

# discovery club

## Family Handbook



# Welcome!

Discovery Club's mission is to provide out-of-school-time child care for a diverse population of students in a safe, fun, nurturing environment that supports learning and development. We are a non-profit, funded by parent fees, and administered by the Community Education Department of Saint Paul Public Schools. This handbook outlines expectations for participation in the program.

## Objectives

1. To encourage *social development* by providing opportunities for sharing, taking turns, making friends, resolving conflicts, problem solving, helping others, recognition and acceptance by others, cooperative experiences, and building self-esteem.
2. To encourage *emotional development* through use of oral language to express thoughts and feelings, through experiencing rules and limits, kindness, justice and empathy, and recognizing and accepting emotions in others.
3. To enhance *personal development* by encouraging youth leadership, responsibility for one's own actions in self-help, health, safety, and interpersonal areas, and exercise independence in decision making when appropriate.
4. To facilitate *intellectual development* by offering many kinds of materials and experiences that enrich and support the basic concepts and skills learned in school. Homework time and/or quiet reading time is scheduled on a regular basis.
5. To encourage *physical development* of large motor skills through outdoor and indoor games and activities as well as fine motor development through use of a wide variety of manipulative materials.
6. To encourage *creative development* by offering many kinds of materials and experiences in music, art, dramatics, literature, and oral stories.

## Program Components

Discovery Club offers multiple program components to meet the needs of the families. A child may be enrolled in any combination of components as listed below. However, not all sites are able to offer every component, so please talk to our staff for more information.

Before School (Available to late start schools only.)	6:30 a.m. to 9:30 a.m.	Children participate in choice-based enrichment activities in the areas of social-emotional development, language / literacy, arts, science, and gross motor development. Homework time provided.
After School	2:00 p.m. to 6:00 p.m. 4:00 p.m. to 6:00 p.m.	Children participate in choice-based enrichment activities in the areas of social-emotional development, language / literacy, arts, science, and gross motor development. Homework time and snack provided.
Non-School Days	6:30 a.m. - 6:00 p.m. on days when school is closed for conferences, teachers meetings, professional days, and winter, spring or summer break	Enrollment is optional and families must enroll for these days separately. Minimum enrollment for summer is 3 days per week and at least 1 week of care.

## Staff

Discovery Club staff are the heart of our program and have a passion for engaging students in fun and educational activities. Discovery Club maintains a staff to student ratio of 1:15. Ratios are lowered for swimming and other high risk activities. Staff roles include...

- **Site Supervisors** are responsible for the day-to-day operations of Discovery Clubs.
- **Group Leaders** are responsible for planning and implementing activities for a group of children.
- **Teaching Assistants and Group Assistants** assist Group Leaders in implementing activities and support children who have special needs.

Discovery Club has a commitment to high quality and continuous improvement. Staff receive on-going professional development on behavior guidance, activity planning, social development, and First Aid/CPR training.

## Contents

Registration Information ..... 3  
 Drop-in Policy ..... 3  
 Non-School Days ..... 3  
 Schedule Changes & Termination ..... 3  
 Inclusion of Students ..... 3

### - Financial Information -

Fees & Billing ..... 3  
 Financial Assistance ..... 3  
 Late Payments ..... 4  
 NSF Checks ..... 4  
 Family Vacation Policy ..... 4  
 Illness Policy ..... 4  
 Holidays ..... 4  
 Flexible Spending ..... 4

### - Procedures -

Sign In/Out & Absences ..... 4  
 Release of Children ..... 4  
 Absences ..... 4  
 Late Pick Up ..... 4  
 School Closings ..... 5  
 Field Trips ..... 5

### - Typical Day -

Meals & Snacks ..... 5  
 Outdoor Play ..... 5  
 Homework Time ..... 5  
 Movies ..... 5  
 Celebrations ..... 5  
 Personal Belongings ..... 5

### - Health & Safety -

Emergency Contact Information ..... 6  
 Illness or Medical Emergency ..... 6  
 Dispensing Medication ..... 6  
 Child Abuse & Neglect ..... 6

