

\_\_\_\_\_ Registration Fee \$25/per family

Student Name \_\_\_\_\_  
Last First Food and Other Allergies

Student Name \_\_\_\_\_  
Last First Food and Other Allergies

Student Name \_\_\_\_\_  
Last First Food and Other Allergies

Address of Student/s \_\_\_\_\_

2018-2019 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 and leave message or text 763-228-6440 (cell for Dorothy Malone)

**Royal Kids will offer care on some school release days:**

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:**

Thanksgiving Break, Friday, 11/30, Friday, 12/21, Christmas Break, Spring Break, and on Good Friday and Easter Monday.

**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.

You may pay online through the Portal tab on the school web site. If you prefer to use a pay 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.

## **Late Pick Up**

**Children must be picked up by 5:45 PM.** You will be allowed 3 late pick-ups during the school year without penalty. Your 4<sup>th</sup> late pick-up will result in late fees as follows:

Pick up between 5:46 and 6:00 PM will result in a \$1.00 charge per minute late. Pick up between 6:01 and 6:15 PM will result in an additional \$2.00 charge per minute late. (Example: You pick your child up at 6:05 PM, you will be charged \$25.00. \$15.00 for 5:46-6:00 + \$10.00 for 6:01-6:05) Cell phone time will be used to determine pick-up time.

Your 7<sup>th</sup> late pick-up will result in an additional penalty of \$30.00 on top of the late pick-up fees. Please call us at 763-762-7361 if you know you will be late and have no back-up person to pick up your child. If you are more than 30 minutes late and Royal Kids has not been notified of a late pick-up and you or your emergency contacts cannot be reached, the police may be called to pick up your child/ren.

## **Picking up your student**

Please enter the building through Door 8 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.

## **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.

\_\_\_\_\_  
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 <b>NOT AUTHORIZED</b> 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.