



**St. Vincent de Paul Royal Kids Care Program
Contract for 2017 -2018 School Year**

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

Student Name _____
Last First Food and Other Allergies

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Student Name _____
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Address of Student/s _____

2017-2018 School Year Grade/s _____

Parent Names _____

Email Address You Prefer We Use for Communications:

Best 2 Telephone Numbers to Reach You Between 1:45PM and 5:45PM Monday-Friday:

1. _____ 2. _____

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

Drop-in Care: Yes _____

Conditions for Drop-In Care

Call 763-762-7361 (Royal Kids telephone) and leave message or text 763-228-6440 (cell for Dorothy Malone) if you need drop-in care. You may also schedule drop-in care in advance by telephone or e-mail - dorothymalone@saintvdp.org

Royal Kids will offer care on the following school release days:

October 18, 19, 20, 30; January 15, 29; February 16, 19; March 9; April 23

There will be a sign up period approximately one month prior to school release days. Drop-in participants will be accepted on school release days at an increased daily rate. 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.

Royal Kids will NOT offer care on the following school release days:

November 22 - 24, December 1, December 21 - January 2, March 26 - March 30

Hours of Operation: Hours: 1:30 – 5:45 PM School Days
7:00 AM – 5:45 PM School Release Days

Program Fees:

- \$17.00 per day, per child for full and part time regular participants (Grades K-5)
- \$20.00 per day, per child for drop-in participants (Grades K-5)
- \$ 9.00 per day, per child for Homework Club participants, includes drop-in (Grades 6-8)
- \$35.00 per day, per child for *pre-registered* school release days (Grades K-8)
- \$46.00 per day, per child for *drop-in care* on school release days (Grades K-8)
- \$25.00 registration fee per family (Nonrefundable)
- 5% discount for 3 or more children

No credit for absences

Payment

Payment is based on the number of days (including school release days) registered for and not on attendance.

A statement of charges and payments made will be emailed to you at the beginning of each month. You will also receive an annual statement at the beginning of January via email.

We do not have an online payment option available. If you prefer to use an online payment option provided by your bank, please make payee SVDP After School Program, 9050 93 Av N, Brooklyn Park, MN 55445. You may also drop a check in the box provided at the sign out table.

Payment may be made weekly, bi-weekly, or monthly. While we offer flexibility in payment dates, your child may be dropped from the program, with notice, if your payments are more than 60 days in arrears.

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:

- 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 in 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 participants and staff. Participants 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 participant/s involved. This will include redirecting to a more appropriate activity and communicating the expectation of appropriate behavior in a non-threatening, respectful manner. If the inappropriate behavior continues the participant 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 behavior fail or the participant threatens the safety of others, he or she will be separated from the group.

Problem behavior will be communicated to the parent through verbal communication.

If ever behavior is out of control and threatens the safety of others, the parent will be contacted and expected to pick up their child for the remainder of the day. A parent conference will then be required before their child can return to the Royal Kids After School Program.

Picking up your student

Please enter the building through the door in the back of the building (between the loading dock and playground) when picking up your child. As we are a secure facility, there is a buzzer on the wall to the right of the entry doors. Please press that and we will let you in. Always sign your child out at the sign out book located at the table at the front of the cafeteria.

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
Name	Relationship
Name	Name
Name	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 emergency services 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

Children may not transport or store medication in or with their belongings, unless it is an approved inhaler.

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

_____ for _____
Name of Medication **Child's Name**

(This includes both prescription and non- prescription medications. These products must be provided by the parent in their original packaging and will be administered according to the manufacturer's 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 _____
Date **Date**

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 Care Program.