### - Child Guidance -

Discovery Club Rules ..... 6  
 Procedures for Child Guidance ..... 7

### - Communication -

Parent Involvement ..... 7  
 Student Privacy ..... 7  
 Parent Concerns ..... 7

## Discovery Club Locations

**Adams:** 651-744-6594  
 615 South Chatworth St., 55102

**Crossroads:** 651-767-8553  
 543 Front Ave., 55117

**EXPO:** 651-290-8318  
 540 Warwick Street South, 55116

**Hamline Elementary\*:** 651-744-1090  
 1599 Englewood Ave., 55104

**Highland Elementary\*:** 651-744-2611  
 1700 Saunders Ave., 55116

**Horace Mann:** 651-744-4281  
 2001 Eleanor Ave., 55116

**JJ Hill:** 651-744-6898  
 998 Selby Ave., 55104

**L'etoile du Nord\*:** 651-290-8320  
 1305 Prosperity Ave., 55106

**Nokomis\*:** 651-744-7445  
 525 White Bear Ave., 55106

**Randolph Heights:** 651-744-2004  
 348 Hamline Ave. South, 55105

**Rondo\*:** 651-325-2680  
 560 Concordia Avenue, 55103

**St. Anthony Park:** 651-293-5332  
 2180 Knapp Street, 55108

*\* Hub Sites: Transportation provided between these sites and the elementary schools they serve. See chart below.*

Hamline Elementary	Highland Elementary	L'etoile du Nord	Nokomis	Rondo
<b>Hamline</b> Chelsea Heights Como Park Como Park Elementary	<b>Highland</b> Groveland Park Jie Ming Linwood Upper Linwood Lower	<b>L'etoile du Nord</b> <b>Lower</b> L'etoile du Nord Upper Bruce Vento Farnsworth Upper Farnsworth Lower Frost Lake Hazel Park The Heights John A Johnson Mississippi Phalen Lake St. Paul Music	<b>Nokomis South</b> Nokomis North American Indian Battle Creek Dayton's Bluff Eastern Heights Highwood Hills	<b>Benjamin E. Mays</b> <b>Capitol Hill</b> Cherokee Heights Four Seasons Galtier Jackson Maxfield Obama Riverview Wellstone

## Registration Information

Discovery Club is available to students enrolled in Saint Paul Public Schools during the school year.

Before enrolling, families are encouraged to visit the Discovery Club location they are interested in and talk with the Site Supervisor to determine if the program meets their needs.

Registration for summer and fall opens in spring and remains open until sites are filled. For more information, call the Discovery Club Administrative Office at 651-632-3793 or visit [discoveryclub.spps.org](http://discoveryclub.spps.org).

## Drop-in Policy

Currently enrolled families may request drop-in days (as space is available) seven (7) or more days in advance. Requests can be made online at [stpaul.ce.eleyo.com](http://stpaul.ce.eleyo.com) or by calling or e-mailing the Site Supervisor.

For families utilizing hub locations, if the child's attending school is not the same as the Discovery Club location, drop-in days will not be available due to busing restrictions.

## Non-School Days

On non-school days Discovery Club will be offered at select schools serving all locations. Keep in mind that...

- Enrollment on non-school days is optional.
- Registration opens 4 weeks prior and remains open for 2 weeks.
- Families enroll for non-school days separately from your regular Discovery Club days.
- Registration is available online at [stpaul.ce.eleyo.com](http://stpaul.ce.eleyo.com)
- After enrolling for non-school days, parents/guardians are responsible for the fee even if their child does not attend.
- Any families wishing to enroll after the application deadline (2 weeks prior to the non-school day block) will be accepted if/where space is available at a rate of \$50 per day.
- Breakfast and snack provided. Lunch and beverage must be brought from home.

## Schedule Changes & Termination

During the school year, families may request changes to their child's schedule, such as...

- adding or subtracting one or more components
- changing days attended each week
- changing number of days per week

Schedule changes are made on a space available basis. Requests must be submitted online or via DC email one week in advance. A \$10 fee is charged for each schedule change (added to monthly invoice).

One week written notice must be given for withdrawal from Discovery Club or full fees will be charged.

