



*DaVinci Academy*  
**OF ARTS AND SCIENCE**  
CULTIVATING CURIOSITY | IGNITING EXCELLENCE



**DaVinci Den**

***PARENT HANDBOOK***  
***2017-2018***

**CONTACT INFORMATION:**

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## **The DaVinci Den**

The purpose of the DaVinci Den is to offer DaVinci Academy families a high-quality extended care program. The program is a parent convenience during the DaVinci Academy academic calendar year. In order to best meet the needs of DaVinci families, we ask that you follow the policies and procedures in this handbook.

### **What is provided during the DaVinci Den?**

- Snack
- Character development through team activities
- Homework/academic assistance
- Physical education and game play
- Hands on activities such as arts and crafts
- Choice time, outside time, computer lab
- Other opportunities and activities not otherwise stated

### **Staff**

There will be a minimum of two staff members present each day with a staff ratio of 15 students to one adult. Additional staff will be available if numbers exceed that ratio.

### **Program Hours and Pickup procedures**

- DaVinci Den program hours are: 3:00pm – 6:00pm

Students can be picked up anytime during our operating hours. If you have made arrangements for another person to pick up your child, you will need to notify the Program Coordinator in advance. We will not let students go with another adult unless we have confirmation from the legal guardian. When picking up your child(ren), you will enter the cafeteria, sign your child(ren) out, and mark the time. You will also show your ID to the DaVinci Den staff until they get to know you. The program cleans up at 5:45pm and closes promptly at 6:00pm. In the event that you have not picked up your child by 6:30pm without notifying the DaVinci Den staff, the staff will report the incident to Social Services and contact Anoka County Sheriff's Office.

- **Late Pick Up Consequences (after 6pm)**
  - 1st late pick up: \$1.00 per minute late fee and warning
  - 2nd late pick up: \$1.00 per minute late fee and warning
  - 3rd late pick up: Suspension from the DaVinci Den program

### **DaVinci Den Rates and Payment Procedures**

- \$15.00 per child per day

- If your child is enrolled in an enrichment program after school, the DaVinci Den rate will be reduced to \$10.00 per day for that child and for those specific days only.
- Invoices will be made available for families through Silent Dismissal, and payments are due to the DaVinci Academy front desk by 5:00pm on the last business day of the month.

## **Registration**

Enrollment is open for K-8 DaVinci Academy students only. The annual registration fee is \$20.00 per student, with a cap of \$40.00 per family. Parents will submit their plans for DaVinci Den program enrollment and school release day care, between the 15<sup>th</sup> and the 20<sup>th</sup> of the previous month. For example, parents/guardians would submit your plans for June between May 15<sup>th</sup> and May 20<sup>th</sup>. An invoice will be generated on the following business day. These plans will serve as a contract, which is what parents/guardians will be billed for. There will be no refunds for days in which school is cancelled/out early or if a student is out sick, on vacation, etc.

## **Automatic Admission into the DaVinci Den Program**

What happens at 3:30pm if students have not been picked up from school?

- At 3:30pm, students who have not been picked up from school will be added to the DaVinci Den and families will be charged \$20.00. Parents will be called.

*Why is there a fee?* The DaVinci Den is a convenience that offers parents extended care for students who need it. It is the responsibility of the parent to be on time or make arrangements for their child.

*Why are students automatically admitted?* We understand that sometimes things come up during daily events that can result in a late pickup. We want our DaVinci families to feel safe and confident that their child(ren) is/are being cared for.

## **Behavior Policy**

The DaVinci Den will follow the same behavior and conduct guidelines as DaVinci Academy. Please refer to the DaVinci Academy website for more information.

## **Weather Related Closings**

- In the event that school is dismissed early due to severe weather, the DaVinci Den will not be open. Please make arrangements with your child(ren) and let them know the plan for getting home.
- In the event that school is cancelled for the entire day, the DaVinci Den will not be open. Please make other child care arrangements.

## **Dress Code**

Normal DaVinci Academy attire is required during the after school program. Please have athletic shoes and dress for the weather. We try to be outside all year round as often as possible. Please pack sunscreen during warm weather and boots, etc. for snow.

## **Allergies/Medical Emergencies/Illness**

Parents will be notified and asked to pick up their child in the case that a child becomes ill. If your child receives a minor injury during the activities, he or she will be given first aid and parents/guardians will be notified at time of pick up. In the event that there is a medical emergency, staff will take normal first aid procedures, contact emergency personnel, and contact the child's parent or guardian. If your child has special care needs, please provide a written care plan to the Program Coordinator.

## **Prescription Medication**

When a child requires medication during activity hours, employees will administer the medication only if written instructions and authorization is given through the school nurse. All prescriptions must be current and prescribed specifically to the child in the original containers and paperwork completed with the school nurse.

## **Snack**

Every day after school all DaVinci Den program students will be offered a snack and beverage. If you need snack accommodations because of an allergy, contact the Program Coordinator.

- Snack/beverage options include: chips, pretzels, crackers, popcorn, granola bars, trail mix, fruit, water, juice

## **School Release Day Care**

The DaVinci Den is pleased to offer school release day care on specific days throughout the school year, for students currently enrolled at DaVinci Academy and enrolled in the DaVinci Den program. Many of these days will include a field trip, which is included in the fee for the day. The DaVinci Den will provide 2 snacks and planned activities/supplies. Students will need to bring their own lunch and a water bottle.

- Hours: 7:30am – 6:00pm (Students will need to be dropped off by 8:30am for offsite field trip days in order to catch the bus)
- Fee: \$40.00 per day
- Attire: Uniform not required, but clothing must be appropriate for physical activity/field trip

- If we have less than 15 students sign up, we will not be able to offer care for that day.
- For the 2017-2018 school year, school release day care will be offered on the following days:
  - Thursday, August 31
  - Friday, September 1
  - Tuesday, September 5
  - Monday, October 16
  - Tuesday, October 17
  - Wednesday, October 18
  - Friday, November 17
  - Monday, November 20
  - Tuesday, November 21
  - Wednesday, November 22
  - Thursday, December 21
  - Friday, December 22
  - Monday, January 15
  - Tuesday, January 16
  - Monday, February 19
  - Tuesday, February 20
  - Wednesday, February 21
  - Thursday, February 22
  - Friday, February 23
  - Thursday, March 8
  - Friday, March 9
  - Thursday, March 29
  - Tuesday, April 3
  - Friday, June 1
  - Friday, June 8
  - Friday, June 15

### **Electronic Registration Form**

To enroll your child in the DaVinci Den program, please complete the registration form online. You can navigate to find the link from the DaVinci Academy website. When finished, click submit. For any questions, contact the Program Coordinator.