



ST. MARK *youth*  
**ENRICHMENT**  
*Learning today, leading tomorrow*

## **2017-2018 Parent Guide**

### **Dubuque Location**

**Mission:** *St. Mark Youth Enrichment provides innovative programs and services that cultivate the educational and social-emotional growth of youth and families.*

St. Mark Youth Enrichment| 1201 Locust Street  
|Dubuque, IA 52001-4709

Visit St. Mark Youth Enrichment at  
[www.stmarkyouthenrichment.org](http://www.stmarkyouthenrichment.org)

## **St. Mark Youth Enrichment Admin Contacts**

### **Melanie Seier, Program Coordinator**

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## **Program Description**

St. Mark Youth Enrichment provides out of school time programs with a focus on academic enrichment and social emotional skill building.

Our staff will offer a variety of different activities daily which may include:

- Snack
- Structured Recreation/Physical Literacy
- Academic Enrichment/Literacy/Math
- Homework Help
- Community Enrichment
- STEM (Science, Technology, Engineering, Music)
- Science/Nutrition
- Arts/Crafts
- Field Trips
- Character Development Lessons

## **Family Support**

St. Mark Youth Enrichment strives to work in partnership with families. The information included in this parent guidelines book will help you take advantage of all that the St. Mark program has to offer. Please read it carefully to determine if St. Mark is a good fit for your child(ren).

**The first day of St. Mark Program will be the day after Labor Day, Tuesday, September 5th, 2017. The last day of St. Mark will be Friday, May 25, 2018.**

### **Before School Program**

This program includes: homework help, computer time, literacy activities, games, enrichment opportunities and much more! Students can also participate in the school breakfast program. Our goal with this program is to provide a safe place with caring adults to help students get a great start to the school day!

The Before School Program takes place Monday - Friday starting at 7:00 a.m. until the start of school at the following Dubuque Community School Sites: Audubon, Fulton, Lincoln, and Marshall.

### **After School Program**

Our after school academic program for students in grades K-5 offers students a healthy snack, assists students with homework, helps in building character, promotes healthy exercise options, and provides student driven academic enrichment opportunities to help students become well-rounded. The academic enrichment opportunities may include but are not

limited to the following areas: art, culture, science, technology, logic, movement, sports and outdoor activities.

The After School Program takes place Monday - Friday starting at school dismissal until 5:30 PM at the following Dubuque Community School Sites: Audubon, Lincoln, and Marshall.

### **Family Engagement Events**

Held throughout the school year, these events offer our families an opportunity to connect with each other, our team, and community partners, while sharing a meal and participating in activities, field trips, and sponsored events. Building community and sharing helpful tips and resources for parents to promote education in the home is a key indicator of student success.

St. Mark Youth Enrichment leads a variety of community initiatives, including "Apples for Students" through which we provide school supplies to more than 1,600 area students; and the Sponsor Angels program through which we provide warm winter clothing to students in need.

## **Capacity**

St. Mark serves children currently enrolled in Kindergarten thru 5<sup>th</sup> Grade. The number of students enrolled at each site varies according to staffing, building restrictions, and yearly capabilities. We reserve the right to close a program based on insufficient enrollment.

## **Before Starting St. Mark**

Your child may begin program when all of the following have been completed and received by the St. Mark Administration Offices:

- Registration form fully completed
- Past Program Fees Paid in Full
- Signed St. Mark Experience form/Parent Guide
- Review of Parent Guide with St. Mark Administration with appropriate signed documentation

## **Enrollment Questions?**

Please contact Melanie Seier, at [mseier@stmarkyouthenrichment.org](mailto:mseier@stmarkyouthenrichment.org) or 563-582-6211, ext. 103.

## **Program Fees/ Billing/Payment Guidelines**

No family will be turned away because of inability to pay program fees! Scholarships are available at registration. Beginning in the 2017-2018 school year, billing will be on a weekly rate rather than daily.

