

School Year 2023 - 2024

School Age Childcare

Parent Handbook



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2023 - 2024 School Year Compass

Compass, School Age Childcare provides a warm, relaxed, and caring environment where enrolled Alexandria Public School 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.

Compass Hours by Site

Site Locations	AM Compass	PM Compass
Carlos Elementary* (CES)	N/A	2:25 pm - 4:30/5:30 pm
Garfield Elementary (GES)	N/A	2:25 pm - 4:30/5:30 pm
Miltona Elementary* (MES)	6:30 am - 8:00 am	N/A
Lincoln Elementary (LES)	6:30 am - 8:15 am	2:45 pm - 4:30/5:30 pm
Voyager Elementary (VES)	6:30 am - 7:20 am	2:20 pm - 4:30/5:30 pm
Woodland Elementary (WES)	6:30 am - 7:20 am	2:20 pm - 4:30/5:30 pm
Early Ed Center** (EEC)	6:30 am - 8:00 am	2:30 pm - 4:30/5:30 pm

*Transportation is available between Carlos and Miltona.

**Early Ed Center preschoolers need to be at least 3 years old by September 1, 2023 to enroll in school-year Compass. Must be fully and independently toilet trained.

Care will only be available if it aligns with the child's preschool schedule.

- Half day mornings can enroll in morning care.
- T/Th full day can enroll in morning care and/or afternoon care.
- Half day mornings can not have afternoon care available through Compass.

School Hours

School	Building Hours (pickup/dropoff)	School Day
Carlos Elementary (CES)	7:25 am - 2:35 pm	7:55 am - 2:25 pm
Garfield Elementary (GES)	7:25 am - 2:35 pm	7:55 am - 2:25 pm
Miltona Elementary (MES)	8:00 am - 3:10 pm	8:30 am - 3:00 pm
Lincoln Elementary (LES)	7:45 am - 2:55 pm	8:15 am - 2:45 pm
Voyager Elementary (VES)	7:20 am - 2:30 pm	7:50 am - 2:20 pm
Woodland Elementary (WES)	7:20 am - 2:30 pm	7:50 am - 2:20 pm
Early Ed Center (EEC)	7:50 am - 2:40 pm	8:00 am - 2:30 pm

AM Compass contracts are dismissed 30 minutes prior to the school day starting, with the exception of Prek.

Registration

- Register online at www.alexschools.org/ceregistration.
- Non-refundable \$30 family registration fee for School Year.
- Confirmation email will be sent upon acceptance.

Contract Information

Consistent Contract

Same days of each week

- Unable to remove unattending days
- Will be charged for all days whether your student attends or not.
- Examples: M-F, T,W,F, or M-W and F, etc.

Pick Your Days Contract (Best for changing work schedules)

- Minimum of 10 days a month (AM and PM are 2 separate contracts).
- One pick-up time (4:30pm or 5:30pm) for the PM contract.
- Days must be picked online and are due the week prior Thursday at 8:00 AM. CCA families your days must be picked online prior to the invoice schedule.
- Dates added after the invoice are considered additional drop-ins, fees apply.
- Dates cannot be removed after an invoice is sent.

Drop-In Days

Requests due 4:00 PM one day prior. Exceptions can be made for emergency situations. Drop-ins the day of will be charged a fee of \$10.00/student plus the drop-in rate. Drop-ins are only available to the contract you already have. AM to AM and PM to PM. Parents are responsible for contacting the school and notifying them that their child will be dropped into Compass. A \$10 finders fee will apply if you do not communicate with the school your child attends before Compass starts.

Extended Care

Unfortunately, with staffing we are unable to have extended care. If you need your contract changed from 4:30 to 5:30 please request a contract change online. Limit to 3 contract changes per school year.

Contract Changes/Withdrawal from Program

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

Non-School Days (NSD) - Site phone: 320-762-3307

- Must have an active Compass contract and register via online account under NSD.
- Available for 3 year olds to grade 5
- Located at Woodland Elementary School & Early Education Center from 6:30 AM - 5:30 PM
- Any registration after the deadline will result in an additional \$2 charge for the day and will be approved with adequate staffing.
- Parents are responsible for sending Breakfast, Lunch, 2 snacks, water bottle, reading book and appropriate outdoor clothing.
- No refunds after invoice sent.
- Call if your child will be absent on a NSD

Scheduled 2-Hour Late Starts

- Must have an active Compass contract and register via online account under NSD
- All students must register, including AM contracts
- Any registration after the deadline will result in an additional \$2 charge for the day and will be approved with adequate staffing.
- No refunds after invoice sent.

Absent Students

Please call the **Compass Secretary at 320-762-3310 x1**, as well as your child's school secretary, if your child will be absent from Compass.

Compass Calendar

September					October					November				
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
				1	2	3	4	5	6			1	2	3
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	
December					January					February				
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
				1	1	2	3	4	5				1	2
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28	29	
March					April					May				
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
				1	1	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	29	30				27	28	29	30	31

Reference Guide

#	First/Last Day	#	2hr late start (Compass Available)*
#	Compass CLOSED	#	Non-School Day (Compass Available)*

*2hr late start and Non-School Day Compass Available have individual sign up. excludes CCAP and foster families. They have a different billing cycle.

