



# ACES Parent Handbook

## School Year 18-19

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**Mankato Area Public School  
Community Education & Recreation**

# Welcome to ACES

Welcome to ACES!

We are thrilled you have chosen ACES as your school age care option for your child(ren) and are excited to kick off the 2018-2019 school year!

At ACES, we recognize that every student is an individual and that's why we are committed to providing an inclusive environment for all. Our staff are trained to take a proactive approach when interacting with students and ensure necessary accommodations and supports are in place.

We strive for a successful school year - and look forward to the opportunity for growth with our students and staff!

Regards,

Samantha Schirmers  
ACES Program Coordinator



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## Program Locations

### Bridges Elementary

320 Garfield Ave, No. Mankato  
Phone: (507) 995-7576  
Email: bridgesaces@isd77.org

### Eagle Lake Elementary

500 LeSueur Ave, Eagle Lake  
Phone: (507) 995-7577  
Email: eaglelakeaces@isd77.org

### Franklin Elementary

1000 N Broad St, Mankato  
Phone: (507) 995-4152  
Email: franklinaces@isd77.org

### Hoover Elementary

1524 Hoover Dr, No. Mankato  
Phone: (507) 995-6129  
Email: hooveraces@isd77.org

### Jefferson Elementary

100 James Ave, Mankato  
Phone: (507) 3903  
Email: jeffersonaces@isd77.org

### Kennedy Elementary

2600 E Madison Ave, Mankato  
Phone: (507) 995-5039  
Email: kennedyaces@isd77.org

### Monroe Elementary (K-2)

441 Monroe Ave, No. Mankato  
Phone: (507) 995-3271  
Email: monroeaces@isd77.org

### Holy Rosary (3rd - 5th)

525 Grant Ave, No. Mankato  
Phone: (507) 720-1324  
Email: holyrosaryaces@isd77.org

### Roosevelt Elementary

300 W Sixth St, Mankato  
Phone: (507) 995-7578  
Email: rooseveltaces@isd77.org

### Rosa Parks Elementary

1001 Heron Dr, Mankato  
Phone: (507) 420-8918  
Email: rosaparksaces@isd77.org

### Washington Elementary

100 Anderson Dr, Mankato  
Phone: (507) 995-2151  
Email: washingtonaces@isd77.org

# Program Components

## 2018 - 2019 Days of Operation

- ACES is offered at all 10 elementary schools and is open on all regular school days.
- ACES will start on Thursday, September 6, 2018 and end on Wednesday, June 5, 2019.
- Before School ACES operates from 6:30 am until the start of the school day.
  - Availability depends on enrollment (*sites must have a minimum of 10 students enrolled*)
- After School ACES operates from the time school is dismissed until 6:00 pm.
- ACES will be open for non-school day care at Hoover Elementary and Rosa Parks Elementary on most non-school days. See page 13 for more information.
- ACES sites and Billing Office will be closed on the following days:

November 22 & 23

December 24, 25 & 31

January 1

April 19

May 27

## Program Details

### **Morning ACES** (6:30 am until the start of the school day)

- Children are able to participate in quiet free choice activities during this time.
- Breakfast is available for purchase through the school district meal plan and begins 30 minutes prior to the start of the school day.

### **Afternoon ACES** (end of school day until 6:00 pm)

- Children will be offered a USDA approved snack item with milk each afternoon. Children are allowed to bring their own snack if desired (ie. no candy or caffeinated beverages).
- Children will receive a backpack tag that must be placed on their backpack to help notify classroom teachers and other elementary school staff that they will be participating in the ACES program. Backpack tags will be updated when a contract change is made. Backpack tags will be given out on your child's first day of ACES.
- Children are able to participate in choice based activities. Children may choose to take part in a variety of age appropriate activities based on their interests. These activities will include visual and performing arts, science, technology, cooking, clubs, homework and reading, social recreation, physical challenges and activities, outdoor play, and team building.

## PLC Two-Hour Late Start Day

Morning ACES will operate during our normal times of 6:30 am - 8:00 am. Care during the 2 hour late start time (8-10 am) is offered through your child's school not ACES. You will need to sign your child(ren) up for Late Start Care with your child's classroom teacher.



