

Welcome to

NRHEG School Age Care

A program of NRHEG Community Education



ELLENDALE site :(507)416-2137 (room B116).

NEW RICHLAND site : (507)417-2626 (room C113)

COMMUNITY EDUCATION: (507) 417-2667 (office located in Secondary School, D105B) mwhiteside@nrheg.k12.mn.us

*Children ages 4 years (as of Sept. 1, 2019 and enrolled in Panther Preschool) through 5th grade

*Before and after school, non-school days, snow & early dismissal days

*Educational Summer programming (hands-on learning, activities & fieldtrips)

*On-site at NRHEG Secondary Building & Ellendale Elementary

Programming Includes...

- *6:30 am to 6:00 pm, year-round
- *Age appropriate organized activities and games
 - *Learning is playful and exploratory
 - *Reading/homework help in the afternoons
- *Hands on activities, free play, crafts, and gym time games
 - *Arts, crafts, group social activities and team building
- *Curriculum refreshers throughout the summer to reduce the effects of summer slide
 - *Physical games and activities to get the kids' heart rate going!
 - *Cold pre-packaged breakfast and afternoon snacks provided each day
 - *Free play to stimulate and engage young minds and foster imagination
 - *Fosters the developmental skills children need for kindergarten
 - *Physical games and activities to get the kids' heart rate going!
 - *Arts, crafts, dramatic play, games, activities, reading, etc...
- *Field trips to various locations throughout the summer and school year

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In operating the school age child care program, NRHEG Community Education's goal is to provide a safe, fun, enriching, **quality** program for children that is convenient for parents. Our center has trained and experienced staff. We believe that a quality school age care program can provide a positive environment, caring relationships and enriching age-appropriate experiences that contribute to a child's social, physical, and emotional development. We appreciate your enthusiasm and ask for your suggestions as we continue to make this program the best it can be for you, your children, and our school & community. Please feel free to come to us with any questions, ideas, or concerns!

CONTACT INFORMATION:

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ORIENTATION:

Parents are urged to contact the coordinator (Macy Whiteside, 507-417-2667) to set up a time for an individual orientation before the start of the school year if you are not able to attend the group orientations. Group Orientation times will be in August - keep an eye on the NRHEG Community Education Facebook page for more information on dates/times. Parent visits are always welcomed!!

STAFF:

NRHEG SAC staff are skilled professionals who respect and enjoy working with children. Along with professional training and job experiences SAC staff are able to schedule a wide variety of well planned, carefully supervised activities which complement school experiences.

GENERAL INFORMATION:

DATES: Preschool - 5th Grade SAC runs all year round. We are closed New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, and also on Christmas Eve and Day. Depending on which days holidays fall on, SAC may be closed the day before or after, also closed for the District Wide Closure Days.

HOURS: Are from 6:30am until 7:45 or 8:15 (for New Richland care - children will be escorted outside to the Shuttle Bus for Ellendale at 7:45 in the morning. For Ellendale care - children will be dismissed to school at approximately 8:10am) and 3:05pm (children arriving from Ellendale Elementary will arrive approximately 3:25pm in New Richland, children remaining in Ellendale after school will arrive once school is released, at 3:05pm) until 6:00pm on school days for our Bridges-5th grade program. During non-school days and summer vacation days SAC hours are from 6:30am to 6:00pm located at the Ellendale Elementary and Secondary Building (pending enrollment numbers at each site & the Summer Food Service Program). For Preschoolers - SAC hours are 6:30-am to 6:00pm at both sites (preschool children are brought back and forth to school by staff at each site).

LOCATION: SAC will be held at the New Richland Secondary Building & Ellendale Elementary Building. Morning Care will be held in both locations (in New Richland = Bridges - 5th grade students will ride the shuttle bus at 7:45am to Ellendale

in the mornings for school each day). After School Care will be held in both buildings (with shuttle transportation from Ellendale to New Richland after school at 3:05pm for those enrolled at the New Richland site).

SUPPLIES:

Preschoolers: it is MANDATORY that you bring an extra set of clothes (pants, shirt, socks, shoes, under wear) and a rest blanket/towel for your child. If an extra set of clothing is not brought, you will be called in to bring clothes for your child if they are needed.

Bridges - 5th grade: during the summer, please bring your personal needed supplies such as your water bottles, swim suits & towels, sun screen (a necessity), etc. Also an extra set of clothing needs to be brought and kept at SAC. We will provide a place to store these items for your child/ren. If an extra set of clothes is not brought, you will be called in to bring clothes for your child if they are needed.