Example of Standard Billing Cycle

Compass Days	Invoiced Date	Due Date
Sept. 18 - 22	Sept. 7	Sept. 11
Sept. 25 - 29	Sept. 14	Sept. 18

Financial

Billing

- Invoices are emailed Thursdays, one week prior care, with payment due Monday.
- Online payments can be made any time prior to the deadline.
- Auto-pay accounts charged Monday mornings.
- \$20 late payment fee incurs on Tuesday.
- Accounts not paid in full by noon on Friday will result in suspension of child care.
- Reinstatement requires outstanding payments, current invoice and a \$30 re-registration fee after noon on Friday.
- No refunds after invoice sent.

Financial Assistance

Compass accepts the Child Care Assistance Program (CCAP). Parents are responsible for payment until CCAP eligibility notification is received. Copayments and non-covered amounts are due after bi-weekly invoice. Payments received after the due date will result in a \$20 late payment fee. See CCAP payment schedule for exact dates.

Flex Spending Accounts

Log into your 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.

Health Information

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 nurses or professionals are not on staff during Compass hours. If students becomes ill or injured:

- Students may rest in a supervised quiet area.
- First Aid will be administered.
- Parent/Guardians/Emergency Contacts will be notified immediately and asked to pick up child
- When necessary, 911 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 added by calling the Compass Secretary or stopping into the Community Education office. Please include any specific triggers, avoidance techniques, and symptoms of an allergic reaction that are specific to your child. If an allergic reaction may occur, we will follow appropriate procedures to the reaction which may include medication as prescribed by their physician. Staff will have information on site and for field trips of all students allergy information.

Medications

An Authorization for Dispensing Medication (ADM) form must be completed prior to attending. If your child requires oral medication, an asthma inhaler or an EpiPen 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 nurses or professionals are not on staff during Compass hours. If medication is approved for dispensing, Compass will ensure all medicine is:

- In the original medicine container with a legible label stating the child's first and last name.
- In a locked safe only accessible by approved staff.
- Given only to the child whose name is on the label not given after an expiration date.
- 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.

Rules of Behavior & Expectations

Compass believes in supporting students through a positive reinforcement model. Students expectations are 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

Discipline Procedures

The general policy of Alexandria Public Schools Community Education is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The form of discipline chosen in a particular case is solely with the discretion of Community Education Administration.

- Verbal warning/loss of privileges/time away from group.
- Written discipline report and/or verbal communication with parent/guardian.
- Parent conference.
- Removal from program.

Circumstances requiring Disciplinary action/procedures:

- Behavior that directly/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/technology.
- Behaviors demonstrating lack of self-control (anger/outbursts, disrespect or refusal to follow directions) and/or leaving the group or property without permission.
- Behavior that could be perceived as sexual harassment or intimidation (verbal language/gestures/physical contact, etc).
- Behavior that comprises the physical and emotional safety of employees and students. Parent pickup may be requested.

Consequences from behavior listed could be grounds for removal.

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

Additional Information

Sign In and Out Procedures

Adults (16+) must sign in and out daily. Requests to add authorized pick-up names may be made in writing or via email to mvansickle@alexschools.org prior to pick-up. Court orders are required for those with prohibited student access or dictated parenting time changes.

Food

Parents are responsible to provide healthy afterschool snacks. For non-school days, parents are responsible to provide non-perishable lunch and healthy snacks.

Electronics/Toys/Valuables

All valuables, electronic devices, toys, cards and games should remain at home unless the Site Leader communicates with parents.

Student Clothing

We require jackets, snow pants, boots, mittens and hats during winter months. Flip-flops are discouraged.

Registration

If you need help with registration and submitting a contract, please call the Compass Secretary at 320-762-3310 x1 and set up an appointment.

<i>Inclement Weather Procedures</i>	
If School is announced:	Compass is:
Closed prior to 6am	Closed
E-learning day	*Open at Woodland NDS Site only, (6:30am-5:30pm)
2 hours late	*open at regularly scheduled morning locations. (no am @ CES and GES)
2 hours late, then schools closed	*+Open regular hours
Early dismissal	*Open regular hours
*Community Education reserves the right to close Compass early in the event of deteriorating or severe weather.	
+Community Education reserves the right to move students via District transportation to WES. Parents will be notified prior to moving students.	

Schedule Rates & Fees

Before School — All Sites open at 6:30 am	Rate
Consistent Schedule 2-5 Days	\$5.00/day
Pick your days schedule (min 10 days/month)	\$6.00/day
After School — All Sites	Rate
Consistent Schedule 2-5 days (Pick up by 4:30 pm)	\$7.00/day
Consistent Schedule 2-5 days (Pick up by 5:30 pm)	\$10.00/day
Pick your days schedule (min 2 days/week) (Pick up by 4:30 pm)	\$8.00/day
Pick your days schedule (min 2 days/week) (Pick up by 5:30 pm)	\$11/day
Non-School Days — All Sites	Rate
Non-School Days/Inclement Weather (6:30 am - 5:30 pm)	\$33.00/day
2-Hour Late Start	\$10/day
Early Dismissal	\$10/day
Additional Fees	Rate
Registration Fee	\$30.00/family annually
Drop-In Rate Fee	\$3.00 + day rate
Drop-In Day Of Fee	\$13.00/occurrence/student
Late Pick-Up Fee	\$10.00/15 minutes/student
Late Payment Fee	\$20.00/week
Finder's Fee	\$10.00/student
Failure to Sign In/Out (On Ipad)	\$5.00/occurrence/student

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