## Inclusion of Students with Specific Needs

Discovery Club values children with disabilities as an integral part of our diverse community and strives to support their success in the program. Our program will provide reasonable accommodations as needed to make physical and social inclusion successful. If your child has a specific need, such as a disability, diagnosis, health condition or has an IEP for special education services, please indicate so upon registering. It is important to disclose your child's specific need so that Discovery Club may ask for additional information from you and the child's school (including copies of the IEP/504 plan) in order to determine what accommodations should be provided.

If Discovery Club is unaware of your child's needs and those needs significantly impact the child's success in the program, care may be suspended until appropriate accommodations can be arranged. In the child's best interest, a start date may be delayed if additional staffing is required to support the child's needs until the appropriate level of staff support can be arranged.

## - FINANCIAL INFORMATION -

### Fees & Billing

Fees are based on your family's scheduled contract, *not* attendance in Discovery Club. Full fees apply to absent days, EDL days, school event days, and any other days child may be absent from program. Invoices are issued monthly and **payments are due in full by the 15th of each month**. Three (3) easy ways to pay:

- Check or money order (payable to I.S.D. #625). Please include your child's name and site on all checks then mail to 1780 7th Street West, Saint Paul, 55116.
- One-time ACH check or credit card payment is available online at [stpaul.ce.eleyo.com](http://stpaul.ce.eleyo.com)
- Auto-payment by credit/debit card or checking account is also available at [stpaul.ce.eleyo.com](http://stpaul.ce.eleyo.com)

A 10% discount will be applied to children with a school year contract of \$120/week or more.

### Financial Assistance

Financial assistance may be available to qualifying families through:

- Think Small Program (651-641-6665)
- Ramsey County Human Services (651-266-4444 or 651-266-8500)
- Discovery Club subsidy (651-632-3793)

If you receive county child care assistance, it is your responsibility to contact your child care worker to inform them that Discovery Club will provide care. Our Administrative Office must receive written authorization of eligibility before your child can begin Discovery Club. Parents/guardians are responsible for all fees not covered by the county. County co-payments should be paid directly to the Discovery Club Administrative office.

## - PROCEDURES -

### Late Payments

If payment is not received by the 15<sup>th</sup> day of each month, a \$20.00 late payment fee will be charged to the account. Children may be withdrawn from the program if payment is not received after a reminder.

### NSF Checks/ACH Payments

When a check is returned for non-payment, the exact amount of the check plus service charges must be re-submitted. More than two NSF checks will require that future payments to be made by money order, cash, or credit card.

### Family Vacation Policy

During the school year, a 75% discount is available to families during your vacation, adoption or maternity/paternity leave of 5 to 10 consecutive program days per school year. Discount does not apply on non-school days, winter break, spring break, or summer. One week advanced written notice is required or full fees will be charged.

### Illness Policy

If a child is ill five (5) consecutive scheduled program days or more, only 25% of regular fees will be charged from the first day of illness (doctor's note required). If a child is ill less than five days, full fees are due.

### Holidays

Discovery Club is closed on major national holidays:

- Labor Day
- Thanksgiving and the day after
- Christmas Holiday
- New Year's Holiday
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day

### Flexible Spending Forms

If you participate in flexible spending accounts through your employer and need forms signed by Discovery Club staff, they must be brought to the Administrative office at 1780 Seventh Street West or sent via email to [discovery.club@spps.org](mailto:discovery.club@spps.org) or faxed to 651-312-9048. Child care site staff cannot sign forms.

### Account Owners

Information relating to the child care account will only be shared with the account owners. To add another owner to the account, the current owner must contact the Discovery Club Administrative office.

### Sign In/Out

For the safety of each child, parents/guardians must check in with a staff person and sign child(ren) in/out at both drop-off and pick-up times. Discovery Club staff cannot assume responsibility for children until they are signed in by a parent/guardian. Children are not allowed to sign themselves in or out. When children arrive after school, staff check them in.

### Release of Children

At registration, parents/guardians will be asked to list all the people who are authorized to pick up their children from Discovery Club. Children will only be released to these people. Authorized people must be 16 years of age or older and may be asked to show a driver's license or legal identification. If Discovery Club has not received notification, children will remain at Discovery Club until a parent/guardian can be reached to verify the child may be released.

