



ST. MARK *youth*
ENRICHMENT
Learning today, leading tomorrow

2015-2016 Parent Guide

Mission: *St. Mark Youth Enrichment provides innovative programs and services that cultivate the educational and social-emotional growth of youth and families.*

St. Mark Youth Enrichment | 1201 Locust Street | Dubuque, IA 52001-4709
St. Mark Youth Enrichment - Admin | 391 12th Street | Dubuque, IA 52001-4709

St. Mark Youth Enrichment Contacts

Melanie Dill, Education Coordinator

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Dawn Cogan, Executive Director

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- **Email:** dcogan@stmarkyouthenrichment.org

SMYE Program Site Cell Phones (Contact for Emergencies)

- Audubon – 563-258-2381
- Lincoln – 563-258-2382
- Marshall – 563-258-2384

Visit St. Mark Youth Enrichment at www.stmarkyouthenrichment.org

Family Support

St. Mark Youth Enrichment strives to work in partnership with families. The information included in this parent guidelines book will help you take advantage of all that the St. Mark program has to offer. Please read it carefully to determine if St. Mark is a good fit for your children.

If you need help understanding or reading this document, please contact Amanda Avenarius at 563-582-6211 ext. 105.

Capacity

St. Mark serves children currently enrolled in kindergarten thru 5th grade. The number of enrolled at each sites varies according to staffing and building restrictions.

Before Starting St. Mark

Your child may begin program when all of the following have been completed and received by the St. Mark Administration Offices:

- Registration form fully completed
- Signed St. Mark Experience form/Parent Guide
- Review of Parent Guide with St. Mark Administration

Program Fees/ Billing/Payment Guidelines

The cost to attend St. Mark programming is based on your household size and income. The fee ranges from no cost to \$2 per session, per student, per program. Bills are mailed monthly; all monthly fees need to be paid in full by the 20th of the following month. Billing/Sliding Fee Questions: Please contact Linda at 563-582-6211 Ext. 101. You may drop off your payments at the St. Mark Administrative Offices at 391 W. 12th St., Dubuque, IA 52001. When writing a check, please write the students' name in the memo.

Late Pick Up/Late Fee Guidelines

If a student is not picked up by 5:35pm all provided contacts will be called. Parents are fined \$5 for every **10 minutes** they are late after 5:35pm. The fee must be paid within one week of the late pick-up date. If not, the student will

be removed from program until the fee is paid. If we are unable to reach someone, we will call the police at 6pm to escort your student home.

Inclement Weather Guidelines and St. Mark no-program dates as known:

If Dubuque Schools	Then St. Mark
2 Hour Late Start	No Morning Program
2 Hour Early Out	No Afternoon Program
No School	No Program

Attendance Guidelines

We ask that students attend program on a regular basis. Our expectation is that students will attend at least 50% of program any given month; although, we would prefer a higher attendance rate. If a student attends less than 50% of program, the student may be removed from the program roster to make room for other students. Those students who attend at least 50% of the time may be eligible for various program opportunities St. Mark offers.

If your child is ill, picked up early from school or not attending St. Mark on a regular basis, please call the Program Coordinator and program cell phone to inform staff of your child's absence. A list of all St. Mark contact numbers is provided in this guide book.

Additional Information

- We provide a healthy snack in the afternoon program.
- We ask that you pick your child up at either 4:15 or 5:30, but we do want to be a convenience for you. Please communicate with your site lead on what time you will be picking up your child, or call the site cell phone if you need to be let in the building.
- First aid kits are accessible on site and only basic first aid will be administered by staff. Staff will use professional judgment to determine if it is necessary to contact parents.
- You must sign your child out of the afternoon program.
- Only individuals listed on emergency forms are able to pick up your child.

- Photo identification must be presented when picking up the child until staff becomes familiar.
- We reserve the right to close a program based on insufficient enrollment.

Daily Activities

Snack, Structured Recreation, Academic Enrichment, Homework Help, Community Enrichment, Physical Literacy, & Social-Emotional Attention.

Teachers/Enrichment

Quality academic assistance is provided by teaching staff. Community partners such as Iowa State University Extension and Outreach, Girls/Boy Scouts and many others provide quality enrichment to our programs.

Medication

St. Mark does not have a nurse on staff and is **not** allowed to administer medications. Please arrange for administration at home in the morning or by the school nurse near the end of the school day.