All Children - on occasion your child will be allowed to bring toys from home, please help them select an appropriate toy (no weapons or inappropriate items). Electronic toys may be lost or stolen, NREHG SAC will not be responsible for loss, theft or damage to personal items.

MEALS & SNACKS:

Bridges - 5th grade: During the school year your child will be served a cold pre-packaged breakfast if they request and given a snack every day after school. Non-school days children will be served a cold pre-packaged breakfast, but children must bring their own sack lunches from home, and SAC will provide an afternoon snack.

Preschool: During the school year your child will be served a cold pre-packaged breakfast and given a snack every day in the afternoon. You may send a cold lunch with your child or you may choose to reimburse SAC for your child's school lunch every 2-weeks (SAC will set up a lunch account for your child and pay the fee each time they eat - and you will reimburse SAC for the meal in your bi-weekly invoice).

Summer Preschool - 5th grade: During the summer a cold packaged breakfast and an afternoon snack will be served every day. Your child *MAY* need to bring a sack lunch from home - we will be working on starting a Summer Food Service Program for the summer of 2020 (pending construction timelines - we may need all children enrolled in summer care in 2020 to bring sack lunches from home). The Summer Food Service Program is for the entire community (all children ages 1-18 eat for free) and our Preschool-5th graders will be able to take advantage of a free school-prepared breakfast and lunch Monday-Friday once this program begins.

ENROLLMENT: NRHEG SAC serves children in preschool through Grade 5 year-round. SAC may be closed due to low enrollment on non-school or summer days. In this event, parents will be given 2-3 day notice to find alternative daycare. Sign-up sheets for non-school days will be posted 2 weeks in advance at the Elementary & Secondary Building. **It is the parent's responsibility to sign their child up at least 24 hours ahead of time for these non-school days.** You can sign your child up by adding them to the sign-up sheet in your child's SAC classroom, by adding the non-school days to your attendance contract, or calling the SAC office. If you fail to sign up or cancel enrollment of your child within 24 hours before a non-school day you will be charged a fee of \$10.00.

To register for SAC please complete the registration materials given to you and hand it in to the community education office or a school office, and pay the registration fee and at least the first 2 weeks tuition must be submitted prior to the child's starting date.

If you plan to have your child attend SAC all year round (Summers & School Years) you will be required to register them twice per year. One registration packet for the summer and one for the school year. Upon each registration your account balance must be at \$0.00, have a credit on your account, or receive permission from the Coordinator. If the above criteria is not met your registration will not be accepted until any previous money owed to SAC is paid in full.

RATES FOR SAC

- The basic rate for care varies. This price is based upon an hourly package that is selected by you. The package selected by you is per child per week. (i.e. the minimum package is 0-4 hours, which is \$14.00 per week per child, you are charged this price regardless of the amount of hours your child was actually in care for without going over 4.0 hours for that package).
- **You must sign a contract stating the number of hours you need care per week.**
- School Year Registration Fee: \$20.00 per child or \$35.00 per family
- Summer Registration Fee: \$30.00 per child or \$50.00 per family

DEFINITION OF COMPONENTS:

Before School: B-5th grade - SAC is open before school at 6:30a.m. at the Elementary and Secondary building (breakfast is provided – ‘cold’ breakfast). You will need to escort your child to the SAC classroom (Ellendale Elementary - B116. New Richland Secondary - C113). Staff will escort your child to the shuttle buses at the New Richland School at 7:45 to be transported to the Ellendale Elementary School. SAC is open before school at 6:30am at the Ellendale Elementary school (a cold breakfast is provided). Staff will dismiss your child to school by 8:10am.

After School: B-5th grade program - Children attending SAC at the Elementary school are to arrive independently at the SAC classroom (B116) after school is dismissed at 3:25pm. Children attending SAC at the Secondary building are to ride the shuttle bus at Ellendale Elementary at 3:05pm to arrive in New Richland at 3:25pm – independently walk to the SAC classroom (C113) to be checked in upon arrival by staff. There is no SAC staff checking children onto the bus in Ellendale after school, so please make sure your child knows which bus they are to ride in order to get to the Secondary School. We will call a parent/guardian if your child is not accounted (or shows up for care but was not scheduled to be with us that day) for after school - so please call us to notify of an absence or schedule change.

Non-School Days: Attendance for these days is optional. Parents must sign up their children for these days. A sign-up sheet will be posted about 2 weeks before a non-school day. If you sign up for a non-school day and decide your child will not attend (even if sick), you must cancel the child’s registration for this day 24 hours ahead of time otherwise there will be a \$10.00 fee for the day. A minimum of 10 children must be met per site or care for that site will be cancelled for that non-school day.

