



Alexandria Public Schools

**Community Education
School Age Childcare**



**Compass Cardinals Handbook
School Year 2018-19**

Compass Calendar School Year 2018-19

SEPTEMBER 2018						
S	M	T	W	T	F	S
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30						

OCTOBER 2018						
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NOVEMBER 2018						
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DECEMBER 2018						
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JANUARY 2019						
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
FEBRUARY 2019						
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MARCH 2019						
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24	25	26	27	28	29	30
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APRIL 2019						
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28	29	30				

MAY 2019						
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26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8

-  First/Last Day of School Year 2018-19
-  Compass Closed
-  Scheduled 2-hr Late Start
-  Non-School Day (Compass available)

Compass, School Age Childcare is a program dedicated to providing a warm, relaxed, and caring environment where students Prek-5th grade have the opportunity to pursue their own interests, develop friendships, and grow in confidence, independence and respect for themselves and others.

Compass offers an enriched and fun environment, professional caring staff along with a diverse curriculum including creative arts, literature, science and math. We also engage our students with recreational choices including gym time, outdoor play, large and small group games, and a balance between structured activities and self-directed learning.

Program sites include Carlos, Garfield, Lincoln, Voyager and Woodland Elementary Schools and the Early Education Center.

Registration

Two (2) day/week minimum is required with the exception of Wednesday Supervision with Release to Bus.

- Register online at www.alexandria.k12.mn.us/compass or by calling 320-762-3310, ext. 1.
- Non-refundable annual \$30 family registration fee.
- Confirmation email will be sent upon acceptance.

Consistent Contract

Same days of each week with **one** contracted pick-up time. You may not remove days and will be charged for all days whether your student attends or not.

Pick Your Days Contract

Varied work schedule

- **Auto-Pay** payment plan is required.
- 2 days/week minimum (AM and PM are 2 separate contracts).
- One pick-up time for the PM contract.
- Written schedules due the week prior by Thursday by 8:00 AM.
- Minimum Days Not Met charges will be invoiced.
- Dates added after the invoice are considered additional drop-ins.
- Dates cannot be removed after invoice is sent.

Drop-In Days

Requests due 4:00 PM one day prior. Exceptions can be made for emergency situations. Drop-ins without pre-approval will be charged a fee of \$10.00/student plus the drop-in rate.

Extended Care

Extended care later than contracted pick-up time may be arranged before 2:00 p.m. the day of. Failure to request in advance will result in late pick up fees.

Contract Changes/Withdrawal from Program

Any contract changes, including withdrawal, must be made via online account before invoiced. Re-enrollment requires new registration and \$30 re-registration fee.

Non-School Days (NSD)

- 6:30 AM - 5:30 PM at Woodland Elementary School
- NSD phone: 320-762-3307
- Register via online account.
- Parents are responsible for sending lunch, 2 snacks, water bottle, reading book and appropriate outdoor clothing.

Scheduled 2-Hour Late Starts

- September 26, February 6 and April 3
- Register via online account under NSD (All students must register, including AM contracts).
- No refunds after invoice sent.

Absent Students

Please call your Compass site if your child will be absent from Compass and you have not already notified the school.

Carlos Compass: 320-762-3308 Lincoln Compass: 320-762-3311
Garfield Compass: 320-762-3314 Voyager Compass: 320-762-3309
Woodland Compass: 320-762-3307 Early Education (NSD Compass): 320-762-3318

Financial Assistance

Billing

- Emailed Thursdays, with payment due Mondays by 9:00 am, one week prior to care.
- Online payments can be made any time prior to the deadline.
- Auto-debit accounts charged Monday mornings.
- Cash payments may be put in payment box at sign-in table.
- \$20 late payment fee incurs Monday after 9:00 am.
- Accounts not paid in full by Friday will result in suspension of care.
- Reinstatement requires paying outstanding payments, current invoice and \$30 re-registration fee.

Compass accepts the Childcare Assistance Program (CCAP). Parents are responsible for payment until CCAP eligibility notification is received. Copayments are due 2 days after bi-weekly invoice. Payments received after due date will result in \$20 late payment fee. See [CCAP payment schedule](#) for exact dates.

Flex Spending Accounts

Log into online account to download receipts and print.

Tax Statements

Available after January 1st and may be downloaded from your account. Parents who will be filing taxes separately should have separate online accounts.

