

Summer **Compass** Cardinals Parent Handbook 2021



Woodland Elementary School
320-762-3307



ALEXANDRIA
Public Schools

Community Education
School Age Childcare

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2021 Summer Compass

Compass, School Age Childcare provides a fun, nurturing and structured environment for Alexandria Public School Students. 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, 2021) - Grade 5

LOCATIONS: Woodland Elementary School

HOURS: 6:30 am - 5:30 pm

DATES: Wednesday, June 9 - Friday, August 27. Closed July 5.

Registration

- A **10 day minimum** is required on every summer contract.
- You may register online starting March 1, 2021 at www.alexschools.org/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.

June 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			

July 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
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August 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
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- First/Last Day
- ☐ Summer Compass CLOSED
- ☐ Summer Compass in Session

Register online at www.alexschools.org/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.*

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.

2021 Summer Compass Rates

Scheduled days	\$31/day
Drop-in rate	Day rate plus \$2
Drop-in without pre-registration	\$10/occurrence + Drop-in rate
Registration Fee	\$30 annual per family
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 due date.
- Auto-debit accounts will be charged Monday mornings.
- Cash payments can be made at the 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

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/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 comprises the physical and emotional safety of employees and students.

Parent pickup may be requested.

Consequences from behavior listed could 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.

Compass may consult with Alexandria Public Schools professionals to better understand a child's needs.

Summer Compass Registration Form/Contract:

Child's Name: _____ DOB: _____ Grade fall 21-22: _____ M / F

Child's Name: _____ DOB: _____ Grade fall 21-22: _____ M / F

Parent/Guardian Name: _____ Address: _____ Zip: _____

Email: _____ Cell #: _____ Work #: _____

Parent/Guardian Name: _____ Address: _____ Zip: _____

Email: _____ Cell #: _____ Work #: _____

10 day minimum for the summer is required
 Mark days on calendar below that
 your child will attend Compass

\$31/day
 \$30 annual registration fee/family

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Additional Authorized pick-ups/Emergency contacts:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

**If a custodial arrangement exists that will affect the contract you have provided, you will need to provide a copy of the court order.

**If there is any person who by court order is prohibited from access to your child, court paperwork must be given to Compass office.

2021 Summer Compass Terms & Conditions

- I have read and understand the current parent handbook, and understand that the Code of Conduct district rules and policies are enforced.
- I understand a \$30 per family annual registration fee must be paid before my child starts Compass.
- I understand fees must be paid every week by 9:00 AM Monday, one week prior to my child attending Compass. For any late payments I will be charged a \$20 fee. Compass has the right to suspend my child from the program if payment is delinquent.
- I understand that, since programming costs for staff, food, and materials remain the same whether my child is in attendance or not, the program does not give fee breaks or refunds for days my child is absent.
- I understand that schedule changes or withdrawal from the program needs to be made in writing at least 2 weeks in advance. If proper notice is not given, I am still required to pay for all invoices sent.
- I understand changes made in the people authorized to pick up my child we be updated by me in my online account or sent to Compass in writing.
- I understand I must enter the building to sign my child in & out of Compass on the iPad.
- I understand I will be charged \$10 for every 1-15 minutes, \$20 for 16-30 minutes, etc, that I am late picking up my child from Compass. An emergency contact will be called if I can't be reached and law enforcement may be called 15 minutes after Compass end time.

Standard Agreement: I recognize my responsibility to know and follow Compass Handbook & Contract as well as my responsibility to help my child do the same. I agree to pay for any damages my child causes while participating in the program. I hereby waive and release all rights and claims for damages I may have against Alexandria Public Schools or participating organizations and its agents, owners, representatives and successors, including any personal injury, damage or loss to property while participating in this program. I understand that the Alexandria Public Schools Code of Conduct and the participating facilities' Code of Conduct will be enforced while participating in all activities.

Parent/Guardian Signature: _____ Date: _____

I will pay for my child's contracted Compass days and the \$30 registration fee with:

Auto Debit Name on card _____ Card # _____
Expiration Date _____ CVV# _____

Pay with Credit Card online

Childcare Assistance Program (CCAP) – ***Parent is responsible for payment until CCAP eligibility paperwork is received at Compass office.***

Please explain any behavioral issues or accommodations that staff may need to be aware of:

Compass General/Medical Permission & Release

Child's Name: _____

Health Information: Check if your child has a history of the following:

- | | |
|---|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Bee Sting Reaction |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Non of these apply | |

*If you have Checked Allergies, please list any specific triggers, avoidance techniques and symptoms of an allergic reaction _____

*Does your child have any medication or procedure for an allergic reaction? If so, please list procedure and/or medication name, dosage and doctor's contact information. _____

*Does your child require oral meds, an inhaler or an EpiPen *during Compass hours*? _____

If so, an Authorization to Dispense Medication (ADM) form (available on Compass web page) must be signed and turned in to Compass staff. Upon receipt of the ADM form Community Education will determine if we can administer the prescribed medication.

Medication: You understand Compass does not have health staff on site. Compass staff are trained in basic First Aid and CPR (non-certified). Initial here: _____

Emergency Health Procedure: If a serious health emergency occurs with your child Compass staff will call 911. We will also call parent/guardian and if unavailable, your child's emergency contacts. You understand that if an ambulance is called you will be responsible for the resulting charges. Alexandria Public Schools does not carry insurance on students. Initial here: _____

Records Release: I authorize that Alexandria Public Schools may release my child's most recent records, including any health emergency plan or health history form (if applicable), in order to better meet the needs of my child. Compass staff is also authorized to contact relevant school staff concerning my child. Initial here: _____

Publicity Permission: In the event that the Compass Program children are included in any newspaper, radio, or television publicity, my child is allowed to be included in the pictures and have their name released. YES or NO (circle one)

Sunscreen Permission: I give permission for my child(ren) to have sunscreen and/or insect repellent while at Compass Initial here: _____

Field Trip Permission: Field trips may be planned as part of the activities of the program for grades K-5. My child(ren) has permission to participate in field trips and to ride in school district vehicles or charter busses. Initial here: _____

I have read, understood, and agree to the above statements:

Parent/Guardian Signature: _____ **Date:** _____