If your student has a chronic or life-threatening allergy or condition (i.e. asthma, bee stings, food), you must complete a medical form. Please discuss any relevant health information with the Associate Director to ensure the safety and care of your student.

St. Mark Illness Policy and Procedures

St. Mark is not equipped to care for ill children. If a child has been sent home from school for illness, they must not attend St. Mark that day. Students may be sent home from St. Mark if:

- He/she has a fever.
- He/she is vomiting or has diarrhea.
- He/she has persistent nasal congestion, reddened eyes, sore throat, cough or headaches that pose a risk of disease.
- He/she has unexplained rashes, or skin eruptions.
He/she has any communicable illnesses in which you have been advised to remain out of school until cleared to return.

The St. Mark staff will contact you if your child becomes ill or seriously injured at school, all injuries are documented. If a parent cannot be reached, other individuals listed on the emergency form will be contacted. For the child's safety, student will be released only to those adults whose names appear on the emergency form. It is very important to notify St. Mark Administration when there are changes to emergency contacts of health care providers.

Student Behavior Guidelines

The school policy regarding student behavior applies to before and after school programs with St. Mark. All behavior issues are documented. If a child's behavior becomes a concern the parent/guardian will be contacted by St. Mark Administration to discuss a proactive behavior plan, suspension, and/or removal from program.

We recognize that St. Mark may not be an appropriate environment for all children. If a child has ongoing behavioral issues, we reserve the right to remove him/her from the St. Mark program. To ensure St. Mark is the right fit for your child, please read the St. Mark Experience form carefully. If you have questions or concerns, please contact the St. Mark Associate Director at 563-582-6211 ext. 105.

Parent/Guardian Agreement with St. Mark Youth Enrichment Before and After School Programs 2015-2016

1. I agree to read the parent handbook that has been provided to me.

Attendance

2. My student will attend program Monday through Friday, unless previously notified. If my child is unable to attend program, I will inform the Site Lead or Program Coordinator via phone or email. I understand that if my student misses 50% or more of program, he/she may be removed from program to allow another child to join.

Program

3. I understand and permit my student to participate in all activities, including field trips and special events throughout the school year both walking and riding trolley/bus.
4. I understand and permit my student to participate in computer activities during the St. Mark program.
5. I understand that there is no after-school program when there is an early release and no morning program when there is a late arrival. I agree to check for weather cancellations and delays. I also understand that there may be no-program days due to school and St. Mark functions.

Family Engagement

6. I agree to send my student with appropriate clothing for the St. Mark program.
7. I will read newsletters and flyers that come home from St. Mark Youth Enrichment and if necessary, return any forms in a timely fashion.
8. I understand that I am invited to attend family engagement opportunities this school year.

9. I will like St. Mark Youth Enrichment on Facebook in order to get program updates, if possible.

Student Behavior/Information

10. I agree to keep my student's medical, behavioral and contact information up to date with the St. Mark staff, if this is not done, he/she may be removed from program.
11. I will communicate with St. Mark staff to ensure that my student is successful in the before/after-school programs.
12. I understand that the behavior of my student during program time will greatly affect his/her presence in the before/after-school programs. If my student is not able to behave in a safe manner, I understand that I will be expected to make other arrangements for my student on that day.
13. I understand if St. Mark deems the actions of my child inappropriate, disciplinary steps may follow, which may include removal of the program.

Pick-Up

14. I will be on-time to pick up my student at my designated pick-up time.
15. I will come inside the building to sign my student out and will have my ID with me.
16. I will pick up my student, or have an approved person from the registration, pick-up my student immediately if he/she is sent home from the program or becomes ill.
17. I understand that if I am unable to arrive on time I need to call and that I will be charged accordingly for being late and need to pay that fine before my child can return to program. I also understand that if I do not pick up my student by 6pm actions listed in handbook may take effect.

Full Releases from online Registration

18. Media Recordings Release

I **grant** permission to St. Mark Youth Enrichment to use images (photos or videos) of my student for marketing purposes, which may include, but are not limited to: displays, publications, brochures, social media, and newsletters.

- 19.** I authorize the Dubuque Community School District to exchange educational records and recommendations with St. Mark Youth Enrichment. The purpose of this exchange of information is for the 21st Century Grant reporting and to assess the impact of programming on student academic performance. I permit the exchange of information by the methods of written records and verbal exchange of the information described in this release by the agencies specified. This authorization is good through September 1st, 2016. I understand that I may revoke this authorization in writing at any time; however, this does not affect information shared prior to my request for revocation. As appropriate, those identified as having legitimate educational interest may review the information received. The information may be used in the future, including if the student moves, for the purpose of education decision making. I understand my rights related to this exchange of information. As per the conditions described, I consent to the exchange of information with St. Mark Youth Enrichment, 1201 Locust St, Dubuque, IA.

20. Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement

I RELEASE and DISCHARGE, in advance, St Mark Youth Enrichment from any and all liability whether known or unknown, even that liability which may arise out of negligence or carelessness on the part of me or my student. I further agree to forever HOLD HARMLESS and INDEMNIFY St. Mark Youth Enrichment generally and specifically from any and all liability resulting in any way from my student's participation in this program.

****A signed copy of these 20 agreements will be placed in the students file.**

2015-2016 SCHOOL CALENDAR

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8				2	3	4	5
5	6	7	8	9	10	11	9	10	11	12	13	14	15	6	7	8	9	10	11	12
12	13	14	15	16	17	18	16	17	18	19	20	21	22	13	14	15	16	17	18	19
19	20	21	22	23	24	25	23	24	25	26	27	28	29	20	21	22	23	24	25	26
26	27	28	29	30	31		30	31						27	28	29	30			

OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3		1	2	3	4	5	6	7				1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			

JANUARY							FEBRUARY							MARCH							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2						5	6				1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	
24	25	26	27	28	29	30	28	29						27	28	29	30	31			
31																					

APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6	7						1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				

- AUGUST**
 25, 26, 27: Professional-Learning Days
 28: Half-Day Professional Learning (paid for by Teacher Quality Committee)
 31: Orientation (Grades PreK-5, 6, 9)
- SEPTEMBER**
 1: FIRST DAY OF SCHOOL
 4, 11, 18, 25: One-Hour Late Start
 7: No School (Labor Day)
- OCTOBER**
 2, 16, 23: One-Hour Late Start
 9: No School (Professional-Learning Day)
 28, 29: Parent-Teacher Conferences
 29, 30: No School
- NOVEMBER**
 6, 13, 20: One-Hour Late Start
 26-27: No School (Thanksgiving)
 30: First Trimester Ends (Middle School)
- DECEMBER**
 4, 11, 18: One-Hour Late Start
 23-31: No School (Winter Break)
- JANUARY**
 1: No School (Winter Break)
 8, 15, 22, 29: One-Hour Late Start
 15: First Semester Ends (High School)
 18: No School (Martin Luther King Jr. Day)
- FEBRUARY**
 5: No School (Professional-Learning Day)
 12, 19, 26: One-Hour Late Start
- MARCH**
 2, 3: Parent-Teacher Conferences
 3, 4: No School
 9: Second Trimester Ends (Middle School)
 11, 18: One-Hour Late Start
 24: No School (Professional Learning Day)
 25, 28: No School
- APRIL**
 1, 8, 15, 22, 29: One-Hour Late Start
- MAY**
 6, 13, 20, 27: One-Hour Late Start
 27: Last Day for Seniors
 30: No School (Memorial Day)
- JUNE**
 3: One-Hour Late Start
 3: Last Scheduled Day of Classes
 5: Graduation at Five Flags Center (Hempstead at 1 p.m., Senior at 6 p.m.)
 6: Staff Professional-Learning Day (or following last day of school)
 19, 20: Make-up Day if Needed
 6-10: Make-up Day if Needed
- Additional make-up days will be added to the end of the school year, if necessary.

Great teachers create great classrooms

We know that high-quality training is a key component in developing and retaining excellent teachers. That's why the Dubuque Community School District continues to provide ongoing opportunities for teachers to enhance their skills, with a focus on fostering student achievement. Throughout the year, teacher professional-learning has yielded direct enhancements in instructional delivery, assessment, technology integration and classroom management.

-  Professional-Learning Day (No School)
-  Student Orientation (Select Grades)
-  First/Last Day of School
-  One-Hour Late Start
-  Non-school Day
-  Make-up Day
-  Parent-Teacher Conference Day
-  End of Trimester
-  End of Semester
-  High School Graduation

*Known St. Mark no-program dates: No Step-Up (after school) Program September, 10th, 2015.
 No Early Risers or Step-Up Program September 11th, 2015.

USDA Non-discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html. Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

We use the words *parents* and *parent* throughout this guide to indicate the student's primary caregivers. As we realize that not all students live with a biological parent(s), we've opted for simplicity and brevity. If you're an adult raising and guiding a student, then when we say parent, we mean you.