**PLC Two-Hour Late Start Days occur the second Tuesday of each month:**

September 18  
February 12

October 9

November 13

December 11

January 8

# Program Standards

## Parent/Guardian Checklist

- Read Parent Handbook and follow program policies
- Sign your child in and out daily on the iPad
- Get to know program staff - ask for feedback on your child's day
- Notify the site if your child will be absent
- Check the parent table for important information and updates
- Complete and submit appropriate forms for medication authorization, health plans (seizure, allergy, etc.), change in contract, vacation requests, and/or withdrawal from the program to the ACES Billing Office within the given timeframe
- Pay all costs incurred for contracted days, whether your child attends or not, by the due date
- Model respectful behavior when dealing with staff and students
- Label all personal belongings

## Program Standards

- Program standards for the Mankato Area Public Schools ACES program are adopted from the guidelines developed by the Minnesota Department of Education which have been reviewed and approved by District 77 and the Board of Education.
- ACES is committed to staffing the program with qualified and caring staff. To ensure the safety of the children in the ACES program, all staff must pass a criminal and child protection background check and complete CPR & First Aid training.
- The staff/child ratio that each site strives to maintain is 1:15 for school age children (5-12 years old). These ratios are set by the State of Minnesota Department of Welfare and the Minnesota Department of Children, Families and Learning along with the National School-Age Care Association.

## Personal Property

Children are able to bring items from home to ACES with parent permission. If these items become an issue, the staff will hold them and return when parent arrives. ACES is not responsible for lost, stolen or damaged items.

## Parent/Guardian Grievance Procedure

If you have a grievance or a concern, please follow the procedures below:

1. Immediately setup a time for a conference/meeting to discuss the concern or issue with the staff person involved and the Site Supervisor for that site.
2. If it is still not resolved, please contact the ACES Program Coordinator to discuss the grievance.
3. If it is still not resolved, please contact the Director of Community Education & Recreation to discuss the grievance.

*\*Please submit all grievances in writing, as well as verbally.*

## Suspension from School

If a child is suspended from school or sent home by a school staff member, they may not attend ACES. Children who are suspended are not allowed to be in/on School District property. Charges for child care will remain in effect as scheduled by your contract.

## Child Abuse & Neglect

Under Minnesota State Law, all professional staff who work with children are required to report all suspected physical emotional, sexual abuse or neglect of children to the authorities.

# Behavior Management & Inclusion Policies

## Accommodations

ACES welcomes individuals of all abilities. The program will provide reasonable accommodations if needed, to make physical and social integration successful.

Upon notification of need, ACES will gather information from the child's family and school in order to determine what accommodations should be provided. When appropriate, accommodations being used during the school day can be carried over into ACES, providing consistency for the child. The information provided by the family and school will be used to plan for the child's success and inclusion in the program. The child's start date may be dependent on the implementation of these accommodations.

## Behavior Management Policy

It is the goal of the ACES Program to provide a safe, caring, and nurturing environment for all children and staff. Consistent efforts will be made to meet the needs of the children and their parent/guardians. ACES staff will use praise and positive teaching techniques/strategies to encourage appropriate behavior. Staff will also work collaboratively with the parents/guardians and school personnel to problem solve solutions to any developing concerns. Parents/guardians will be expected to work with ACES staff to encourage appropriate behavior and the learning of new skills.

## Child Guidance

ACES utilizes the same standards and terminology of the PBIS system that the Mankato Area Public Schools adhere to. We have the same expectations of the students to ensure their success. Key techniques include: positive reinforcement, positive role modeling, intervention techniques and redirection. The students are expected to be responsible, be respectful, be safe, and do their best!

## Staff Expectations

Staff are expected to uphold the ground rules of ACES and will work to provide an environment that seeks to enhance and support each child's emotional, social, intellectual, and physical development.

ACES strives to establish and maintain a behavior guidelines system that reinforces positive behaviors. We will do this through positive staff interaction, consistent guidelines and appropriate consequences.

Discipline techniques used may include verbal prompts, encouragement, and redirection. Staff will attempt to discuss the situation with the child and, if deemed necessary, a consequence will be determined. In some instances, the child may be removed from the situation. Parents/guardians may be called to discuss the situation further. Certain inappropriate behaviors may require additional attention such as a meeting with parents/guardians and staff, and/or a Behavior Report. Behavior having a high frequency, duration, or intensity may result in suspension/dismissal from the program. These behaviors may include, but are not limited to:

## Children Expectations

Children will abide by the policies of behavior management established by ACES. Basic expectations for children will include:

- Respect authority and follow directions
- Follow program rules
- Respect the rights of others
- Respect property
- Display appropriate social skills
- Be responsible for their actions