**Fees will be charged every week that program is in session, regardless of attendance. Billing will be invoiced monthly via email.**

Fees are based on enrollment in program(s):

- Before school program only- \$5 per week, per child
- After school program only- \$10 per week, per child
- Both before and after school programs- \$15 per week, per child.

## **Payments**

**PayPal**-Payments can be made through the link on the St. Mark website at [www.stmarkyouthenrichment.org](http://www.stmarkyouthenrichment.org).

**Mail**-Payments can be mailed to our office address.  
St. Mark Youth Enrichment  
1201 Locust St.  
Dubuque, IA 52001



**Walk-in-**St. Mark Youth Enrichment Office, Hours: 8:00 a.m.-5:00 p.m. Monday-Friday. There is also a locked drop box located at our office (on the door facing 12th street.

### **Billing Questions?**

Please contact Linda Schmidt, at [office@stmarkyouthenrichment.org](mailto:office@stmarkyouthenrichment.org) or 563-582-6211, ext. 101.

### **Late Pick Up/Late Fee Guidelines**

If a student is not picked up **by 5:35pm** all provided contacts will be called. Parents will be billed a **late pick up fee of \$15. This fee must be paid before the child(ren) may return to program. If there is a second late pick up, the child(ren) will be removed from program for the remainder of the school year.** If we are unable to reach someone, we will call the police at 6pm to assist.

### **Program Hours**

Morning program starts at 7:00 a.m. and goes until breakfast starts. Students may not be dropped off prior to 7:00 a.m. Afternoon program starts when the school bell rings, and goes until 5:30. On Friday mornings when there is an hour late start for school, St. Mark still opens at 7:00 a.m.

## **Inclement Weather Guidelines and St. Mark no-program dates as known**

<b>If Dubuque Schools</b>	<b>Then St. Mark</b>
<b>2 Hour Late Start due to weather</b>	No Morning Program
<b>2 Hour Early Out due to weather</b>	No Afternoon Program
<b>No School</b>	No Program
<b><u>1 Hour Late Start on Friday</u></b>	<b><u>St. Mark opens at 7:00</u></b>

### **Attendance Guidelines**

We ask that students attend program on a regular basis. Our expectation is that students will attend at least 50% of program any given month; although, we would prefer a higher attendance rate. If a student attends less than 50% of program, the student may be removed from the program roster to make room for other students. Those students who attend at least 50% of the time may be eligible for various support program opportunities St. Mark offers, such as Apples for Students, Sponsor Angels, summer sport camps, etc.

If your child is not attending St. Mark on a regular basis, please call the Program Coordinator and program cell phone to inform staff of your child's absence.

## **Additional Information**

- **We must have a current and working phone number to contact you in case of emergency at all times! Your phone must also be set to accept voicemail messages so that we can reach you when needed.**
- We provide a healthy snack in the afternoon program, following the CACFP guidelines.
- We try to have our staff keeping an eye on the gym door at 4:15 and 5:30. If you arrive to pick up your child at other times, please call the site cell phone so that a staff member can let you in the building. Please communicate with your site lead as needed to arrange pick up, or to have your child sign out and walk home.
- First aid kits are accessible on site and only basic first aid will be administered by staff. Staff will use professional judgment to determine if it is necessary to contact parents.
- You must sign your child out of the afternoon program.
- Only individuals listed on emergency forms are able to pick up your child.
- Photo identification must be presented when picking up the child until staff becomes familiar.

## **Teachers/Enrichment**

Quality academic assistance is provided by teaching staff. Community partners such as Iowa State University Extension and Outreach, Girls/Boy Scouts, and many others provide quality enrichment to our programs.

## **Medication**

St. Mark does not have a nurse on staff and is **not** allowed to administer medications. Please arrange for administration at home in the morning or by the school nurse near the end of the school day.

If your student has a chronic or life-threatening allergy or condition (i.e. asthma, bee stings, food), you must complete a medical form. Please discuss any relevant health information with the Program Coordinator to ensure the safety and care of your student.

## **St. Mark Illness Policy and Procedures**

St. Mark is not equipped to care for ill children. If a child has been sent home from school for illness, they must not attend St. Mark that day. Students may be sent home from St. Mark if:

- He/she has a fever.

