



**DaVinci Den After-School Program
Family Handbook
2026-2027**

CONTACT INFORMATION:

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Purpose

The purpose of the DaVinci Den after-school program is to offer DaVinci Academy families a high-quality childcare program. The program provides an enriched and fun environment with professional and caring staff 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 child, with a cap of \$50.00 per family. Priority registration for families currently enrolled in DaVinci Den for the following school year occurs in March.

Families will submit their care date selections 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, families would submit plans for May between April 15 and April 20. A statement will be generated over the following few business days. These date selections will serve as an agreement, which is what families 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, arts, and crafts
- Choice time, including outside time
- Snack

Program Hours and Pickup Procedures

DaVinci Den program school day hours are: 3:05 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 a legal parent/guardian. When picking up your children, you will enter the school through the front doors and check your child(ren) 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 6:00 pm)

- 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 at no charge. 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 3:30-5:58 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

Children may attend DaVinci Den care before or after an extracurricular activity if they are signed up for care on that date.

Statements will be made available for families through Silent Dismissal, and payments are due by 6:00 pm on the first Friday of the month, unless other arrangements are made through the Program Coordinator. Payments can be made via cash, check made payable to DaVinci Academy, or through the Infinite Campus parent portal.

Admission to the DaVinci Den Program 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.

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, yogurt, 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 fewer than 15 students are signed up on a particular day, we will not be able to offer care for that day.

- Hours: 7:30 am – 6:00 pm
- Fee: \$48.00 per day
- Uniform not required, but clothing must be appropriate for physical activity/field trip

For the 2026-2027 school year, school release day care will be offered on the following dates pending the ability to provide appropriate staffing for the day. If appropriate staffing is available, the specific dates for school release day care will be included in the monthly emails sent from the Program Coordinator to DaVinci Den families.

- Monday, October 12
- Tuesday, October 13
- Monday, November 23
- Monday, December 21
- Tuesday, January 19
- Wednesday, March 10
- Thursday, March 11
- Thursday, May 6

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.

Temporary Closures

In the event that school is dismissed early due to severe weather, etc., the DaVinci Den program 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 day, the DaVinci Den program will not be open.

DaVinci Den does not issue refunds due to temporary closures such as inclement weather, school emergencies, or if a student is out sick, on vacation, etc.

Clothing/Uniforms

DaVinci Academy uniform is required during the after-school program. Students should have athletic shoes and appropriate outdoor clothing for the weather. We plan to be outside as often as possible.

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.

Authorized Pick-Ups

Each school year, families are asked to list the names of persons authorized to pick up their child(ren) from DaVinci Den on an authorized pick-ups form. These persons must be at least 16 years of age. Authorized pick-ups must show photo identification and be listed on the authorized pick-ups form in order for a child(ren) to be released.

Family Questions/Concerns

For any questions or concerns, contact the Program Coordinator.