



DaVinci Academy
OF ARTS AND SCIENCE
CULTIVATING CURIOSITY | IGNITING EXCELLENCE



DaVinci Den

PARENT HANDBOOK
2019-2020

CONTACT INFORMATION:

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The DaVinci Den

The purpose of the DaVinci Den is to offer DaVinci Academy families a high-quality after-school care program. The program is a parent convenience during the DaVinci Academy academic calendar year. To best meet the needs of DaVinci Academy families, the policies and procedures in this handbook must be followed.

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 time
- 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 staff member. Additional staff members will be available if numbers exceed that ratio.

Program Hours and Pickup Procedures

- DaVinci Den program hours are: 3:00 p.m. – 6:00 p.m.

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 parent/guardian. When picking up your children, you will enter the school through the front office, and check your children out with DaVinci Den staff. You will also show your ID to the DaVinci Den staff until they get to know you.

The program cleans up at 5:45 p.m. and closes promptly at 6:00 p.m. If you have not picked up your child by 6:30 p.m. *without notifying the DaVinci Den staff*, the staff will report the incident to Social Services and contact the 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 school day

- If your child is enrolled in an extracurricular program/activity after school, and will attend the DaVinci Den as well, the rate will be reduced to \$10.00 per day for that child and for those specific days only.
- Statements will be made available for families through Silent Dismissal, and payments are due to the DaVinci Den Program Coordinator by 6:00 p.m. on the first Friday of the month, unless other arrangements are made through the Program Coordinator.

Registration

Enrollment is open for K-6 DaVinci Academy students only. The annual registration fee is \$20.00 per student, with a cap of \$40.00 per family. Registration for the following school year occurs in March.

Parents will submit their plans for next month's DaVinci Den program enrollment and school release day care between the 15th and the 20th of the current month. For example, parents/guardians would submit your plans for June between May 15th and May 20th. A statement will be generated over the next few business days. 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.

Admission to the DaVinci Den Program At 3:30 p.m.

What happens at 3:30 p.m. if a student has not been picked up from school?

- By 3:30 p.m., the parent/guardian will be called and students who have not yet been picked up from school will be added to DaVinci Den and families will be charged \$20.00 per student.

Why is there a fee?

The DaVinci Den is a convenience that provides families after-school care for those who pay for it, and space is limited. It is the responsibility of the parent/guardian to be on time or make other arrangements for their child after school.

Why are students automatically admitted?

We understand that sometimes things come up during daily events that can result in a late pickup. We want DaVinci Academy families to feel safe and confident that their children are being cared for.

Student Behavior Management Procedures

Expectations for student behavior during the DaVinci Den program follow the same behavior expectations as during the school day. If a student discipline referral is written for unacceptable behaviors/offenses, consequences will be provided for the student. For repeated offenses, DaVinci Den will follow a three strikes guideline (unless the offense is egregious), ultimately jeopardizing the

student's place within the program. Each incident will be dealt with individually and all circumstances and consequences may vary.

Weather Related Closings

- There will be no refunds for days in which school is cancelled/out early or if a student is out sick, on vacation, etc.
- In the event that school is dismissed early due to severe weather, the DaVinci Den will not be open. Please make arrangements with your children 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

DaVinci Academy dress code 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/guardians will be notified and asked to pick up their child in the case the child becomes ill. If your child receives a minor injury during 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, all DaVinci Den program students will be offered a snack. If you need snack accommodations because of an allergy, contact the Program Coordinator.

- Snack/beverage options include: applesauce, crackers, cheddar cheese, Chex mix, and diced fruit

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: 7:30 a.m. – 6:00 p.m.
- Fee: \$40.00 per day
- Attire: Uniform not required, but clothing must be appropriate for physical activity/field trip
- If we have fewer than 15 students signed up, we will not be able to offer care for that day.
- For the 2019-2020 school year, school release day care will be offered on the following days:
 - Thursday, August 29
 - Monday, September 30
 - Monday, October 14
 - Tuesday, October 15
 - Wednesday, October 16
 - Monday, November 4
 - Monday, November 25
 - Tuesday, November 26
 - Friday, January 17
 - Friday, February 14
 - Tuesday, February 18
 - Friday, March 13
 - Monday, March 16
 - Tuesday, March 17
 - Wednesday, March 18
 - Thursday, April 9
 - Friday, June 5
 - Friday, June 12

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, under the 'Students & Parents' tab. When finished, click submit. For any questions, contact the Program Coordinator.