If a person other than a parent/guardian or authorized person is picking up the child, Discovery Club staff must be notified before pick up.

Children may be released to either legal parent/guardian unless the Site Supervisor has been given a copy of a court order prohibiting one parent/guardian from having custody of the child. If a parent/guardian comes to pick up a child and it is contrary to the wishes of the other parent, staff will call the other parent to inform him or her of the situation.

### Absences

It is the responsibility of parents/guardians to notify Discovery Club site staff in advance when their child will be absent. If Discovery Club staff have to locate your child, a \$10 Finder's Fee may be assessed. Repeated non-notification may result in termination of contract.

### Late Pick-ups

Discovery Club closes at 6:00 pm. If parents/guardians regularly pick up their child late, their contract may be terminated. A late pick-up fee of \$25.00/child will be charged for every additional 30 minutes or portion thereof after 6:00 pm, beginning at 6:01 pm on the iPad clock.

If a child is not picked up by a parent/guardian or authorized person by 6:30 pm and no such person can be reached, District Safety & Emergency Management will be notified.





## School Closings

In the case of schools being closed due to inclement weather or other unplanned events, announcements are posted on the Saint Paul Public Schools website ([www.spps.org](http://www.spps.org)). Media outlets such as WCCO radio also report weather-related closing announcements.

If an announcement is given prior to the beginning of the school day that all Saint Paul Public Schools are closed due to weather, then Discovery Club is closed that day (regular program fees apply).

If the school district cancels after school programs, Discovery Club will remain open until all children have been picked up. Families are asked to pick up their child as close to school dismissal time as possible. If inclement weather occurs on a non-school day and a decision is made to close the building, Discovery Club staff will notify parents/guardians to pick up their children as soon as possible. If parents/guardians cannot be reached, emergency contacts will be contacted. Regular fees apply.

## Field Trips

Every child participating in Discovery Club must have a signed permission slip on file before going on field trips. When the parent or guardian signs this form they are giving approval for their child to go on walking field trips within one mile of school and field trips that require busing. Some field trips may involve swimming, being around water or other physical activities. Please alert site staff to any concerns you may have. On field trip days, all students participate; please do not bring your child if he or she cannot go on the planned field trip.

## Meals & Snacks

On regular school days, breakfast is provided by the school district. After school, Discovery Club serves a snack provided by the District Nutrition Services Department.

On non-school days, all children must bring a bag lunch and a beverage. Discovery Club provides breakfast and an afternoon snack. No food items besides a lunch, should be brought to Discovery Club. Please notify staff if your child has a food allergy.

## Outdoor Play

Children attending Discovery Club are expected to participate in outdoor play. Unless temperatures are below zero, it is raining or in cases of extreme heat or poor air quality, children are offered time outside every day.

Children need appropriate clothing for active outdoor play and for the weather (i.e., hat, mittens, boots and a warm coat when it is cold; snow pants for snowy weather).

During summer, sunscreen will be applied in the morning and re-applied in the afternoon. Families are asked to provide one bottle of non-aerosol sunscreen that will be kept as part of a communal supply. If parents/guardians do not want sunscreen applied to their child, they must indicate this during registration or notify the Site Supervisor in writing.

If a Discovery Club activity involves using roller blades, skateboards, or bikes, children and staff must wear helmets. When children are sledding they are only allowed to use plastic sleds and snow tubes (no ski boards, wooden sleds, toboggans, etc.). It is the responsibility of parents to provide protective gear.

## Homework Time

Discovery Club will provide time for students to do homework. Staff do not provide remedial tutoring services during homework time; children are expected to work independently. Staff will provide assistance to problem solve homework roadblocks (for example, help a child read the directions to clarify the task or review a word problem with the child to determine a strategy, etc.). It is the family's responsibility to check for completion and accuracy of their child's homework.

## Movies

In Discovery Club children may occasionally watch "G" rated movies under staff supervision.