Illness/Emergency/Medications

Please keep your student home if they show the following symptoms within 24 hours of care: Fever, diarrhea, vomiting, green discharge from nose, sore throat, undiagnosed rash and/or non treatment for lice. District health nurse or professionals are not on staff during Compass hours.

If students becomes ill or injured:

- Student may rest in quiet area.
- First Aid will be administered.
- Parent/Guardians/Emergency Contacts will be required to pick up.
- When necessary, 911 will be contacted to assist.
- Authorization for Dispensing Medication must be completed for oral medication, inhaler or Epi Pen.

Schedules and Rates

Before School — All Sites	
Schedule Type	6:30 AM Drop-Off
Consistent Schedule 2-5 Days	\$3.00/day
Pick Your Days Schedule (min 2 days/week)	\$3.25/day

After School — All Sites		
Schedule Type	Pick up by 4:30 PM	Pick up by 5:30 PM
Consistent Schedule 2-5 days	\$5.00/day	\$7.15/day
Pick Your Days Schedule (minimum 2 days/week)	\$5.40/day	\$7.65/day
Miltona students attending Carlos Site:		
Schedule Type	Pick up by 4:30 PM	Pick up by 5:30 PM
Consistent Schedule 2-5 days	\$3.80/day	\$5.30/day
Pick Your Days Schedule (min 2 days/week)	\$3.90/day	\$5.50/day

Wednesday Supervision with Bus Release	All Sites	\$6.00/day
Non-School Days 6:30 am-5:30 pm	Non-School Day Site (WES)	\$28.00/day
District Scheduled 2-Hour Late Start	All Sites	\$8.00/day
2-Hr Late Start/Early Closing (Inclement Weather)	All Sites	\$5.00 + day rate

Additional Fees

Registration Fee	\$30.00/family annually
Early Drop-Off	\$10.00/student
Late Pick-Up	\$10.00/15 minutes/student
Late Payment Fee	\$20.00/week
Finder's Fee	\$10.00/student
Drop-In Rate	\$2.00 + day rate
Drop-In Without Pre-Registration	\$10.00/occurrence/student + Drop-in rate
Extended Care Fee	\$3.50 + day rate

Compass reserves the right to cancel/discontinue care at any site due to low enrollment.

Inclement Weather Days

If School is Announced:	Compass is:
School Closed	Closed
2 Hours Late	*Open regular hours
2 Hours Late changes to Closed (after 6:30 AM)	*Open regular hours
Early Closing	*Open regular hours

Community Education reserves the right to close Compass early in the event of deteriorating or severe weather.

Sign In and Out Procedures

Adult must sign in and out daily. Requests to add authorized pick-up names may be made in writing or via email to ldonovan@alexandria.k12.mn.us. Court orders are required for those with prohibited student access or dictated parenting time changes.

Food

Breakfast is available via family meal account after Compass is dismissed. Snacks are included in the afternoons. Parents must send bag lunches and snacks for non-school days.

Electronics/Toys/Valuables

All valuables, electronic devices, toys, cards and games should remain at home.

Student Clothing

We require jackets, snow pants, boots, mittens and hats. Flip-flops are not encouraged.

Rules of Behavior & Expectations

We believe and use the same positive reinforcement, Teacher Child Interaction Training (TCIT), as during the school day.

Alexandria Public Schools Code of Conduct:

- | | |
|-----------------|--|
| Respect: | of self, others, their beliefs and property |
| Honesty: | be truthful |
| Kindness: | be caring, friendly and helpful |
| Responsibility: | be dependable and accountable |
| Fairness: | be committed to the just treatment of others |

Discipline Procedures:

- Verbal warning/loss of privileges/time away from group.
- Written discipline report **and** verbal communication with parent/guardian.
- Parent meeting (may be requested at any time).
- Break from program, field trips, etc.
- Removal from program.

Expectations include but are not limited to:

- Following District Code of Conduct, policies, rules and K-5 student handbook.
- Behavior that directly/indirectly threatens students or staff
- Behaviors that cause destruction or misuse of property, including inappropriate internet usage.
- Behaviors demonstrating lack of self-control
- Leaving the group or property without staff permission.
- Behavior that could be perceived as sexual harassment or intimidation (verbal/gestures/physical).

Compass strives to meet the needs of all students; however, students may be removed when expectations are not met.