

St. Therese

Viking Voyager

Enrollment Packet

2009-2010

Dear Families,

Welcome to our Viking Voyager After School Program. Our purpose is to provide a variety of quality educational and recreational programs that promote the well being of the children and families we serve in a safe, loving, and relaxed environment. We strive to support children as they grow and learn by offering each child opportunities to experience success and gain self-confidence. We also welcome parent involvement and strive for open communication between parents and Viking Voyager Staff.

We provide Before and After school care from 6:30-7:30 am and 3:10-6:00pm Monday through Friday. We also provide care on Early Dismissal and Non-School Days unless otherwise noted in the School Academic Calendar. Each day we follow a schedule, which includes snack time, homework, play, and free time. Attached you will find our schedules for each day. If it changes we will do our best to let you know. The Viking Voyager Program is doing its best to "go green" so important information will be emailed so as to cut down on paper.

******As of June 1, 2009, the Viking Voyager Program no longer provides snack, all children must bring their own after school snack.**

******* As of August 1, 2009, Non-School days are no longer included in the monthly rate. Please see attached Viking Voyager Fee's.**

Please see the attached information for more specifics on the Viking Voyager After School Program.

We look forward to having your child with us this year. If you have any questions or concerns, please feel free to contact me.

Tiffany Tritico
Program Coordinator
(816) 741-5400 Ext. 322
ttritico@sttheresenorth.org

ST. THERESE SCHOOL VIKING VOYAGER PROGRAM

HOURS OF OPERATION: 6:30 AM-6:00 PM MONDAY-FRIDAY

PROGRAM FEES

BEFORE SCHOOL (ONLY) (1) Child: \$60.00 (A Month)
(2) Children: \$80.00 (A Month)
(3) Children: \$100.00 (A Month)

AFTER SCHOOL (ONLY) (1) Child: \$125.00 (A Month)
(2) Children: \$200.00 (A Month)
(3) Children: \$275.00 (A Month)

BEFORE/AFTER SCHOOL (1) Child: \$155.00 (A Month)
(2) Children: \$255.00 (A Month)
(3) Children: \$355.00 (A Month)

NON-SCHOOL DAYS (1) Child: \$20.00 Per Day
(2) Children: \$35.00 Per Day
(3) Children: \$50.00 Per Day

******* As of August 1, 2009, Non-School days are no longer included in the monthly rate.**

******As of June 1, 2009, the Viking Voyager Program no longer provides snack, all children must bring their own healthy after school snack.**

Monthly invoices and statements are mailed to all families after the 20th of each month. All monthly payments are due on or before the 10th of each month. Those payments received after the 15th of each month will be automatically charged a late fee of \$15.00 to their account.

******DROP-INS are available as space permits based on staffing availability. Parents/Guardians must call and make arrangements with the program coordinator to request a space for their child. Drop-In Fees must be paid on the day of service.**

DROP-IN FEES:

BEFORE SCHOOL (ONLY) \$5.00 (Per Child)
AFTER SCHOOL (ONLY) \$10.00 (Per Child)
HALF-DAY \$15.00 (Per Child)
FULL-DAY/NON-SCHOOL DAY \$30.00 (Per Child)

*******The only way to guarantee a space for your child on half-days or full-days off is to pay the monthly rate.**

If you have a child enrolled in full time care at the Early Education Center, there will be a 10% discount applied to your monthly after school care rate. Discount does not apply to the Drop-In Rate.

PROGRAM GOALS

To provide an environment where children develop enthusiasm for learning, exploring, and creating.

To provide engaging, meaningful, and challenging activities that foster development.

To provide an atmosphere of open, clear, and positive communication of expectations.

To guide children's behavior consistently using explanation, redirection, and instruction.

To provide opportunities for children to become independent, responsible, and self-controlled in a variety of individual, small, and large group settings.

To establish an atmosphere of mutual respect between children and staff.

To establish an atmosphere of respect for the environment, including equipment, materials, and property of others.

PARENT COMMUNICATION AND PARTICIPATION

Our program recognizes the importance of parent involvement and participation as a key to the child's academic success. Parents are invited and encouraged to spend a few minutes each day talking with the staff about the program and their child. We are always interested to have parents share their special interests, hobbies, and talents with us!

ENROLLMENT

The enrollment process includes completion of the enrollment form and submitting it to the Program Coordinator. Enrollment is limited to St. Therese School families. No person will, on the basis of sex, race, color, creed, national origin, ethnic background, or handicap, will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the program.

ARRIVAL AND DEPARTURE

A parent or authorized person (designated on the enrollment form) MUST sign the child in and out each day. This policy has been established to increase the security, safety, and protection of the children enrolled in the program. Authorized persons may be asked to show picture identification for verification. Any special circumstances regarding the custody of a child should be brought to the Program Coordinator's attention immediately (At the time of enrollment).