Termination of SAC contract: A two-week written notice must be submitted to the coordinator for cancellation of services from the program. If two weeks advanced notice is not given, the full fee is due until the two-week period is satisfied. If your account has a credit of \$15.00 or less upon termination a refund will not be given.

Holidays and Non-Service Days: Fees are not charged when SAC is closed for holidays or weather related closures. SAC is closed the following days: Labor Day, Thanksgiving Day and the Friday following, Christmas Eve Day and Christmas Day, New Year’s Eve Day and New Year’s Day, Good Friday, Memorial Day and July 4th. Depending on which days holidays fall on, SAC may be closed the day before or after, also closed for the District Wide Closure Days or low attendance days.

Snow Days: SAC is open (weather permitting) on **snow days (school completely cancelled)** from 6:30 a.m. until 6:00 p.m. at each school – a sack lunch must be brought from home (if school is let out early at 10:00am and SAC is remaining open - we will provide a sandwich-type lunch or pizza - your account will be charged for the cost of the meal). SAC is open until 6:00 p.m. if school is let out early due to weather (unless weather is so severe we need to close early – all parents will be contacted by phone or email - keep watch on our NRHEG Community Education Facebook page as well) the day will run as normally scheduled. If school has a delayed opening SAC is open at each building for prek-5th grade until the start of school (breakfast is not provided) & again after school from 3:25-6:00 p.m. (weather permitting). **Please – if the weather is getting bad, periodically call the Community Education Office and look on Facebook.**

FIELD TRIPS: You must sign your child up for a field trip. Most field trips are optional. By signing your child up for a field trip it is assumed you are giving them permission to attend the fieldtrip. If you fail to sign your child up for a field trip they will **NOT be allowed to attend.** Information on upcoming field trips will be posted 2-3 weeks in advance on the parent information board. All fieldtrip costs will be included on that bi-weekly bill. We try to staff field trips at an 8:1 ratio for Bridges-5th and 4:1 ratio for preschool.

FINANCIAL INFORMATION:

1. **Sliding Fee Scales:** are available with the help of local grants. These scales are based on family size, income, and need. Please see the SAC Coordinator for information.
2. **A registration fee:** is required upon enrollment in the program. Registration fees for the summer are \$30.00 per child or \$50.00 per family. Registration fees for the school year are \$20.00 per child or \$35.00 per family. Registration fees are due upon registration (also due upon registration is two weeks prepaid tuition). The fee reserves your child’s space in the program, and helps to provide for administration fees, crafts and supplies.
3. **Absences:** You **MUST CALL** the SAC office to report an absence or additional attendance day. You will be billed according to your Hours per week Attendance Contract. You will not be billed for any vacation days you indicated at the beginning of the summer or school year when your contract was turned in. You will be billed for the amount of pre-contracted hours per week (e.g.- *You normally attend 10.0 hours per week from 3:05-5:00 Monday-Friday in Ellendale.*

Your child is sick on Monday and does not attend. You will be billed according to your contracted hours of 10.0 per week, so your child may now attend from 3:05-5:30 Tuesday-Friday to make up the 2.0 hours lost and still be billed according to your contracted weekly hours).

4. **Contract:** You must notify SAC 2 weeks in advance if you are terminating your contract. You will be responsible to pay for these 2 weeks regardless if your child is in our care or not.
5. **Payment Policy:** includes completing a contractual agreement upon registration. All charges for SAC will be billed according to the contract. The weekly amount of hours will be set, with additional charges if your child is here longer than the contracted hours. **The registration fee is due at the time of registration (the coordinator will help you in determining this initial charge if needed).** Bills will be distributed every other Tuesday/Wednesday. Payment is due by Friday of that same week or you will be charged a one-time late payment fee of \$15.00 for that invoicing period.
6. **Late Payment Fee** – You will be invoiced every other Tuesday/Wednesday of the week. Your invoice must be paid in full by the 6:00pm Friday of that same week. A one-time \$15.00 late payment fee will be charged to your account (i.e. I forgot to pay on Friday! My child does not attend care on Monday and Tuesday the following week so I will not be in to pay it until Wednesday. SAC policy - Because your payment is late you will now owe your normal attendance fee plus a \$15.00 late payment fee if you pay by 6:00pm on Wednesday).
 - a. You are able to prepay your invoices or keep enough money in your account to cover every invoice when it is due. Because statements are not available for you to view on-line you must contact the SAC supervisor or CE Director to find out what your current balance is if you need to.
7. **Legal Actions:** A client whose account requires legal action to have fees collected will also be responsible for all legal fees charged to SAC.