# Behavior Management & Inclusion Policies...Continued

- Intentionally hurting/endangering others or self (physically or emotionally)
- Leaving the designated program area, group, or building without permission
- Running from staff
- Stealing or vandalism to school or personal property
- Repeatedly disrespecting staff or other children
- Exhibiting behavior that could be characterized as harassment or bullying
- Inappropriate language, songs or jokes including swearing, teasing, references to drugs, alcohol, abuse, racism, gender, bias, weapons, etc.
- Any threatening language or behavior that is directed towards another child or staff member in the program
- Possessing illegal substances or weapons
- Any behavior that interferes with other children's ability to take-part in program activities and/or events

Depending on the severity of the behavior, the parent/ guardian may need to immediately pick up the child following/during the incident. Parents may be required to pick up their child within 30 minutes if the situation warrants. If the child is not picked up within 30 minutes, care will be suspended for the following day (fees will still be charged).

If behaviors continue or escalate, the child may be suspended from the program for 1-5 days depending on the severity and/or frequency of behavior (fees will still be charged). A parent meeting may be required before the child can return to the program.

## **Dismissal from the Program**

Failure to comply with the terms of the ACES Handbook may result in termination of childcare services. If dismissal from the program occurs, charges will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program.

This Dismissal Policy is inclusive of all ACES Program options including Summer, School Year and Non-school Days. In addition, written documentation of behavioral incidents, or Behavior Reports, accumulate consecutively throughout summer and school year programming. After one (1) full calendar year of absence from the program following dismissal, a child may be considered for re-entry into the program if the following criteria are met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss improvements in the child's behavior that may need to occur that will allow for a successful return to the program.
2. The parents/guardians understand that the receipt of one (1) Behavior Report may constitute immediate dismissal from the program with no remaining chances for return.
3. All outstanding fees have been cleared from the parent/guardian account.

# Registration and Enrollment

In order to participate in the School Year ACES program, a new contract must be completed for any child needing care for the 2018-19 school year session. Registrations will be accepted on a first come, first serve basis, until the site's maximum capacity has been reached. If the site you choose is full, you will be notified by the ACES Billing Office and your child(ren)'s name will be added to the waiting list. Please see the ACES home page for specific registration dates and deadlines. Registration materials and instructions are available on the ACES home page at [www.mankatocer.com](http://www.mankatocer.com).

*Mankato Area Public Schools Community Education & Recreation (CER) contracts with software providers to securely collect and maintain registration information. Data you provide is used only for the purposes of administering CER programs. This information is considered private and will be kept confidential, between CER and the registered account owner/payer. (Accounts can have multiple owners/payers.)*

## **Two Ways to Register:**

1. **Paper Form:** complete and return to the ACES Billing Office
  - a. Registration fee must accompany the paper registration form
2. **Online:** register at [mankato.ce.eleyo.com](http://mankato.ce.eleyo.com)
  - a. A debit or credit card is required to complete the online registration process
  - b. New families will need to create an account prior to registering
  - c. If you cannot remember your password, contact the ACES Billing Office (do not create a new account)

*Parents/guardians are responsible for updating their account information. Changes can be made through your online account or by calling the ACES Billing Office.*

## **Enrollment Requirements:**

- Children in Kindergarten through 5th grade, who attend Mankato Area Public Schools, may register for our school year program.
- ACES does not provide transportation between schools. Children can only attend the program at the school in which they are enrolled.
- Morning care is not guaranteed as we must have a minimum of 10 students registered.
- Each family must pay a \$30.00 registration fee at time of registration.
  - This fee is non-refundable if care is canceled after the August 24, 2018 registration deadline.
  - If registering after the August 24th deadline, the registration fee increases to \$40.00.
- Outstanding accounts with unpaid balances will not be able to register for the next session. Children must be toilet trained and able to use the bathroom on their own.
- ACES is not designed to provide 1:1 assistance for students. If you indicated that your child has special considerations a meeting may be required before your child's start date to determine the appropriate level of support needed. Information regarding a child's needs will not be used to prohibit their enrollment in the ACES Program, unless it is determined they will need significant assistance beyond our program capabilities. See page 12 for more information.

