

# 2024 Summer Compass School Age Childcare Parent Handbook



**Woodland Elementary | Early Education Center**  
**1410 S. McKay Avenue, Alexandria MN 56308**

**Kaitlyn Sander | Compass Coordinator**

Phone: 320-762-3310 x 4273 | Email: [ksander@alexschools.org](mailto:ksander@alexschools.org)

**Melanie Belsheim | Compass Secretary/Billing**

Phone: 320-762-3310 x 1 | Email: [mbelsheim@alexschools.org](mailto:mbelsheim@alexschools.org)

Updated: 3/20/24

## Compass Introduction

Welcome to Compass School Age Childcare, where we create an engaging, nurturing, and structured environment tailored to Alexandria Public School students. Our mission is to foster the growth of children through creative play, social skill development, and the exploration of their unique qualities.

At Compass, every moment is a valuable teaching moment, and each day is seen as a fresh opportunity for learning and personal development. We are dedicated to guiding children toward independent and meaningful participation in our program.

Our diverse range of activities encompasses creative arts, literature, math, science, gym/outdoor games, and exciting field trips. With a thoughtful blend of structured activities and self-directed learning, we strive to provide a comprehensive and enriching experience for all participants.

Here are the essential details about our program:

**Registration:** Opens on March 1, 2024, at 9:00 am. [www.alexschools.org/compass](http://www.alexschools.org/compass)

**Available Grades:** Entering PreK (must be 4 by Sept 1, 2024) - Grade 5

**Location:** Woodland Elementary School | Early Education Center

**Operating Hours:** 6:30 am – 5:30 pm

**Program Dates:** Tuesday, June 4 - Friday, August 23

**Closures:** June 19 and July 4

Join us at Compass, where learning meets fun, and children embark on a journey of growth and discovery in a supportive and enjoyable environment.

**\*\*\*Compass Childcare serves Alexandria Public School (APS) students and the residents of ISD 206.**

## Registration Information

### Minimum Enrollment Duration

A 15-day minimum enrollment is required. You have **until Wednesday, May 22, 2024, to withdraw** a contract without being charged the minimum number of days. Registration fee is non-refundable. On or after May 23rd, the 15 days will be invoiced and required to be paid.

### Contract Approval Process

Please note that contracts are not approved instantly. Keep a close eye on your email for an approval letter. We aim to begin approving contracts as promptly as possible. Contracts put in after May 22nd, and may not be approved until after the start of Summer Compass and depending on availability.

### Flexibility in Schedule

During the summer, you have the flexibility to adjust your child's schedule by adding or removing days, provided those days have not been invoiced.

### Registration Fee

A non-refundable \$30 family registration fee is required upon acceptance. Please ensure your credit card information is up-to-date when registering.

### Compass T-shirts for Field Trips

Compass T-shirts are mandatory for field trips and can be purchased for \$8 each, unless you

have a shirt from the previous year.

### Preschooler Requirements

For preschool enrollment, children must be 4 years old by September 1 and children must be completely toilet trained and self-sufficient.

#### Point of Contact

**Jolene Katchmark (AM) and Kobe Jensen (PM), Site Leaders: 320-762-3307**

- Questions about the daily schedule, program details, day-to-day things regarding your child ex: being picked up early, etc.

**Melanie, Compass Secretary: 320-762-3310 x1**

- Child(ren) absences, contract changes, and billing

**Kaitlyn, Compass Coordinator: 320-762-3310 x4273**

- Questions about your child's group, concerns regarding your child's experience with the program, any feedback that will be beneficial to enhancing the program, and if you are interested in employment with Compass School Age Childcare.

#### Summer Calendar

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

#### Reference Guide

- # First/Last Day ..... June 4 & August 23
- # Compass closed ..... June 19 & July 4
- # Compass at Voyager ..... August 19 - 23

#### Scheduling Information

##### Changes to Schedule

Requests to add or remove days from your child's schedule must be requested before Noon on your appropriate billing cycle. No changes or refunds will be issued once invoices have been sent. Standard and CCA billing cycles are different and are noted below in the financial section.

##### Drop-In Days

Drop-in days may be pre-requested and approved, subject to availability. Unapproved drop-ins will incur the Drop-In Day of Rate and depend on availability. Refer to Rates and Fee.

##### Notice of Withdrawal

An online request is required to withdraw a child from Compass. The guardian assumes financial responsibility for invoices already sent and potential fees. The contract's minimum days will be invoiced and paid before a contract can be withdrawn. A \$30 re-registration fee is applicable for re-enrollment.