## Celebrations

If families would like to celebrate a special occasion during Discovery Club, please give advanced notice. In compliance with the Saint Paul Public Schools Wellness Policy, sweets/treats are only allowed once per month. Discovery Club would like to reserve those opportunities for special events, celebrations, or projects planned by the site. We are asking parents to please refrain from sending edible treats to be distributed at Discovery Club for your child's birthday.

## Personal Belongings

Discovery Club staff cannot assume responsibility for items brought from home. All items and belongings should be labeled with your child's name. Please do not bring toys, games, trading cards, technology devices, or cell phones to Discovery Club unless requested by a Group Leader for a special activity. If you want your child to bring an eReader to Discovery Club, please speak with the Site Supervisor. Unlabeled items will be turned in to the school's lost and found.

Every child should have a change of clothing at Discovery Club at all times in case of accidents or spills.

## - HEALTH & SAFETY -

### Emergency Contact Information

It is important that all contact information be kept current. It is the responsibility of parents/guardians to inform Discovery Club of changes, including:

- Home address, phone number (including cell phone numbers) and e-mail addresses
- Workplace and daytime phone number (If you are away from work, please leave a phone number where you may be reached in case of emergency)
- List of person(s) authorized to pick child up from Discovery Club
- Three (3) people to contact in an emergency if a parent/guardian cannot be reached. If no one can be reached, the police and District Security & Emergency Management will be contacted.

You may change your contact and emergency information online at [stpaul.ce.eleyo.com](http://stpaul.ce.eleyo.com).

### Illness or Medical Emergency

Please notify staff of any health concerns or chronic conditions your child may have as well as any special care required.

A child will not be admitted to Discovery Club with contagious diseases or any of the following symptoms: diarrhea, vomiting, fever (100 degrees or more). Children should be free of these symptoms for 24 hours before returning to Discovery Club. Charges still apply.

Parents/guardians must notify the Site Supervisor of any contagious diseases (e.g., strep throat, influenza, chicken pox, ring worm). When a contagious disease has been reported at Discovery Club, all parents/guardians will be notified.

If a child becomes ill at Discovery Club, the child will be isolated from the other children. Parents/guardians will be notified and asked to pick up the child as soon as possible; children should not return until the following program day. In the event of a medical emergency or accident, Discovery Club staff will first attend to the child with first aid. Unless it is a life-threatening emergency, staff will first attempt to contact parents/guardians or emergency contact.

If the parent/guardian cannot be reached, staff will take whatever medical measures are necessary for the care and protection of the child. The school nurse will be consulted, if he/she is on duty. When necessary, 911 will be called and the child may be taken by ambulance to the nearest hospital.

All children enrolled in Saint Paul Public Schools are required to have on file a copy of their record of immunization compliance or their medical exemption; Discovery Club staff may obtain a copy of these health records from the school nurse. Students who do not have immunizations on file with Saint Paul Public School

will be asked to supply these records before the child can attend Discovery Club. Failure to supply these records will result in termination of their childcare contract.

### Dispensing of Medication

Discovery Club staff follow the school district policy regarding administration of medication. For medication prescribed for two weeks or longer, a written order signed by the prescribing health professional and the parent/guardian is required. For medication prescribed for less than two weeks, a written request signed by the parent/guardian is required (forms are available from the Site Supervisor). Medications may be given to the Site Supervisor and will be dispensed at the appropriate time. Only medications stored in a pharmacy-labeled container and accompanied by a completed permission form will be administered. The same procedure is followed for over-the-counter medications.

### Child Abuse & Neglect

State law requires Discovery Club staff to report any suspected cases of child abuse or neglect to the proper authorities.

## - CHILD GUIDANCE -

### Discovery Club Rules

Staff are responsible for the supervision and whereabouts of students at all times. Staff utilize active supervision, engaging directly with students during all activities. Students must:

1. Follow all school district rules and policies (see SPPS Student Behavior Handbook: [www.spps.org/rights](http://www.spps.org/rights)).
2. Use acceptable language.
3. Respect staff, fellow students and their work.
4. Use classroom materials respectfully and appropriately. If a student intentionally breaks Discovery Club equipment, the student may be required to replace it.
5. Put materials in their proper place after each use.
6. Share equipment and supplies with other children.
7. Clean up their own space, table, floor, etc. and push in chairs before leaving.
8. Listen to and follow the directions of staff members. Remain with a staff member at all times and notify staff if they need to go to another area.
9. Dress appropriately for indoor and outdoor play.

