

Summer Compass Cardinals Parent Handbook



ALEXANDRIA
Public Schools

Community Education
School Age Childcare

Woodland Elementary School
320-762-3307

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2019 Summer Compass

Compass, School Age Childcare provides a fun, nurturing and structured environment. We help guide children as they grow in creative play, social skills, and explore their individual uniqueness. We view each moment as a teaching moment and see each day as a new opportunity to learn and grow. Activities include creative arts, literature, math, science, gym/outdoor games, and field trips, all with a balance of structured activities and self directed learning. The goal for all children is to have independent, meaningful participation in the program.

Entering PreK (must be 4 by Sept 1, 2019) - Grade 5

LOCATION: Woodland Elementary School

HOURS: 6:30 am - 5:30 pm

DATES: Monday, June 10 - Friday, August 23. CLOSED Thursday, July 4

Registration

- A **10 day minimum** is required on every summer contract.
- You may register online starting March 1, 2019 at www.alexandria.k12.mn.us/compass
Paper forms are available at Community Education or by calling 320-762-3310, ext. 1.
- At registration you may enter dates for the whole summer, or choose only one date now to let us know your child will be attending. You may add dates throughout the summer.
- Preschoolers must be completely toilet-trained and self-sufficient in the bathroom.
- A non-refundable annual \$30 family registration fee must be paid when registration is accepted.
- Compass Cardinal t-shirts are \$8 and required to be worn to all field trips. Red Compass Cardinal shirts can be reused from previous year.

June 2019

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

July 2019

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

August 2019

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

- First/Last Day
- Summer Compass CLOSED
- Summer Compass in Session

Register online at www.alexandria.k12.mn.us/compass

Schedule Changes

Requests to add or remove days must be made at least *2 weeks in advance via online account. No refunds will be given after invoice has been sent.*

Drop-In Days

Drop-in may be pre-requested and approved if space is available. Unapproved Drop-In fee is \$10 *in addition* to the daily drop-in day rate.

Withdrawal from Compass

A written 2-week notice is required to withdraw from Compass. Parent is responsible for payment on any invoices sent. *A \$30 re-registration fee is charged for re-enrollment.*

Field Trips

Special activities are planned weekly for children Grades K-5. Field trip schedules are posted on the Compass web page. *Scheduled attendance is required* to participate. Compass Cardinal t-shirts must be worn on all field trips.

Sign In and Out Procedures

You, or another authorized person, must sign your child in and out daily. Requests to add a person to the authorized pick-up list must be done in writing or online. Phone calls are not accepted.

Compass is open 6:30 am–5:30 pm.

- A \$10 Early Drop-Off fee will be charged for signing in your child prior to 6:20 am
- A Late Pick-Up fee is charged for signing out after 5:30 pm closing time.
\$10/1-15-min/child, \$20/16-30 min/child, etc.

2019 Summer Compass Rates

Scheduled days	\$29/day
Drop-in rate	Day rate plus \$2
Drop-in without pre-registration	\$10/occurrence + Drop-in rate
Registration Fee	\$30 annual per family
Compass Cardinal T-Shirts	\$8 t-shirt (required for field trips)
Early Drop-Off Fee	\$10/occurrence/child
Late Pick-up Fee	\$10/1-15 min increment late/child
Late Payment Fee	\$20/week

Billing

Invoices are emailed Thursday afternoons with payment due Monday 9:00 am, one week prior to care.

- Online payments can be made any time prior to the deadline.
- Auto-debit accounts will be charged Monday mornings.
- Cash payments may be put in payment box at sign-in table.
- Parents are responsible for all contracted scheduled days.
- A minimum of 10 days is required for this Summer program.

Payments received after Monday, 9:00 am will result in \$20 late payment fee. If payment is not made in full by the end of said week, the account will be suspended and other arrangements for care will need to be made. Reinstatement into Compass will require payment of outstanding balance, current billing cycle payment and \$30 re-registration fee.

Financial Assistance

Compass accepts the Child Care Assistance Program (CCAP). *Parents are responsible for payment until CCAP eligibility notification is received at Compass office.*

All copayments are due 2 days after bi-weekly invoice. Account owners are responsible for charges not covered by CCAP. **Payments received after due date will result in \$20 late payment fee.**

Illness/Emergency Care

Students are required to stay home if they have had any of the following symptoms within the last 24 hours: Fever, diarrhea, vomiting, green discharge from nose, sore throat, undiagnosed rash and/or lice (one treatment prior to return). District health nurse/professionals are not on staff during Compass hours.