- He/she is vomiting or has diarrhea.
- He/she has persistent nasal congestion, reddened eyes, sore throat, cough or headaches that pose a risk of disease.
- He/she has unexplained rashes, or skin eruptions. He/she has any communicable illnesses in which you have been advised to remain out of school until cleared to return.

The St. Mark staff will contact you if your child becomes ill or seriously injured at school, all injuries are documented. If a parent cannot be reached, other individuals listed on the emergency form will be contacted. For safety, student will be released only to those adults whose names appear on the emergency form. It is very important to notify St. Mark Administration when there are changes to emergency contacts or health care providers.

## **Student Behavior Guidelines**

All behavior issues are documented. If a child's behavior becomes a concern the parent/guardian will be contacted by St. Mark Administration to discuss a proactive behavior plan, suspension, and/or removal from program. We recognize that St. Mark may not be an appropriate environment for all children. If a child has ongoing behavioral issues, we reserve the right to remove him/her from the St. Mark program. To ensure St. Mark is the right fit for your child, please read the St.

Mark Experience form carefully. If you have questions or concerns, please contact Melanie Seier, Program Coordinator, at [mseier@stmarkyouthenrichment.org](mailto:mseier@stmarkyouthenrichment.org) or 563-582-6211, ext. 103.

## **Physical Aggression/Running Policy**

**The safety of all students and staff is the primary concern of St. Mark programming.** If a student becomes physically aggressive or runs out of the supervised area at any time during program, a parent will be contacted immediately to pick the student up. The student may not return to program until a parent/guardian meets with a Program Coordinator to put a safety plan in place. This protocol is followed in both before and after school programs, and if a child becomes aggressive during before school program, the child will still need to be picked up, as school day staff are not available to supervise students before school hours. If the student is not picked up in a timely manner, the student's spot in program may be jeopardized. **It is important to have all emergency contact numbers up to date, and to inform staff of any changes to phone numbers. All emergency contact numbers must also have a working voicemail so that messages from site staff can be returned in a timely manner.**

## **Conscious Discipline**

We utilize Conscious Discipline in all our programs. Conscious Discipline is a research-based, developmentally appropriate, social-emotional curriculum that teaches both adults and children healthy social skills, conflict management, and emotion regulation skills. We introduce the concept of a “school family” to our programs, with the understanding that when children feel safe, connected, and that they belong, they will then be ready and willing to learn and actively participate.

St. Mark is committed to the principle of guiding our children in a respectful way. Adult staff are expected to engage with children in a way that supports self-discipline, and in a manner that seeks to assure their compliance and cooperation with necessary procedures and proper behavior. Positive means, such as providing modeling, offering clear directions, reasoning, giving two positive choices, and using reflective language and questioning, may be used. All staff are trained in Conscious Discipline, and are expected to implement Conscious Discipline at program. This includes proper use of the Safe Spot, assigning student jobs, proper use of the Time Machine for conflict resolution, and creating a “Site Family” where each student feels safe, connected, and knows he/she is a valuable part of the school community. St. Mark programs do not use sticker

charts, rewards, or bribes to motivate students, nor do they use punishments such as time out, withholding recess time, withholding snack, or punishing the whole group for the behaviors of a few (such as making all students stand in silence for a designated period of time). Program Coordinators are available to observe and assist with Conscious Discipline implementation and student behaviors.

**If your child is having difficulty during program, we ask that you share your concerns with the site staff and/or Program Coordinators. We value your open communication, and our primary focus is always your child's safety and well being.**

When bringing concerns to our attention, please do so in a respectful manner, knowing that our priority is always to assist your child and address your concern in a timely and effective manner.

**To learn more about Conscious Discipline:**

Check out [www.consciousdiscipline.com](http://www.consciousdiscipline.com) or

Contact Melanie Seier, at

[mseier@stmarkyouthenrichment.org](mailto:mseier@stmarkyouthenrichment.org) or 563-582-6211, ext. 103.



