



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

2017-2018 Parent Guide

Western 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

St. Mark Youth Enrichment Admin Contacts

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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).

Capacity

St. Mark serves children currently enrolled in Pre-Kindergarten thru 6th Grade. The number of students enrolled at each site varies according to staffing, building restrictions, and yearly capabilities.

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
- Registration fee 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 or 563-582-6211, ext. 103.

Program Times/ Billing/Payment Guidelines

Before school program (Dyersville only) runs from 6:30 until the start of school. If school is cancelled due to weather after you have already dropped off your child, you will have up to 30 min. to come and pick up your child. Students may not be dropped off prior to 6:30 a.m.

After school program- Monday through Friday, from the end of school until 5:30, including early out days. Students may be picked up before the 5:30 time, but no later than 5:30.

Program will start the first full day of school and runs through the last day of school.

A non-refundable registration fee of \$100 (per family) is required to register your child for St. Mark's school year programs. The fee is due prior to attending a parent information session. If your child is placed on the wait list a refund will be available.

Fees are based on enrollment in program(s):

- Before school program only- \$15 per week, per child
- After school program only- \$25 per week, per child
- Both before and after school programs- \$40 per week, per child.

Payments

PayPal-Payments can be made through the link on the St. Mark website at 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, Typically, our hours are 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 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.

Inclement Weather Guidelines and Program Dates

Program starts the first day of school and goes until the last day of school. Morning program (Dyersville only) runs from 6:30 a.m. until school starts. Afternoon program runs from the time the school day ends until 5:30, including scheduled “early release” days. If there is an early release due to weather, St. Mark program is cancelled for the day in order to ensure both staff and student safety. If there is no school due to a holiday or teacher professional development day, there is no St. Mark programming. There will be no St. Mark programming on the afternoon of the annual St. Mark Legacy Dinner, a date in May to be announced.

If West Dubuque Schools	Then St. Mark
2 Hour Late Start due to weather	No Morning Program
2 Hour Early Out due to weather	No Afternoon Program
No School	No Program
<u>Scheduled Early Out Days</u>	<u>Program until 5:30 p.m.</u>

Additional Information

- We provide a healthy snack in the afternoon program.
- 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.
- We reserve the right to close a program based on insufficient enrollment.

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 or 563-582-6211, ext. 103.

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 or

Contact Melanie Seier, at

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. 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.

6. I understand that if school is delayed due to weather, there is no St. Mark morning program, and I agree to pick up my child within 30 minutes if my child is already at school that day.

Family Engagement

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

Student Behavior/Information

11. 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.

12. I will communicate with St. Mark staff to ensure that my student is successful in after-school program.
13. 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.
14. 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

15. I will be on-time to pick up my student at my designated pick-up time.
16. I will come inside the building to sign my student out and will have my ID with me.
17. 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.
18. 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.

Full Releases from online Registration

19. 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.

20. 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 August 22, 2018. 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.

21. 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. 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.

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.

