



**ST. RAPHAEL**

**CATHOLIC SCHOOL**

*Preschool – Eighth Grade • Crystal, Minnesota*

*7301 Bass Lake Road, Crystal, MN 55428*

*763-504-9450 • [www.srsmn.org](http://www.srsmn.org)*

**“QEST”**  
**Quiet Extended Study Time**  
**Program Handbook**

**Kari Marsh, Director ext. 309**

**EDs/QEST Room, ext. 317**

**St. Raphael Catholic School**  
**Quiet Extended Study Time**

*Available to students in grades 5-8*

**Program Objectives:**

- To provide a safe, nurturing environment for children.
- To provide a support service for school parents with child care needs.
- It is each student's job to be the best student and person that they can be. It is our job to give them the tools to succeed.

**Program Hours**

- Monday, Wednesday, Thursday, Friday                      2:20–5:00 pm

**Program Staff**

- Mrs. Kari Marsh, Director
- Mrs. Teri Scherber
- Mrs. Maria Miller
- Mrs. Sheila Kearney

# **St. Raphael Catholic School**

## **Quiet Extended Study Time Summary**

### **Location:**

- The QEST program will assemble in Room 16.

### **Days/Hours of Operation:**

- QEST is open Monday, Wednesday, Thursday, and Friday when school is in session.
- QEST will run from 2:20 pm until 5:00 pm; (after 5:00 pm, remaining students will be transferred to the EDs program until 6:00 pm).
- On Tuesdays, our Youth Room is open to students in grades 6-8 and QEST is not available. Those Tuesdays, our 5<sup>th</sup> grade students will meet in Room 17 with our EDs Program and 6<sup>th</sup> - 8<sup>th</sup> grade students will go to the Youth Room until 5:00 pm. If they are not picked up from the Youth Room by 5:00 pm, they will return to our EDs Program.

### **Enrollment:**

- Students in grades 5-8 may enroll in QEST.
- Order of acceptance into the program will be managed the same as the school enrollment. (See Parent/Student Handbook).

### **Fees:**

- Fees will be paid using our online payment program through TAD.
- Reserved rates are available to families indicating days of attendance at least seven days prior to date needed.
- Drop-in rates apply if no reservations are made.

### **Food Service:**

- Students may bring their own snacks or purchase snacks from the QEST store.

## **POLICY AND PROCEDURE GUIDE**

**Homework:** Students will work independently on their homework. Daily, individual assistance with homework will be provided as needed.

**Absence and Schedule Changes:** If a child will be absent from the QEST Program due to illness, you must notify a staff member. If the attendance schedule for your student is going to change due to work schedules, family trips, family emergencies, etc., the program must be notified at least two days in advance. Parents are always responsible for notification.

**Illness:** In fairness to your child and others, if fever or any signs of ill health are noticed, you must make other arrangements for the care of your child. If a child becomes ill during QEST hours, parents will be called to come and pick up their child immediately to prevent other children from getting sick. Students will be kept comfortable under adult supervision until the parent arrives.

**Medication:** A medical form (same as for school) must be filled out with specific orders from the child's physician in writing for us to administer medication. We ask that you have a monthly supply of any regular medication given to us in the prescription bottle with the child's name and dosage clearly printed on the bottle. Only the director will administer medication.

**Allergies:** If your child has any food allergies or other health concerns, please notify the staff.

**Accidents:** Parents will be notified of any accidents involving their child during the QEST Program. In the event of an emergency, we will contact a parent. If the parents cannot be reached, we will call the person indicated on the child's emergency form, or the child's doctor.

**Information Changes:** Please notify the director of any changes in emergency information such as persons authorized to pick up your child, address, home, work, or cell phone numbers.

**Withdrawal Notice:** Parents wishing to withdraw their child from the QEST Program must notify the director in writing two weeks prior to the last day of attendance. Tuition will be charged for two weeks from the date of notification.

**Children with Special Needs:** The QEST Program will accommodate children with special needs based on accessibility within our present limits. Please notify staff.

**Personal Belongings and Clothing:** Students will be required to wear their uniforms during the school day. Students in the QEST Program will be allowed to change out of their uniform for the program.

**Personal electronics and cell phone use is prohibited with the exception of parental contact and school related activities. The student will need to seek permission from staff on duty for the exception to apply.**

**Arrival and Pick-Up:** For the safety of the students, we require parents to enter at Door 20 (Game Entrance) by ringing the bell to gain access to the building. Parents will then proceed to Room 17 to sign their child out of the program with our electronic Time Tracker system. If before 5:00 pm, their child will be in Room 16; if after 5:00 pm, their child will be in Room 17.

If someone other than the parent will be picking the child/children up, written permission will be required before the child/children are released. The person picking up will also need a Driver's License or State ID to show the staff member or director before the child/children are released. For the safety of the students and liability reasons, there will be no exceptions to the above procedures.

**Late Fee:** If students are not picked up by 6:00 pm, a late fee of \$1 per minute after six o'clock will be charged, payable to staff on duty.

**Extra-curricular Activities:** Students that attend extra-curricular activities during QEST hours will be signed out from QEST program by the staff and will then be under the responsibility of and supervision of the extra-curricular activity supervisor. If the activity should end before 5:00 pm and the parents would like their student to return to QEST, the Parent will need to notify the QEST staff in writing and their student will be signed back in.

All other school policies, unless otherwise stated, will apply as well.

## **DISCIPLINE POLICY**

The students must follow the rules of St. Raphael's QEST Program for the safety of themselves and other students. The QEST Program will follow St. Raphael's School Discipline Policy. See the Parent/Student Handbook appendix for more information.

### **Rules:**

1. Respect others.
2. Respect other people's property.
3. Follow teacher directions.
4. Use an indoor voice.