LATE / Non-compliant FEES: All children must be picked up by 6:00 pm. You will be charged \$1.00 per child for every minute you are late picking up your child/ren (e.g. If you pick up your child at 6:07 you will be charged an additional \$7.00 for the day). SAC reserves the right to terminate a contract that is repeatedly in violation of our policies (e.g. continual late pick-ups).

If you fail to sign your child in at morning SAC you will be charged from 6:30am to 7:45 in New Richland or 8:15am in Ellendale regardless of the time you dropped off your child or picked them up.

If you fail to physically walk your child into SAC in the morning you will be charged from either 6:30 am or until 6:00 pm. You will be given one reminder to follow program policies in writing and if it happens a second time your contract may terminated – this is a safety issue – as our classrooms are not located near each school building entrance.

DAILY PROCEDURES:

1. Please write the time you drop your child off in the morning on the clipboards and sign out and initial in the afternoons when picking your child up. **(NRHEG School Age Care will not accept responsibility for a child unless a parent/guardian or authorized person signs the child in and out) Non-compliance Fees will be assessed if you do not sign your children in and out.**
2. Please check DAILY for any important messages.
3. Please check your file daily upon picking up your child/ren.
4. Check with a staff member immediately if you have any questions or concerns.

RESPONSIBILITIES:

NRHEG SAC Responsibilities:

1. Treating everyone with respect
2. Providing a safe, warm, welcoming environment
3. Providing a variety of interesting activities
4. Informing parents of events, schedules, activities, etc.
5. Keeping accurate records
6. Being a good role model for all
7. Taking the best possible care of your child

Child's Responsibilities:

1. Treating everyone/everything with respect
2. All children must be toilet trained.
3. Cleaning up after themselves (including bathroom hygiene)
4. Sharing/taking care of supplies, equipment, SAC and school property
5. Being responsible for all personal belongings
 - * No toys from home (unless with special permission)
 - * Weapons of ANY kind are not allowed (including toys)

Parent/Guardian Responsibilities:

1. Treating everyone with respect
2. Notifying SAC when your child will be absent
3. Giving SAC pertinent court documents if necessary for authorization of pick-up.
4. **Signing your children in and out each day. Must be done by an adult or pre-authorized relative over 13 years old.**
5. Paying all fees according to the financial policies
6. Supporting the SAC program, policies and staff
7. Being available immediately to clean up after your child if they have a bathroom accident – SAC staff CANNOT clean up after your child.

BEHAVIOR MANAGEMENT POLICIES: We at SAC want you to know that our main concern is that ALL children have a quality experience. The quality of the experience is lessened for all when someone refuses to cooperate for the good of all. SAC will not accept behavior that includes profanity, hitting, kicking or showing lack of respect for any individual or property. If a serious incident such as those just described occurs, it could be grounds for an immediate suspension or expulsion from the program. It is possible that you, as a parent, may be called to come and pick up your child.

DISCIPLINE PLAN: NRHEG SAC's discipline program is aligned with Ellendale Elementary's Panther Pride Behavioral Expectations. All SAC staff (leads, aides, cooks, custodians, and the coordinator!!) support and teach Panther Pride. We expect all students and staff to demonstrate "Panther Pride" behaviors. The behavior system at SAC is consistent and fair; so if your child has earned a consequence please support that decision. Do all you can to have your child accept the consequence. Your child will be told the reason for the consequence and he/she should be able to tell you exactly what occurred. If you have a question regarding the situation, please call the SAC Office. We suggest you have a discussion with your child on how to improve his/her behavior in the future. Be preventative by focusing on the future. At SAC, ask your child if he/she earned a Panther Pride Pawprint. Find out what behaviors were exhibited in order to earn these slips. Children will earn a choice reward after receiving a selected amount of pawprints. Please offer your child extra praise and reinforcement for these behaviors. Non-desirable behaviors (Example: name-calling, cheating) may result in "Fix It" (plans to improve) or yellow slips which are sent home when received. "Bottom Line" behaviors (Example: fighting, harassment, etc.), are written out on red slips and suspension immediately results for that day. Parents will be contacted by phone and given one hour to pick up their child otherwise they will be charged a fee of \$10.00 per hour for one-on-one care until your child is picked up.

POLICY FOR RELEASE OF CHILDREN: If a person other than the parent or a pre-designated person is picking up the child, School Age Care staff must be notified and a name and description of that person must be given. That person will be asked to show proof of identification when they pick your child up - please remind them to bring their ID inside with them.