*Families who are registered for a particular season, will have priority registration for the following season. Families must re-register every season to secure their spot in the program. Care does not carry over from one season to the next, nor is care guaranteed from season to season.*

# Contract Options & Fees

Option 1	Option 2	Option 3
<p><b><u>Consistent Care</u></b></p> <p>This option is for families who require the same days each week. This schedule will repeat on a weekly basis for the entire school year.</p> <p><b>Before School Fee: \$6.00/day</b>  <b>After School Fee: \$8.00/day</b>  <i>(Fees are per child/day)</i></p> <p>Monthly invoices can be paid by automatic payment or bill me options. Automatic payments requires a credit or debit card.</p>	<p><b><u>Pick Your Days Care</u></b></p> <p>This option is for families who require a variable weekly/monthly schedule. The schedule can change throughout the school year.</p> <p><b>Before School Fee: \$7.00/day</b>  <b>After School Fee: \$9.00/day</b>  <i>(Fees are per child/day)</i></p> <p>Monthly calendars and payments are due by the 15th of the month prior. Calendars and/or payments received after the deadline will be charged a \$15 late fee.</p>	<p><b><u>Drop- In Care</u></b></p> <p>This option is for families who need a casual day of care throughout the school year. No set schedule is required.</p> <p><b>Before School Fee: \$9.00/day</b>  <b>After School Fee: \$11.00/day</b>  <i>(Fees are per child/day)</i></p> <p>Fees will be invoiced on a semi-monthly basis and will be automatically</p>

Changes to contracts can be made without penalty up until the August 24, 2018 registration deadline. After the deadline, a contract change form must be completed and the 2 week notice will be required.

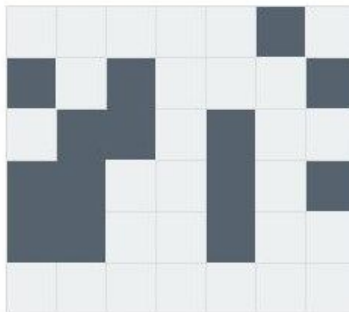
<p>Fees are due in advance by the <input checked="" type="checkbox"/> 1st of each month. A \$15.00 late payment fee will be assessed to overdue accounts.</p>	<p>Calendars will not be accepted after the 1st of the month. Any days added will be charged at the drop in rate and vacation days must be used to receive credit for days removed.</p>	<p>For last minute drop-ins during the afternoon, please notify your child's classroom teacher and ACES site by phone or email. For morning care, unscheduled drop-ins will be accepted onsite.</p>
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Consistent Schedule



Pick the same days of the week for every week.

Pick Your Days



Pick a varied schedule of specific dates.

Drop-In



Drop in without having a set schedule.



# Billing & Payments

## Important Billing & Payment Information



- Monthly invoices are sent via email.
- Fees are due in advance (excluding Drop-In Care contracts).
  - 1st of the month: Consistent Care contracts
  - 15th of the month prior: Pick Your Days contracts
- If you are enrolled in Auto Pay, payments will be deducted on the due date.
- If you signed up for the Bill Me option, you will need to submit payment by the due date.
- Late payments will be subject to a \$15.00 late fee.
- You are responsible for all costs incurred for contracted days, whether your child attends or not, unless the ACES Billing Office has received a Contract Change/Withdrawal form or Vacation Request form with sufficient notice. See page 9 for more details.
- ACES charges a \$30 processing fee for all checks returned from the bank. If a check is returned, you must make a cash, money order, or credit card payment within three days of notice. Failure to make payment on uncollected checks could result in termination for child care services.
- Any outstanding balance over 60 days will be forwarded to a District 77 approved collection agency for recovery. If forwarded, collection fees may be added to the current outstanding balance. Future registrations will be dependent on the approval from the ACES Program Coordinator.

### Accepted Forms of Payment:

1. Cash (ask for a receipt at time of payment)
2. Check (cashed upon receipt)
3. Credit Card (Visa, Discover or Mastercard) payments will show up on your bank statement as a payment to Mankato Public Schools-Community Education

### Where to Make a Payment:

1. Online at [mankato.ce.eleyo.com](http://mankato.ce.eleyo.com)
2. Mail to: 110 Fulton St., Mankato, MN 56001
3. In person at: Lincoln Community Center, 110 Fulton St., Mankato, MN 56001  
(ACES sites do NOT accept payments)

### Daycare Assistance:

We do accept daycare assistance through the State of Minnesota (county you reside in). Written authorization for families receiving daycare assistance from outside agencies must be received by the ACES Billing Office before child care can begin. If daycare assistance is canceled, you will be responsible for all expenses incurred. If you receive daycare assistance, you assume responsibility for fulfilling county requirements (provide information on child care schedule, submit timely reports, and make payments not covered by the daycare assistance program, etc.).

