



Alexandria Public Schools

**Community Education
School Age Childcare**



Parent Handbook

School Year 2021-2022

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Compass Calendar School Year 2021-22

SEPTEMBER 2021						
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		

OCTOBER 2021						
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
24/31	25	26	27	28	29	30

NOVEMBER 2021						
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				

DECEMBER 2021						
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	

JANUARY 2022						
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





FEBRUARY 2022						
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					

MARCH 2022						
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		

APRIL 2022						
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

MAY 2022						
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				

JUNE 2022						
S	M	T	W	T	F	S
			1	2	3	4

-  First/Last Day of School Year 2021-22
-  Compass Closed
-  Scheduled 2-hr Late Start
-  Non-School Day (Compass available)

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.

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

Registration

- Register online at www.alexschools.org/compass or by calling 320-762-3310, ext. 1.
- Non-refundable annual \$30 family registration fee.
- Confirmation email will be sent upon acceptance.
- Preschoolers must be completely toilet-trained and self-sufficient in the bathroom.

Consistent Contract

Same days of each week; 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)

- Available for 4 year olds to grade 5
- 6:30 AM - 5:30 PM at Woodland Elementary School & Early Education Center
- NSD phone: 320-762-3307
- Register via online account under NSD. (Any registration after the deadline will result in an additional \$2 charge for the day)
- Parents are responsible for sending lunch, 2 snacks, water bottle, reading book and appropriate outdoor clothing.

Scheduled 2-Hour Late Starts

- September 29, February 2 and April 27
- 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).
- 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: 320-762-3318

Miltona Compass: 320-762-3303

Billing

- Emailed Thursdays, one week prior care, with payment due Monday by 9:00 am.
- Online payments can be made any time prior to the deadline.
- Auto-debit accounts charged Monday mornings.
- \$20 late payment fee incurs Monday, 9:00 am
- Accounts not paid in full by Friday will result in suspension of child care.
- Reinstatement requires outstanding payments, current invoice and \$30 re-registration fee.
- No refunds after invoice sent.

Financial Assistance

Compass accepts the Childcare Assistance Program (CCAP). Parents are responsible for payment until CCAP eligibility notification is received. Copayments and non-covered amounts 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.

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 nurse or professionals are not on staff during Compass hours.

If students becomes ill or injured:

- Student may rest in a supervised quiet area.
- First Aid will be administered.
- Parent/Guardians/Emergency Contacts will be notified immediately and be 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 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 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 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.

<i>Inclement Weather Days</i>	
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
<i>Community Education reserves the right to close Compass early in the event of deteriorating or severe weather.</i>	

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 brajdl@alexschools.org. Court orders are required for those with prohibited student access or dictated parenting time changes.

Food

Breakfast is available for students K-5 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 discouraged.

Rules of Behavior & Expectations

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.

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 extend 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.

Schedules & Rates

Schedule & Rates (2021-2022)

Before School — All Sites open at 6:30 am	
Schedule Type	Rate
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	Rate
Consistent Schedule 2-5 days (<i>Pick up by 4:30 pm</i>)	\$5.00/day
Consistent Schedule 2-5 days (<i>Pick up by 5:30 pm</i>)	\$7.50/day
Pick your days schedule (min 2 days/week) (<i>Pick up by 4:30 pm</i>)	\$5.50/day
Pick your days schedule (min 2 days/week) (<i>Pick up by 5:30 pm</i>)	\$7.75/day
Non-School Days 6:30 am-5:30 pm	\$31.00/day
2-Hour Late Start	\$8.50/day
<u>Additional Fees</u>	
Registration Fee	\$30.00/family annually
Early Drop-Off	\$10.00/student
Drop-In Rate	\$2.00 + day rate
Drop-In without Pre-Registration	\$12.00/occurrence/student
Extended Care Fee	\$3.50 + day rate
Late Pick-Up	\$10.00/15 minutes/student
Late Payment Fee	\$20.00/week
Finder's Fee	\$10.00/student

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