SAC will not release a child to any person or persons without prior consent by any parent/guardian. If an unauthorized person arrives to pick up a child, any parent/guardian will be contacted by phone for permission.

SAC cannot legally keep any parents (including step-parents) from picking up a child from SAC on any day/time without having a copy of the restraining order or custody agreement from the courts. If there is a restraining order or custody agreement, a copy must be on file with the program. If a parent does break the restraining order and takes his or her child, the authorized parent will be notified and the police will be called.

PARENT GREIVANCE PROCEDURE:

Everyone is encouraged to give input regarding the operation of our program. If a parent has a concern (or suggestion) about our program, the following process has been established to ensure the concern is addressed:

- Discuss the concern (or suggestion) with a staff member
- If the concern is not resolved within one week, contact the Community Education Director (Macy Whiteside) and submit a written description of the concern. Every effort will be made to resolve the issue within five working days.

Abusive behavior and/or verbal threats by parents toward program staff, children or other parents will be cause for immediate termination.

CHILD ABUSE AND NEGLECT: State law requires SAC staff to report suspected cases of child abuse or neglect to the proper authorities.

LATE PICK UP: All children must be picked up by 6:00 pm. If you know you will be late, please make arrangements for someone else to pick up your child before closing time and inform the staff. You will be charged \$1.00 per child for every minute you are late picking up your child/ren (e.g. If you pick up your child at 6:07 you will be charged an additional \$7.00 for the day).

If a child is left in SAC's care later than 6:30pm and SAC has not been contacted by the child's parents/guardians or family relatives/friends, human services will be called and the child will be taken into their custody.

UPDATE OF EMERGENCY INFORMATION: All information on the registration papers must be kept current. It is the responsibility of the parents to inform SAC of changes in the following information:

- Parent(s)/guardian home address; home, work and cell phone numbers.
- Child's physician, address, and phone number
- Persons authorized or not authorized to pick up the child at our location
- Persons to contact in a medical emergency if a parent cannot be reached.

If an accident occurs and SAC is unable to contact parents/emergency contacts, SAC will call an ambulance to pick up your child and a staff person will go to the hospital if it does not compromise our 15 – 1 ratio. **Additional staffing charges for this situation will apply.**

MEDICAL EMERGENCY OR ILLNESS: If you are going to be away from your place of work or home for the day, be sure to leave a phone number where you can be reached in the event that your child is involved in a medical emergency.

A child cannot be admitted to SAC with any of the following symptoms:

- Severe Cold
- Lice
- Severe Coughing
- Vomiting
- Pink eye
- * Fever of 100 degrees or more
- * Sore Throat
- * Undiagnosed Rash
- * Diarrhea
- * If a student is observed by staff to be unable to participate in activities due to illness related symptoms, they will be sent home from SAC.

Parents need to notify SAC staff of any contagious diseases (e.g. strep throat, head lice, chicken pox, pink eye, etc). When a couple contagious disease reports have been reported, a notice will be posted. A child should be free of fever/vomiting (vomiting for any reason) for 24 hours before returning to the program. **If a child is too sick to go outside, the child is too sick to attend SAC. If a child is dropped off with any of these conditions it may be grounds for immediate suspension or removal from our program for not following SAC's written policies.**

If a child becomes ill, whenever possible, the child will be isolated from other children. Parents or emergency contacts will be notified to pick up the child as soon as possible.

There is NO NURSE on staff monitoring any situation that may arise. In the event of a medical emergency or accident, SAC staff will administer first aid. When necessary, 911 will be called and the child will be transferred by ambulance to the nearest medical facility. Staff will immediately make every effort to notify the parent or persons on the registration papers. The parent or guardian is responsible for all medical charges.

INSURANCE: Medical insurance coverage for children is the responsibility of the family. NRHEG SAC assumes no responsibilities for injuries or illnesses which children may sustain as a result of participation in activities (e.g. jumping, climbing, running, swimming or other activities that involve inherent risk).

BILL PAYING:

Bills/Invoices are handed out bi-weekly and place in your file folder located inside the SAC classroom. Currently SAC only allows payment by check or cash. We are working on securing an on-line bill payment option. Please put payment in the SAC payment drop box – if paying with cash, please remember to request a receipt.

MEDICATION: There is absolutely no dispensing of prescription or over-the-counter medications at SAC without a completed medication form filled out and handed in to the SAC office.

MOVIES: SAC may watch movies. We will not show any movies rated PG-13 or above. The ratings of movies we will show are G and PG. Please let the Coordinator know if your child is not allowed to watch G or PG movies. We will find alternative entertainment for your child/ren during this time.