If child becomes ill or injured:

- Child may rest in a supervised quiet area.
- First Aid will be administered.
- Parent/Guardian or emergency contact will be notified immediately and be asked to pick up child.
- When required, emergency personnel will be contacted to assist.

Compass will notify parent/legal guardian of an exposure the same day the program is notified of a reported contagious disease: scabies, impetigo, ringworm, or chicken pox.

Compass will notify parents of an exposure by posting information of the contagious disease in a conspicuous space that includes the illness, symptoms, treatment, preventative measures, and how many cases have been reported.

Allergy Care

A list of any allergies must be provided to the Site. Please include any specific triggers, avoidance techniques, and symptoms of an allergic reaction that are specific to your child. If an allergic reaction occurs, we will follow appropriate procedures to the reaction which may include medication as prescribed by their physician. Staff will have information on site and on field trips of all students allergy information.

Medications

An Authorization for Dispensing Medication (ADM) form must be completed if your child requires oral medication, an asthma inhaler or an Epi Pen during Compass hours. Community Education will determine if we are able to administer the medication. Medications must be in original packaging with prescription labels.

District health nurse or professionals are not on staff during Compass hours.

If medication is approved for dispensing, Compass will ensure all medicine is:

- Kept in the medicine's original container with a legible label stating the child's first and last name.
- Given only to the child whose name is on the label not given after an expiration date on the label.
- Returned to the child's parent or legal guardian or destroyed, if unused.

Compass will document in the child's record the administration of medication, including:

- Child's first and last name.
- Name of the medication or prescription number.
- Date, time, and dosage; and name and signature of the person who administered the medicine.

Compass will store medicines and insect repellents according to directions on the original container.

Additional Information

Meals/Snacks

Breakfast and lunch will be served at Woodland this Summer (free Summer Meals Program supported by Alexandria Public Schools, MDE, and the USDA. Menus are posted on the Compass website. Children may choose to bring a bag lunch.

Parents/ guardians are responsible for sending a daily afternoon snack.

Absences

If your child will be absent from Compass please call **320-762-3307**. Please note you will be charged for all contracted days whether your child attends or not.

Electronics/Toys/Valuables

Compass requires children to keep all electronic devices, toys cards, games and valuables at home. Electronic watches may be used as watches. Compass has scheduled Bring Your Own Toy (BYOT) days, when students may bring specific items.

Children's Clothing

Each day we engage in physical activity outside and/or in the gym. We suggest comfortable clothes that are weather appropriate. Sneakers, tie shoes or sandals with backs are preferred. Flip-flops are not recommended.

Sunscreen/Bug Spray

Sunscreen and bug spray are required. Compass staff may assist with application of sunscreen and bug spray, as needed. They are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.



- Read the Parent Handbook
- State any special needs or modified diet/food allergy restrictions on contract
- Sign your child in and out on the iPad daily.

Send a bag with your child each day containing:

- Afternoon snack
- Water bottle
- Tennis shoes
- Sunscreen and bug spray
- LABEL ALL BELONGINGS
- Visit our [Compass web page](#) for additional info and forms

Rules of Behavior & Expectations

We believe in a positive reinforcement model of shaping behavior. Children are expected to follow 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

If a child's behavior causes harm to another child, staff or property, privileges will be withdrawn and parents will be notified.

Discipline Procedures

- Verbal warning/loss of privileges/time away from group.
- Written discipline report **and** verbal communication with parent/guardian.
- Parent/staff meeting (may be requested at any time).
- Suspension from program.
- Dismissal from program.

Circumstances requiring Disciplinary action/procedure

- Behavior that directly or indirectly threatens students or staff (ex. hitting, pushing, spitting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, etc).
- Behaviors that cause destruction or misuse of property, including inappropriate internet websites.
- Behaviors demonstrating lack of self-control (anger/outbursts, disrespect or refusal to follow directions) and/or leaving the group or property without staff permission.
- Behavior that would keep staff from fulfilling their ability to be available for all students.
- Behavior resulting from inadequate or untimely administration of medication.
- Behavior that could be perceived as sexual harassment or intimidation (verbal language, gestures, physical contact, etc.)

Compass strives to meet the needs of all children enrolled; however, sometimes our program is not the best fit. Children must be able to function in an active and stimulating environment. We are not able to care for a child who is unable or unwilling to follow Compass guidelines.

****Staff reserve the right to contact law enforcement.**

****We reserve the right to not allow a child to attend field trips.**

****Compass, School Age Childcare, as a part of Alexandria Public Schools, follows the district Code of Conduct, rules and policies.**