### Dependent Care/Flex Reimbursement Forms:

Forms must be brought to the ACES Billing Office for verification and signature. *ACES site staff cannot sign them.*

### Year End Financial Information:

The Federal Tax ID number and total tuition paid for the calendar year is available in a PDF document through your online account. This document is available after the 1st of January for the previous tax year

# Non School Day Information

## 2018-2019 Non School Day Dates

- October 18, 19
- November 2, 20, 21
- December 26, 27, 28
- January 21
- March 8, 22, 25, 26, 27, 28, 29
- April 22



### Full Day Care Option

This option is available on ALL non school days. Full Day Care is 6:30 am - 6:00 pm. When field trips are planned, all children will attend the field trip. There is no on-site care offered during scheduled field trip times.

#### Daily Rates

- \$31.00/1st Child
- \$26.00/additional siblings

Late Registration Fee: \$38.00 /child (no sibling discount & pending availability)

### Half Day Care Option

This option is available on some non school days. Half Day Care is not available on full day field trip days as we will be off-site for the majority of the day.

#### Daily Rates

- \$19.00/child (no sibling discount)
- Morning Care is 6:30 am - 12:30 pm
- Afternoon Care is 12:00 - 6:00 pm

Late Registration Fee: \$25.00 /child (no sibling discount & pending availability)

If your child is signed up for half day care and arrives before or is picked up after the contracted time, your account will be billed at the full day care rate.

## Registering for Non School Day Care:

- Children attending Mankato Area Public Elementary Schools, enrolled in the ACES School Year Program, may register for Non School Day Care.
- Non school day care is offered at Hoover and Rosa Parks Elementary.
- Registration for non school day care is separate from contracted days and occurs approximately 4 weeks prior to a non school day.
  - Online registration will open approximately 4 weeks prior to each non school day. For more information regarding non school day registration dates go to [www.mankatocer.com](http://www.mankatocer.com).
- Payment for non school days is due at time of registration.
  - When registering online, payment will be processed at the time of approval. Failure to provide an online payment method will result in your registration being cancelled.
- The deadline to register for non school days is at least one week prior to the non school day date. To cancel non school day care, please contact the ACES Billing Office at (507) 387-5501 or email at [aces@isd77.org](mailto:aces@isd77.org). *Refunds will not be given for cancellations after the registration deadline or if your child does not attend for any reason.*
- Please note that we have a limited number of spots available at each non school day site. Once the maximum number is met, participants will be placed on a waiting list and notified by the ACES Billing Office if a spot becomes available.
- Drop In Care on non school days will only be allowed if space is available.
- A light breakfast and afternoon snack will be provided, along with milk during lunch. Parents must provide a bag lunch unless otherwise noted.

# Contract Changes & Withdrawals

Contracts will remain in effect for the duration of the school year unless a Contract Change form is submitted to the ACES Billing Office. Verbal notification is NOT sufficient. Contract Change forms may be found on the ACES website at [www.mankatocer.com](http://www.mankatocer.com) or at the ACES Billing Office. The first contract change is free; a \$15.00 fee will be charged to your account for any additional changes.

## When to fill out a Contract Change form:

You need to switch days attended each week  
You need to add or subtract the number of days attended each week  
You need to move to a different type of contract (ie. move from Consistent care to Drop-In care)  
You need to withdraw from the program

## Where to fill out a Contract Change form:

A contract change request can be completed online through your ACES account or in paper via the Contract Change Form. To complete the request online, you'll login to your ACES account, click on your ACES account found on the Dashboard and choose your child's current contract. On the contract screen there will be a "Change Schedule" button and this will allow you to modify your child's current contract. The paper form can be found on our Mankato Community & Education website at [www.mankatocer.com](http://www.mankatocer.com). This form can be printed and sent back to our ACES Billing Office or it can be filled out on the computer and submitted electronically.

## Contract Changes:

Completed Contract Change forms must be submitted to the ACES Billing Office; changes will go into effect two (2) weeks from the day received. Verbal notification is NOT sufficient. Changes involving additional care can be accepted only if space is available. You are responsible for tuition based on the current contract until the change goes into effect.

## Day Swapping:

Contracted days can not be changed without submitting a Contract Change form. Consistent Care contracts are consistent schedules of the same days, every week for the entire school year. Pick Your Day contracts must be submitted by the 15th of the month prior and changes are final after the 1st of the month. If your schedule has abruptly changed (ie. need to send your child on a non scheduled Monday instead of your regularly scheduled Tuesday) ACES cannot switch dates of contracted care due to staffing, planned activities and student accountability. For these immediate, unexpected schedule changes, ACES offers Drop In Care. Unfortunately, we are unable to give refunds for these immediate schedule changes

## Withdrawal from the Program:

Parents/guardians planning to withdraw their child from the ACES Program may do so at any time; however, notice must be given in writing per the Contract Change form to the ACES Billing Office two weeks prior to the last date of attendance. Tuition will be charged for two weeks from the date of notification. A withdrawal can be submitted through your online account under "Withdraw Contract" for consistent contracts. All other withdrawal requests must be made using the Contract Change form.

