



**DaVinci Den After-School Program  
Family Handbook  
2024-2025**

**CONTACT INFORMATION:**

**Julie Kresh, After-School Enrichment Coordinator  
532 Bunker Lake Boulevard NE  
Ham Lake, MN 55304  
(763) 754-6577  
[jkresh@davincicharterschool.org](mailto:jkresh@davincicharterschool.org)**

## **Purpose**

The purpose of the DaVinci Den after-school program is to offer DaVinci Academy families a high-quality childcare 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.

## **Eligibility and Enrollment**

Enrollment is open for DaVinci Academy K-6 students only. The annual non-refundable registration fee is \$25.00 per student, with a cap of \$50.00 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 15<sup>th</sup> and the 20<sup>th</sup> of the current month. For example, parents/guardians would submit plans for June between May 15<sup>th</sup> and May 20<sup>th</sup>. 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.*

## **Program Content**

Personal choice and self-initiated learning experiences will be encouraged and supported. Options available to students include, but are not limited to:

- A variety of toys, games, and puzzles
- Character development through team activities
- Homework/academic assistance
- Open gym and game play
- Hands on activities, such as arts and crafts
- Outside time
- Snack

## **Program Hours and Pickup Procedures**

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

Students may 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 doors, 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 pm and closes promptly at 6:00 pm. If you have not picked up your child by 6:30 pm *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: \$1.00 per minute late fee and suspension from the DaVinci Den program

### **Security Key Fobs**

One security key fob is provided to each family and is included in your annual registration fee. Additional and/or replacement key fobs are available for purchase from the Program Coordinator for a \$20 fee per fob. Security key fobs are yours to keep and will be deactivated at the end of your child's time in DaVinci Den. Family key fobs will be active between 3:30-6:00 pm on school days and school release days and are able to be used at the front doors only.

### **Staffing**

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.

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

- \$15.00 per child, per school day
- If your child is enrolled in an extracurricular 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 pm on the first Friday of the month, unless other arrangements are made through the Program Coordinator.

### **Admission to the DaVinci Den Program At 3:30 pm**

*What happens at 3:30 pm if a student has not been picked up from school?*

By 3:30 pm, 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 a fee of \$20.00 per student.

*Why is there a fee?*

The DaVinci Den after-school program 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.

### **Snack**

Every school 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 options include: applesauce, cracker varieties, cheese, and fruit

### **School Release Day Care**

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. DaVinci Den staff will provide 2 snacks and planned activities/supplies. Students will need to bring their own lunch and a refillable water bottle. If we have fewer than 15 students signed up, we will not be able to offer care for that day.

- Hours: 7:30 a.m. – 6:00 p.m.
- Fee: \$45.00 per day
- Attire: Uniform not required, but clothing must be appropriate for physical activity/field trip
- For the 2024-2025 school year, school release day care will be offered on the following days:
  - Monday, October 14
  - Tuesday, October 15
  - Wednesday, October 16
  - Thursday, January 2
  - Friday, January 3
  - Tuesday, January 21
  - Thursday, February 13
  - Friday, February 14
  - Monday, April 21
  - Tuesday, April 22

### **Student Behavior**

The DaVinci Den program is committed to providing safe and engaging activities for all children who attend. Staff will provide a consistent, nurturing, safe environment for each child.

Expectations for student behavior during DaVinci Den follow the same behavior expectations as during the school day.

- Use appropriate and acceptable language
- Respect fellow students and staff
- Treat equipment and materials appropriately
- Share all toys and materials
- Help with clean up
- Listen to directions of all staff at all times
- Keep hands/feet to yourself
- Report problems to staff in a timely manner
- Stay in a room/area that is supervised by staff
- On a field trip, stay with staff/chaperone at all times
- Follow all school policies and procedures

Disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires excessive attention from staff, or ignores or disregards the rules which guide behavior during the program time. In order to minimize disruptive or unacceptable behavior, DaVinci Den staff uses a variety of techniques such as preventative measures, role modeling, redirection, verbal intervention, de-escalation techniques, and appropriate consequences.

*Behavior considered harmful/inappropriate*

- Behavior which directly or indirectly threatens a person's right to be safe
- Any form of aggression
- Verbal threats, disrespectful language, or harassing behaviors
- Inappropriate touching of a person's body or belongings
- Inappropriate gestures
- Bullying or bullying-like behavior

*Behavior which keeps staff from fulfilling their ability to be available for all children*

- Removing self from group or program area without staff approval
- Demonstrating lack of self control with anger
- Blatant disrespect or absolute refusal of a staff person

*Behavior which intentionally causes destruction of property*

The DaVinci Den program has a responsibility to ensure the safety of the individual, other students, and staff. If a student discipline referral is written for disruptive or unacceptable behaviors/offenses, consequences will be provided for the student.

Each incident will be dealt with individually and all circumstances and consequences may vary. 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.

## **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/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, trained employees will administer the medication only if written instructions and signed doctor orders are on file in the nurse's office. All prescriptions must be current and prescribed specifically to the child, in the original prescription-labeled containers, and not expired. Over the counter medications that are regularly kept in the nurse's office will not be administered during DaVinci Den.

## **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 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.

There will be no refunds for days in which school is cancelled/out early or if a student is out sick, on vacation, etc.

## **Clothing/Uniforms**

DaVinci Academy uniform is required during the after-school program. Please have athletic shoes and appropriate outdoor clothing for the weather. We plan to be outside as often as possible. Please pack sunscreen during warm weather and boots, etc. for snow.

## **Electronic Registration Form**

To enroll your child in the DaVinci Den program, complete the registration form online. If the program is full, a waitlist form will be available on the school website. 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.