

## **VIKING CLUB BEFORE AND AFTER SCHOOL CARE POLICIES**

### **GOALS:**

The goal of Viking Club is to provide quality before and after school care for our families in a safe and Christian atmosphere. The program is based on the belief that the program is sponsored through St. Matthew School; therefore, only St. Matthew students may participate. Viking Club operates in full cooperation with all school policies. Clear communication and careful coordination between parents, Viking Club and school staff is essential to the success of this program.

### **DAILY PROGRAM:**

Students will be involved in a variety of activities including outdoor play, games, snack, crafts, and homework.

### **DISCIPLINE POLICY:**

Viking Club will follow the St. Matthew School discipline policy.

### **HOURS:**

Viking Club will open at 7:00am Monday through Friday. Students will be dismissed to their classrooms at 7:55am. Monday, Tuesday, Thursday, and Friday VC will operate from 3-6:00pm. Wednesday, VC will operate 2:30-6:00pm. To leave a message or speak to the director of the Viking Club, please dial 503-648-2512 ext. 242, after Sept, 7<sup>TH</sup>.

### **REGULARLY SCHEDULED CARE:**

Participation in the program can begin once registration is complete. A yearly non-refundable fee of \$30.00 is required for each child. Registration fees will be used to help cover state application fees and to purchase supplies for the program. Upon registration, you can sign up for your child's regular schedule (ex. Sign up for Monday, Wednesday, and Friday on a regular basis.). This guarantees your child a spot if we are not already filled to capacity on those days. It will become your monthly schedule until **written notice** is given to change it. Please see the Viking Club Registration Form to complete this process.

### **VIKING CLUB FEES and STATEMENTS:**

Viking Club (VC) Invoices will be emailed on the 1<sup>st</sup> of every month. Payment is due in full by the 10<sup>th</sup> of every month. If payment is not received by the 10<sup>th</sup>, your account will be considered past due and you will be charged, including a \$100.00 late payment fee. If this statement remains unpaid by the 1<sup>st</sup> of the following month, you will receive a letter of withdrawal from VC stating that your child cannot participate in VC until your account is paid in full.

### **VIKING CLUB FEES:**

**After School Monday-Friday 3-6pm, Wed 2:30-6:00pm.**

Pre-registered Fee Scale: \$5.50 per hour each child.

**Before School Monday-Friday 7:00-7:55am**

Pre-registered Fee Scale: \$5.00/day each child, flat rate.

### **DROP IN CARE:**

If you only register for Drop In Care, you must complete two steps. 1) Your child/ren must have a completed registration on file. 2) Please call or email 24 hours ahead for drop in care. This is scheduled on a first come, first served basis with prior notification. State regulations are firm as to numbers of students served in relation to adult teachers/aides employed. **If we do not have space available for that day, drop in care will not be available.** Drop In Fees are \$20.00 flat rate per child.

### **EMERGENCY CLOSING**

Viking Club will follow St. Matthew School's closings due to a weather emergency or other emergency situations.

### **EMERGENCY CARE:**

Emergency Care is a St. Matthew policy for any student who arrives at school before 7:55am or who is not picked up within ten minutes after school dismissal. That student will be escorted to Viking Club and will remain there until an authorized parent or guardian arrives. Copies of the emergency/medical information will be on file, and parents will be required to fill out a VC registration form. They will be considered a **Drop In** for Viking Club and be charged accordingly. Please be conscientious of this; we do not always have room for Drop In students.

### **HEALTH AND SAFETY:**

Extended care administrators will have access to emergency information. In case of an emergency, if a parent or guardian cannot be reached then the emergency contacts listed will be contacted. Students need to be signed out by a parent/guardian or those individuals designated on the registration form.

Students in Viking Club must follow the same procedures for the dispensing of medication as is outlined in the St. Matthew School Handbook.

# Viking Club Registration Form

Family Name: \_\_\_\_\_

Viking Club Fees: One time \$30.00/child registration fee.

Mornings: \$5.00 per child flat fee

Afternoons: Hourly rate of \$5.50 per child.

Late Fee: After 6:00pm a late fee of \$25.00 per 15 minute period will be charged.

Regular Scheduled Days: AM / PM – (Mon) (Tues) (Wed) (Thurs) (Fri) (Drop-in)				
Child's First Name	Nickname	Grade	Known Allergies	Medications
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

**Contact Information for your child(ren):**

Father's name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

Home Phone: \_\_\_\_\_

Mother's Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father's Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Persons AUTHORIZED to pick up your child(ren):

Name	Relationship	Telephone Number(s)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**PLEASE NOTE: If a person listed below is a parent of above child(ren), a copy of the restraining order must be on file in the school office in order for staff to comply with your wishes.**

Persons NOT AUTHORIZED to pick up you child(ren):

Name	Relationship	Restraining Order in Effect
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Family Name: \_\_\_\_\_

## Viking Club Before and After School Care Registration

Viking Club (St. Matthew Catholic School Before and After School Care Program) exists to serve our families with quality child care in a safe and Christian atmosphere. Viking Club is certified by the state and is required to follow specific rules regarding the Adult/Student ratio.

### Pre-Registered Child Care:

To ensure we are in compliance with the state rules regarding the Adult/Student ratio, families must pre-register for the program selecting the days of the week and times their children will be using Viking Club. You will be billed monthly based on the days of the week and times for which you have registered. The schedule you turn in will stay in effect until we receive written notice.

### Drop in Child Care:

Drop in child care will only be available if there is room. If you do not plan on using Viking Club on a weekly basis, but will use the service periodically, registration is still required, including the registration fee. If using drop in care, Viking Club must be notified 24 hours in advance to insure adequate staffing.

### Viking Club Fees:

Hourly fees will be rounded up to the hour (i.e. if your child is picked up at 4:15pm you will be billed until 5:00pm):

Annual Registration Fee: \$30.00/child per child.

#### Before school 7:00am-7:55am

Pre-registered: \$5.00/day for one child, flat fee.

Drop in: \$20.00/day per child, flat fee.

#### After school until 6:00pm

Pre-registered: \$5.50/hour per child

Drop in: \$20.00/hour per child flat rate.

Late Fee: After 6:00pm a late fee of \$25.00 per 15 minute period will be charged.

### Please select the days and times your child/ren will be attending:

	Mon	# of children	Tues	# of children	Wed	# of children	Thurs	# of children	Fri	# of children
Before School										
After School 3-6pm										
After School 3-5:00pm										
After School 3-4:00pm										
After School 2:30-6:00pm										

This will become your monthly schedule until written notice is received. You will be billed based on your regularly schedule days whether your child attends or not.

\_\_\_\_ I am registering for drop in care only.

Total registration fee due: \$30.00 x \_\_\_\_ = \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_