**Bullying, teasing and racially or sexually harassing other students will not be tolerated.**

Parents/guardians must:

1. Read the Parent Handbook and know the contract terms and program policies.
2. Sign your student in and out on the iPad, or on paper, every day.
3. Pick your children up on time.

4. Regularly read e-mails and other communication from Discovery Club staff.
5. Communicate with Discovery Club staff about your child's progress and participation in the program as well as share any concerns you have.
6. Make sure all contact information is updated and noted on-line at **stpaul.ce.eleyo.com**.
7. Notify Discovery Club staff when your child will be absent or when there are alternate plans for pick up. If Discovery Club staff have to locate your child a \$10 Finder's Fee may be assessed.
8. Provide notification within the specified time frames for a change in schedule, vacation or withdrawal from the program.
9. Keep payments to Discovery Club current.
10. Support school district, and Discovery Club, rules and policies with children.
11. Refrain from inappropriate behavior while on school property, including (but not limited to) threats, inappropriate language, and verbal or physical aggression towards staff, students or others.

Parents/guardians who do not abide by the above rules may have their Discovery Club contract terminated.

### Procedures for Child Guidance

In order to have a safe environment for your child, each site will have guidelines that include the previously listed Discovery Club Rules. If these rules are not met, the following steps will be taken:

1. Communicating the behavior:
  - a. Staff reiterate rules, discuss behavior with child, and problem solve other options for behavior.
  - b. If it is necessary, an appropriate consequence will be used such as moving to another area or taking a break. Staff are prohibited from engaging in harsh or degrading discipline of any kind.
  - c. Informal talks with parent(s)/guardian(s), possibly including the child, at pick-up times.
2. If the child's behavior does not improve:
  - a. The parent/guardian will be asked to come in for a conference to help resolve the problem and develop a behavior plan.
  - b. The Site Supervisor and/or Group Leader will consult with Discovery Club Administration.
3. If a child's behavior materially or substantially violates the rights of others, is disruptive, endangers self, other children or staff, or damages school or Discovery Club property, a suspension of 1-3 days may be implemented.
4. The Discovery Club program has a responsibility to ensure the safety of the individual, other students, and staff. The program reserves the right to withdraw students immediately should there be a severe act of aggression towards students, staff or property.

Please Note: When a child is suspended from school, they are also suspended from Discovery Club.

## - COMMUNICATION -

### Parent Involvement

Parents/guardians are encouraged to share their time and talent, go on field trips and visit the program, or join the advisory council. We welcome and invite your suggestions and participation. Discovery Club keeps parents informed through:

- On-site Parent Orientations at the beginning of each school year.
- Posting daily activities onsite.
- E-mail communication about upcoming activities.
- **discoveryclub.spps.org**
- The Discovery Club on-line registration/billing site **stpaul.ce.eleyo.com**.
- The current Discovery Club calendar posted on **discoveryclub.spps.org**
- E-mailed notes from advisory council meetings.

Staff and parent/guardian discussions are welcome. Parents/ guardians may visit the program at any time, but please make an appointment during program time so that appropriate staffing can be maintained.

### Student Privacy

According to law, school district staff cannot tell a parent anything private (i.e., personally identifiable) about a child that is not their own without the informed consent of that child's legal parent/guardian.

### Parent Concerns

In order to best address a concern about the Discovery Club program, please use the following list of contacts, starting with the staff member most knowledgeable about the concern:

1. Group Leader
2. Site Supervisor or Administration Office Clerk (depending on the concern)
3. Discovery Club Program Manager or Supervisor
4. Community Education Director





**Saint Paul**  
PUBLIC SCHOOLS



**COMMUNITY  
EDUCATION**  
**Saint Paul Public Schools**

Saint Paul Public Schools  
Community Education  
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Saint Paul, MN 55116  
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**[discoveryclub.spps.org](http://discoveryclub.spps.org)**