## Rates & Fees

Registration Fee	\$30/family
Day Rate	\$33/day
Drop-In Rate	\$38/day
Drop-In Day Of Rate	\$48/day
Early Drop-Off Fee (before 6:30am)	\$10/occurrence/child
Late Pick-Up Fee (after 5:30 pm)	\$10/every 10 minutes/child, (5:31=\$10, 5:40=\$20, etc.)
Not Signing Child In/Out Fee	\$5/occurrence/child
Late Payment Fee	\$20/occurrence

## Financial

### Standard Billing Information

- **We have changed to a bi-weekly billing cycle**
  - First summer invoice will be **sent May 23rd** and **due May 27th**. Please check to make sure autopay is set up. This is different from the registration fee.
- **Invoicing Schedule & Billing Cycle:** Invoices are emailed every other Thursday at 1pm, and payment is due the following Monday.
  - Billing breakdown [HERE](#) and billing calendar [HERE](#).
- **Payment Options:** Online payments can be conveniently made at any time before the due date. Auto-Pay accounts will be automatically charged on Monday mornings.
- **Financial Responsibility:** Parents are responsible for all invoices sent (no refunds/credits) and accrued fees during & after the contract ends.

### Financial Assistance Billing Information

- **Child Care Assistance Program (CCAP):** Compass accepts the Child Care Assistance Program (CCAP). Parents remain responsible for payments until the Compass office receives CCAP eligibility notification.
- **Invoicing Schedule & Billing Cycle:** Invoices are emailed every other Monday at 1 pm, and payment is due the following Thursday.
  - Billing breakdown [HERE](#) and billing calendar [HERE](#).
- **Financial Responsibilities:** Parents are responsible for all invoices sent and accrued fees during & after the contract ends. As well as all charges not covered by CCAP.

### Late Payment Policy

- **Late Payment Fee:** A \$20 late payment fee will automatically be applied the day after the due date if full payment has not been received.
- **Account Withdrawn:** If payment is not received within 5 business days of the due date. Parents must make alternative childcare arrangements.
- **Reinstatement Process:**
  - Requires payment of the outstanding balance.

- Submitting a new compass contract. Please be aware that reinstatement may be subject to availability, and placement on a waitlist may be necessary.
- A \$30 re-registration fee is applicable, once approved to restart.

### **Flex Spending Accounts**

Log into your online account to download/print receipts.

### **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/cards set up.

## **Additional Information**

### **Meals/Snacks**

Breakfast and lunch will be served daily. (free meals for all students due to the Summer Meals Program supported by Alexandria Public Schools, MDE, and the USDA). Menus are posted on the School website. Children may choose to bring a bag lunch.

- Breakfast is by grade. If you drop off after 8:30 am please check with the Site Leader as breakfast may not be available. \*\*\*Field trip days may differ!\*\*\*
- Lunch is by grade. Please know that if you drop off after your child's lunch time, lunch may still be available but they will be sitting with a different grade and or group.
 

○ PreK	11 am - 11:30 am	○ 3rd	11:30 am - 12 pm (Maple & Carlos)
○ K	11 am - 11:30 am	○ 3rd	12 pm - 12:30 pm (Brophy)
○ 1st	11 am - 11:30 am	○ 4th	12 pm - 12:30 pm
○ 2nd	11:30 am - 12 pm	○ 5th	12 pm - 12:30 pm
- Snack time is in the afternoon. **Parents are responsible for sending a daily snack.**

### **Absences**

If your child will be absent from Compass, please call **320-762-3310 x1**. Please note you will be charged for all contracted days selected/invoiced whether your child attends or not.

### **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](mailto:mvansickle@alexschools.org) prior to pick-up. Court orders are required for those with prohibited student access or dictated parenting time.

### **Field Trips**

The field trip calendar will be available online mid-May. Students attending field trip days will be required to wear their Red Cardinal shirts. Children must use Compass transportation to and from all field trips and can not be picked up or dropped off due to safety and security.

Communication will be sent by email and on the whiteboard with the Site Leader. **Please make sure your child arrives 15 minutes prior to departure time.** This helps to ensure your child can attend and that we stick to our bus schedules.

### **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 a toy not listed above.

### **Children's Clothing**

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

## Sunscreen/Bug Spray Protocols

To ensure the well-being of our students during outdoor activities, we recommend the use of sunscreen and bug spray. Compass staff are available to assist with the application as needed.