## **Parent/Guardian Agreement with St. Mark Youth Enrichment School Year 2017-2018**

1. I agree to read the parent handbook that has been provided to me.

### Attendance

2. My student will attend program only the number of days agreed upon at registration. If my child is unable to attend program, I will inform the Site Lead or Program Coordinator via phone or email.

### Program

3. I understand and permit my student to participate in all activities, including field trips and special events throughout the school year both walking and riding trolley/bus.
4. I understand and permit my student to participate in computer activities during the St. Mark program.
5. I understand that there is no after-school program when there is an early release due to inclement weather, and no before school program when there is a 2 hour delay due to weather. I agree to check for weather cancellations and delays. I also understand that there may be no-program days due to school and St. Mark functions.

### Family Engagement

6. I agree to send my student with appropriate clothing for the St. Mark program.
7. I will read newsletters and flyers that come home from St. Mark Youth Enrichment and if necessary, return any forms in a timely fashion.
8. I understand that I am invited to attend family engagement opportunities this school year.

9. I will “Like” St. Mark Youth Enrichment on Facebook in order to get program updates, if possible.

### Student Behavior/Information

10. I agree to keep my student’s medical, behavioral and contact information up to date with the St. Mark staff, if this is not done, he/she may be removed from program.
11. I will communicate with St. Mark staff to ensure that my student is successful in after-school program.
12. I understand that the behavior of my student during program time will greatly affect his/her presence in the before/after-school programs. If my student is not able to behave in a safe manner, I understand that I will be expected to make other arrangements for my student on that day.
13. I understand if St. Mark deems the actions of my child inappropriate, disciplinary steps may follow, which may include suspension and/or removal from the program.

### Pick-Up

14. I will be on-time to pick up my student at my designated pick-up time.
15. I will come inside the building to sign my student out and will have my ID with me.
16. I will pick up my student, or have an approved person from the registration, pick-up my student immediately if he/she is sent home from the program or becomes ill.
17. I understand that if I am unable to arrive on time I need to call and that I will be charged accordingly for being late and need to pay that fine before my child can return to program. I also understand that if I do not pick up my student by 6pm actions listed in handbook may take effect. I understand that the second time my child is picked up late, my child will be removed from program.

## **Full Releases from online Registration**

### **Media Recordings Release**

I **grant** permission to St. Mark Youth Enrichment to use images (photos or videos) of my student for marketing purposes, which may include, but are not limited to: displays, publications, brochures, social media, and newsletters.

18. I authorize the Western Dubuque Community School District to exchange educational records and recommendations with St. Mark Youth Enrichment. The purpose of this exchange of information is to assess the impact of programming on student academic performance. I permit the exchange of information by the methods of written records and verbal exchange of the information described in this release by the agencies specified. This authorization is good through September 1<sup>st</sup>, 2017. I understand that I may revoke this authorization in writing at any time; however, this does not affect information shared prior to my request for revocation. As appropriate, those identified as having legitimate educational interest may review the information received. The information may be used in the future, including if the student moves, for the purpose of education decision making. I understand my rights related to this exchange of information. As per the conditions described, I consent to the exchange of information with St. Mark Youth Enrichment, 1201 Locust St, Dubuque, IA.

### **19. Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement**

I RELEASE and DISCHARGE, in advance, St Mark Youth Enrichment from any and all liability whether known or unknown, even that liability which may arise out of negligence or carelessness on the part of me or my student. I further agree to forever HOLD HARMLESS and INDEMNIFY St. Mark Youth Enrichment generally and specifically from any and all liability resulting in any way from my student's participation in this program.

**\*\*A signed copy of these 20 agreements will be placed in the students file.**

### USDA Non-discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Students attending St. Mark Youth Enrichment Programs must be verbal, responsive to adult direction, and able to function cooperatively with other children in a group setting. In addition, they must be able to handle going to the toilet independently.

We use the words *parents* and *parent* throughout this guide to indicate the student's primary caregivers. As we realize that not all students live with a biological parent(s), we've opted for simplicity and brevity. If you're an adult raising and guiding a student, when we say parent, we mean you.