It is important that you pick up your child before closing time. If, for some reason you will be delayed, please call and inform the staff that you will be late. This will help your child understand and also prevent the staff from calling the emergency numbers listed on your enrollment form.

THERE WILL BE A LATE CHARGE OF \$2.00 A MINUTE WITH ANY PICK-UP AFTER 6:05 PM.

(OVER)

DISCIPLINE

Our discipline policy is designed to teach children appropriate behaviors and to discourage and redirect misbehaviors. We are following the same guidelines as St. Therese School and will be in conversation with individual child's teachers with any given child's behavior.

Good curriculum that engages children will prevent many discipline problems.

Children's misbehavior can be a normal part of development and learning or it can escalate into difficult and unmanageable events.

Everyday discipline problems will be handled through gentle guidance, including an explanation of the appropriateness of the misbehavior, and redirection to appropriate behaviors and activities.

Children will be encouraged to use self-control. Occasionally, children may experience the temporary loss of a privilege or activity as a consequence of their misbehavior.

Children who are involved in conflicts will be given opportunities and guidance to work out their differences in a friendly, constructive manner.

PLEASE REVIEW THE FOLLOWING GENERAL RULES AND EXPECTATIONS WITH YOUR CHILD:

1. Stay with a teacher at all times.
2. Clean up after yourself in the classroom, bathroom, and on field trips.
3. Show respect for property your own and others, at all times.
4. Follow school rules in all areas of the building.
5. Use only appropriate language.

PERSONAL ITEMS BROUGHT FROM HOME

Any items brought from home must be labeled with the child's name on it. ST. THERESE VIKING VOYAGER AFTER SCHOOL PROGRAM IS NOT RESPONSIBLE FOR LOST OR BROKEN ITEMS BROUGHT FROM HOME.

Nintendo's or other electronic games are ok to bring to the Viking Voyager After School Program but must be handed to the child's homeroom teacher before school begins each day.

PERSONAL AND SCHOOL PROPERTY

It is expected that a student who defaces, damages, or destroys another student's or the school's property will willingly repair, replace, or pay the cost incurred.

HOMEWORK

A homework/study period will be conducted daily. Children will be in a supervised setting with students of similar age. Staff members will make every attempt to assist your child with questions, but the ultimate responsibility of overseeing homework rests with the parents. All children will be expected to respect the need for quiet during homework time. If they do not have any homework, they will be asked to read or work quietly.

**ST. THERESE SCHOOL
EXTENDED CARE PROGRAM (2009-2010)**

Student(s) Name and Grade(s): _____

Siblings Enrolled At Child Care Center (?) **PLEASE CIRCLE:** Yes or No
Address: _____
Home Phone: _____

Father's Name: _____ Work: _____ Cell: _____
Place of Employment: _____
Fathers Email: _____
Mother's Name: _____ Work: _____ Cell: _____
Place of Employment: _____
Mothers Email: _____

*** In the event of an emergency whom would you prefer us to call first?

PLEASE CIRCLE: Father or Mother

Emergency Contact Person # 1: _____
Relationship to Student: _____
Phone: (C) _____ (H) _____

Emergency Contact Person # 2: _____
Relationship to Student: _____
Phone: (C) _____ (H) _____

Please list any other persons you would like authorized to pick up you child:

***** ANYONE NOT INCLUDED IN THIS LIST WILL NOT BE ABLE TO PICK UP YOUR CHILD WITHOUT PRIOR WRITTEN CONSENT. *****

Please indicate below the days your child well be in our program:

Before School Only

After School Only

Before and After School

Non School Days and Early Release

*****Please Circle Which One Most Closely Applies*****

Date: _____ Parent/Guardian: _____

Signature

(OVER)

**ST. THERESE SCHOOL
EXTENDED CARE PROGRAM
MEDICAL EMERGENCY FORM (2009-2010)**

Student(s) Name and Age(s): _____

Student(s) Physician: _____
Phone: _____
Address: _____

Please list (if any):
Medical Conditions: _____

Allergies: _____

First Aide-

In the event of an emergency, I authorize the staff of St. Therese School to provide any first aide care deemed necessary for my child.

Signature and Date
Emergency Care-

In the event of an emergency in which I cannot be reached, the physician listed above and St. Luke's Northland Hospital or North Kansas City Hospital (please circle preference) are hereby authorized to provide emergency care deemed necessary for my child.

Signature and Date
Health Record Transfer-

In the event of an emergency, I hereby authorize the transfer of my child's health records to St. Luke's Northland Hospital or North Kansas City Hospital **(please circle preference.)**

Signature and Date

****** Please keep us updated on any changes regarding your child's Enrollment information and Health/ Medical information. ******