## Personal Belongings

Please be sure to label your child's belongings with their first and last name and the grade they are entering for the 24-25 School Year.

### Daily Backpack

PM snack

Water bottle

Tennis shoes

Sunscreen

Bug spray

## Health Information

### Illness/Emergency/Medications Protocol

To maintain a healthy environment, students are required to stay home if they have experienced any of the following symptoms within the last 24 hours: fever, diarrhea, vomiting, green discharge from the nose, sore throat, undiagnosed rash, and/or lice (with completion of one treatment prior to returning). Please note that district health nurses or professionals are not on-site during Compass hours.

### In the event of illness or injury

- The affected child will be provided a supervised and quiet area to rest.
- First Aid will be promptly administered by staff.
- The parent/guardian or designated emergency contact may be notified and required to pick up the child depending on the severity of illness or injury.
- When deemed necessary, Compass will call 911 for immediate assistance.

### Regarding contagious diseases

- Compass will inform the parent/legal guardian on the same day the program is notified of a reported contagious disease such as scabies, impetigo, ringworm, or chicken pox.
- Parents will be notified by displaying information about the contagious disease in a noticeable area. This information will include details about the illness, symptoms, treatment, preventative measures, and the number of reported cases.

### Allergy Care Guidelines

For the safety and well-being of all students, parents must provide a comprehensive list of any allergies in their child's contract. This list should include specific triggers, avoidance techniques, and symptoms associated with an allergic reaction that are unique to your child.

### In the event of an allergic reaction

- Compass will adhere to appropriate procedures outlined in your child's allergy care plan, which may involve administering prescribed medication as directed by their physician.
- Our staff will be equipped with comprehensive allergy information for all students, both on-site and during off-site field trips.

### Epinephrine Pens and Inhalers

An Authorization for Dispensing Medication (ADM) form must be completed if your child requires 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 the summer.

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

- Kept in the medicine's original container with a legible label with the child's full name.

- Given only to the child whose name is on the label and 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.

All medications are kept in a secured lock box during Compass time.

### Rules of Behavior & Expectations

Compass believes in supporting students through a positive reinforcement model. Students and Parents/Guardians 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

### Discipline Procedures

The general policy of Alexandria Public Schools Community Education is to utilize Conscious Discipline. Conscious Discipline utilizes everyday events to cultivate emotional intelligence through a self-regulation program that integrates social-emotional learning and discipline. This form of discipline is chosen solely at the discretion of the Community Education Administration. Compass School Age Childcare will initiate the following steps if necessary...

- Verbal warning/loss of privileges/time away from the group.
- Written discipline report and/or verbal communication with parent/guardian.
- Parent meeting.
- Removal from the 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/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 affects the physical and emotional safety of employees and students.

*Parent pickup may be requested, If so, parents are required to pick up within 30 minutes of the call. Consequences for the behavior listed above can be grounds for removal.*

### Right of Refusal in Program

For ongoing behavior concerns within Alexandria Public Schools, a determination may be made that a student is not eligible to participate in the Compass School Age Childcare program.

Compass may consult with Alexandria Public Schools professionals to better understand a child's needs, and to decide if Compass is an appropriate environment for your child.

## Parent How To Guide

### Where to Start

- [Compass Basic Info](#) - Parent Handbook, contact information, etc.
- [Creating an Account](#) - for all your Community Education registration needs.
- [Your Dashboard](#) - primary page to view information about your account.
- [Community Education](#) - registration page, save this link for future use!

### Compass Registration

- [Enrolling in Child Care](#) - School Year and Summer registration are separate.
- [Adding Emergency Contacts and Authorized Pickups](#)
- [Adding a Family Member or Relationship](#)

### Updating your Compass Contract

- [Requesting a Change to a Child Care Schedule](#)
- [Registering For Non-School Days](#)
- [Registering For Drop-In Days\\*](#) must have an approved contract.
- [Withdrawing From a Contract](#)

### Payments

- [Adding or Updating Auto Pay for Child Care Account](#)
- [Paying an Invoice](#)
- [Adding or Managing Payment Methods](#)
- [Using Quick Pay](#)

### Account Details and Changes

- [Viewing Your Account History](#)
- [Printing Your Child Care Tax Statements](#)
- [Changing Your Account Email Address](#)

### Additional Questions?

Contact the Compass Secretary at 320-762-3310 x1

Parent How-To Guide is available online at [alexschools.org/compass](http://alexschools.org/compass)