

*BEFORE/AFTER
SCHOOL CARE
POLICIES AND
PROCEDURES*

2020-2021 School Year

School Care Coordinator: Emma Sandvig

Good Shepherd School | 145 Jersey Ave S. Golden Valley, MN 55426

AFTER SCHOOL/FULL DAY CARE

Dear Parents,

We are asking that you read through this entire Before/After School Care packet as there are many changes to this school year's school care program. This will insure that you are aware and understand these changes. **This form is to be signed and returned by August 27th, 2020 at Meet the Teacher.** If you would like a printed copy of this form, we have them at the school office.

We, the guardians of, _____, agree to all the policies and procedures for the School Care program and understand that we are responsible for following and understanding all the guidelines and changes. If questions or concerns arise, we will contact the school care coordinator or the front office.

Guardian 1 Signature

Date

Guardian 2 Signature

Date

AFTER SCHOOL/FULL DAY CARE

Good Shepherd's School Care Program provides care for any Good Shepherd School student. Children are offered a variety of supervised activities including crafts, board games, choice time, reading, computer, and athletic games. Our program is planned with the children in mind; this is a program we hope is fun, exciting, and an overall learning experience.

REGISTRATION

A registration link for school care will be sent via email to sign up your child for care. It will have the upcoming month's calendar with all before/after school care and full day care days available. You will be able to check all the days your child needs care for the upcoming month. You may sign up for one day a week, two days a week, every day, or whatever works best for your family. Please make sure you fill out the registration link every month. The registration link closes at noon on the second to last business day of the month, unless otherwise noted differently.

There will not be an option to drop your child in before/after school care the day of. Your child must be signed up prior to the day of school care. We will reevaluate this option after the first quarter.

COST PER DAY	DAILY FEE	LATE SIGN-UP FEE
BEFORE SCHOOL CARE	\$5.00	\$6.00
AFTER SCHOOL CARE	\$10.00	\$12.00
FULL DAY CARE	\$40.00	\$45.00

TIMES

7:00 a.m. – 7:45 a.m. Before School Care
2:40 p.m. – 5:30 p.m. After School Care
7:00 a.m. – 5:30 p.m. Full Day Care (on select school release days)

BEFORE SCHOOL CARE (BSC)

Before school care will take place in the school care room (if numbers exceed capacity a second room will be used). Students will have their temperature taken upon entering the building by a staff member. Then they will be offered breakfast if it is needed (nutrigrain bars, oatmeal, cereal, etc.) Students and staff will be required to wear a mask while inside and students will be separated into their classroom cohorts to the best of the staff's ability.

AFTER SCHOOL/FULL DAY CARE

AFTER SCHOOL CARE (ASC)

Students will be brought down from their classes by the school care staff and have their temperatures taken once in they are in their designated school care space. Students will start socially distanced and have homework room time and snack. We will be splitting the kids up into 3 groups and they will stay in these three groups for all of after school care. They will be Preschool and Kindergarten, 1st – 3rd grade, and 4th – 6th grade (depending on the number of sign ups, these groups could change slightly). Within those groups, and as best as can be done, students will be separated into their classroom cohorts during after school care. Students and staff will be required to wear masks at all times in the building during after school care.

The groups will be assigned to the following rooms:

- Preschool and Kindergarten: School Care Room
- 1st – 3rd Grade: Gym
- 4th – 6th Grade: Social Hall

The groups will have games, crafts, and other activities to play and will also rotate going outside and possibly using the computer room. All items used will be sanitized properly between uses to keep items separate and clean.

FULL DAY CARE (FDC)

Full day care is provided on most weekdays during the school year when school is off. Kids will be split in the same groups as after school care and will be required to wear a mask while in the school building throughout the day. For the time being, we will not be going on any field trips for the full day care days. If your child is attending full day care, they must bring a lunch from home that is peanut and tree nut free. Activities will be held for the kids from crafts, games, and plenty of outside time.

Here is the list of days we will have full day care and when it will be closed:

Full Day Care Days	No Full Day Care Days
October 14 th - 16 th – Open	September 4 th and 7 th – Closed (Labor Day)
November 5 th - 6 th – Open	November 26 th and 27 th – Closed (Thanksgiving)
November 25 th – Open (close at 5)	December 24 th – 26 th Closed (Christmas)
December 21 st - 23 rd – Open (close at 5 on 23 rd)	December 31 st and January 1 st – Closed (New Years Eve and New Years)
December 28 th – 30 th – Open	February 15 th – Closed (President’s Day)
January 18 th – Open	

AFTER SCHOOL/FULL DAY CARE

February 12 th – Open	April 2 nd and 5 th – Closed (Good Friday and Easter Monday)
March 5 th – Open	May 31 st – Closed
March 29 th – April 1 st – Open	June 3 rd and 4 th – Closed (last day of school & cleaning to prepare for summer care)

COVID-19 POLICIES

We will be implementing many health and safety measures while kids are in school care and full day care. Upon arriving at school care, kids will have their temperatures taken. If a temperature of 100.4 or above is detected, that child will be isolated and a guardian will be contacted. The kids will be split into 3 groups according to grade level. We will be using the gym, social hall, school care room, and outside spaces. Each group will be assigned to one room and then rotate going outside and possibly the computer room. Cleaning will take place at the end of after school care every day. Staff and kids will be required to wear a mask during school care and full day care at all times except when outside. If a child becomes sick during school care or full day care, they will be quarantined with a staff member and a guardian will be contacted. The child will be picked up and must follow the same school protocols for being sick.

