M. – 4:45 P.M. – Craft time / Computer time (1-2 times per week)
- 4:45 P.M. – 5:45 P.M. – Homework, large group games, story time & quiet reading time.
- 5:45 P.M. – 6:00 P.M. – Clean up & ready to go home

### **Behavior Guidance:**

Program staff will encourage students to make positive decisions, give verbal reminders and take away privileges if necessary.

### **Children in Adventures Plus are Expected to Abide by the Following Guidelines:**

1. Be considerate. Use appropriate words when speaking.
2. Be respectful. Keep hands to self, use words not hands when settling disagreements and treat property with care.
3. Be open-minded. Try new activities, make new friends and have fun during program time. Display a positive attitude.
4. Be honest. The program staff is there to support and take care of all students. We encourage students to share their feelings respectfully.

Staff invites parents to work together in support of the children under our care. Program staff will communicate positive behaviors and areas of improvement to parents.