CHILD PICK-UP (AFTER SCHOOL CARE AND FULL DAY CARE)

Pick up will take place at doors 12 (main school entrance) and 14 (school care room). Parents will communicate with staff via the new app and will be able to let staff know when they are arriving to pick up. We will ask that parents/guardians do not enter the building but wait outside the doors. Staff will do their best to have your child ready when you arrive. Preschool and Kindergartener's will exit through door 14. Students in grades 1st – 6th will exit through door 12.

If someone is picking up that is not on the family's list of people who can pick up, this needs to be communicated with staff earlier in the day, and the person picking up will need to come to the door with their ID for staff to check.

LATE PICK-UP FEE

If your child is picked up after 5:30pm, you will be charged a **\$15 late fee for every 15 minutes you are late**. For example, if you pick up your child at 5:45 a \$15 charge will be added to your bill. Thank you for your understanding. These fees will be charged to your TADs account. **This will continue to be enforced out of courtesy for our staff and our program.**

AFTER SCHOOL/FULL DAY CARE

VACATION DAYS

Each family will have five vacation days per child to use throughout the school year. These “vacation days” will be used for the first five absences from school care. When using a vacation day, you will get your daily fee of \$10 taken off the following months bill. **For example, if a child has two absences in September, you will have used two vacation days and receive a \$20 credit put towards your next sign up. This means that child will have three vacation days left for the remainder of the school year.** These vacation days can only be used for after school care (they **may not** be used for full day care days) Vacation days **will not** roll over to summer care or the next school year.

SNOW DAYS

In the event of a school snow day, each family has 2 “snow days” per child that can be used **for after school care only**. With a “snow day” you will get your daily fee of \$10.00/day taken off the following months bill. Snow days will not roll over to the next school year and they can not be used as vacation days.

SNACKS

An after-school snack is provided for all children in After School Care at 2:40 p.m. These are included in the registration fees. If you would like to send a snack with your child, please make sure it is on the healthy side and peanut/tree nut free. Candy will not be allowed.

ITEMS FROM HOME

Children will have a basket to put their belongings in. Children are responsible for keeping track of their backpack, outdoor wear, play clothes, and laptop. Please do not send toys from home with your child to school care. We have found that many times these toys are misplaced or broken. This can lead to an unpleasant experience for your child.

STUDENT RESPONSIBILITIES

Every student who attends our school care program has their own responsibilities while they are here. They are responsible for getting their own basket for their belongings and putting it away each day when they leave. They are also responsible to pick up after themselves once their guardian has come to pick them up for the day. If guardians can help enforce these responsibilities it would be greatly appreciated. Kids will also be expected to follow all safety and health guidelines as it pertains to Covid-19 prevention. It will be crucial for all kids and staff to follow our guidelines so we can have a safe and positive experience in school care.

AFTER SCHOOL/FULL DAY CARE

HOMEWORK ROOM

The first 30 minutes of school care will be used for homework time for grades 1-6. Preschool and kindergarten will be given activities or have outside time after they have had snack.

DISCIPLINE

Children will be expected to behave in an appropriate manner. If students demonstrate aggressive, abusive, disturbing, destructive, or disrespectful behavior, they will be removed from the program's activities and subject to suspension or dismissal from the program at the discretion of the program supervisors.

We understand a lot of these new procedures are not typical in school care and will change the dynamic of the program slightly, but we want to make sure that students and staff are in the safest environment and that means starting with stricter procedures. We are excited to have the kids back in school care and look forward to the school year beginning!

CONTACTS

If you have any additional questions about the school care program, feel free to use these resources:

School Care website: <https://gsgvschool.org/school-care/>

School Care room: (763) 545-4285 x 855

School Care email: schoolcare@gsgvschool.org

Emma Sandvig: emmasandvig@gsgvschool.org

AFTER SCHOOL/FULL DAY CARE

Emergency Form

Name (Last, First)	Date of Birth	Allergies
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Name (Last, First)	Date of Birth	Allergies
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Name (Last, First)	Date of Birth	Allergies
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Name (Last, First)	Date of Birth	Allergies
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Address

Parent Contact Information

Dad's Name _____

Mom's Name _____

Dad Cell _____

Mom Cell _____

Work _____

Work _____

Home _____

Home _____

Email _____

Email _____

*Please indicate above by numbering 1-3, which is the best phone number to reach each parent during the day with 1 being the best number. We will use the email address to contact you regarding changes to field trips, email receipts, and all school care updates.

If our child becomes ill or injured, and we cannot be reached, please call the following people in order of preference relative to our child's care. They are authorized to represent us in making decisions relative to our child's care.

Name of Person	Relationship to Student	Phone Number (day)
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1) _____

2) _____

3) _____

AFTER SCHOOL/FULL DAY CARE

In case of accident/injury/emergency, school district procedure will be to contact the parent or guardian immediately. If that contact cannot be made, school district personnel will call the physician authorized by the parent or 911, the number for police and medical assistance.

In the case of a severe accident/injury/illness and I cannot be reached, I hereby authorize

Dr. _____ to give necessary treatment.

His/her phone number is _____.

Child Care Release Authorization

The following people are authorized to pick up my child/children up from the Child Care Program.

Name of Person

Relationship to Student

1) _____

2) _____

3) _____

I understand that I must send a written note or email if a person other than those listed above will be picking my child/children up from Good Shepherd Child Care Program.

Parent or Guardian's Signature

Today's Date