# Vacation Days & Absences

Parents are responsible for time reserved, not time used but we can give credit for days not attending if proper notice is given. To request a vacation day, a Vacation Request Form must be completed and submitted to our ACES Billing Office. Verbal notification is NOT sufficient. Contract Change forms may be found on the ACES Forms page at [www.mankatocer.com](http://www.mankatocer.com) or at the ACES Billing Office.

## Vacation Day Credits

To receive credit for a day that your child will not attend ACES, you must notify the ACES Billing Office in writing, per the Vacation Request form, *5 business days in advance*. The forms are available online and at the ACES Billing Office. Credits will only be given to accounts that are current. Vacation days expire on the last day of the session and cannot be carried over to the next session. If you previously requested a vacation day and your child attends ACES on that date, you will be charged the drop-in rate.

## How Many Vacation Days?

The number of vacation days allowed depends upon a child's contract. Vacation days are per child and can not be shared between siblings. The below table illustrates the number of days each contract type receives.

School Year Vacation Credits	
Contract Type	# of Vacation Days
Consistent Care	10 days/school year
Pick Your Days Care	5 days/school year
Drop-In Care	None

## Absence

Notify your ACES site by phone or email if your child will be absent at any time for any reason. School offices do not automatically provide us with absence information. If your child does not arrive after school as expected, program staff will investigate immediately by attempting to contact you or your child's emergency contacts. Due to the amount of time involved in trying to find children when staff have not been notified of their absence, a \$15 Finder's Fee may be assessed. Tuition is not refunded for sick days or other absences. If an illness extends beyond one week, contact the ACES Billing Office. Credit will be given if a medical certificate is provided from a physician indicating the extended absence was due to illness. *Parents are responsible for paying for time RESERVED, not time used.*

## Family Emergencies

In case of family emergency, please contact the ACES Billing Office so tuition credit may be given. This is determined on a case by case basis and must be approved by the Program Coordinator.

# Emergency Info & Medication Policy

## Emergency Contact Information

Please keep your child's emergency contact information current. When adding authorized pickup contacts to your account, a daytime phone number and the relationship to the child must be included. This can be done on your online account by calling the ACES Billing Office or on-site with the Site Supervisor's assistance.

## Accidents

Parents/guardians will be informed by telephone or in person of accidents involving their child during ACES. Children are encouraged to tell a staff member immediately if they are hurt or experiencing discomfort.

- If a child incurs a **minor injury**, staff will administer basic first aid (clean injury, secure bandage and/or apply ice pack) and inform the parent/guardian of the incident when they pick up the child.
- If a child incurs an **injury which may require further medical attention**, staff will contact the parent/guardian immediately so that the child may receive necessary medical treatment and complete an injury/incident report. This would include lacerations, sprains, fractures and head injuries, unless it would be classified as an emergency.
- In an **emergency** when immediate medical attention is needed, or an incident is perceived by staff to be life threatening, staff will call 911 and then immediately contact the parent/guardian. When the ambulance arrives, emergency personnel will determine the appropriate course of action. If the child requires emergency medical treatment, s/he will be taken to the nearest available medical facility. The parent/guardian will be responsible for all medical charges.

## Insurance

ACES does not carry accident or health insurance for the children. Parents are responsible for the insurance and health coverage on their children.

## Medication Policy

District policy regarding the dispensing of medication must be followed. A Consent Form for Administration of Medication must be completed each school year before any medication (over the counter or prescription) can be stored and dispensed. Prescription medication requires written physician orders. All medication must be in its original container. Expired medications will not be accepted or kept. Medication forms are available at the ACES Billing Office, online and at your ACES site. Return completed forms to your ACES site or the ACES Billing Office.

## Transfer of Medication

Site staff are not responsible for the transfer of medication between sites. Parents are responsible for bringing their child's medication to and from their ACES school year site and non school day site.

## Health Forms

Other health forms may be required based upon information given at the time of registration. These forms can be found on our website at [www.mankatocer.com](http://www.mankatocer.com).

- Allergy/Severe Allergy: Allergy Emergency Plan Form
- Asthma or RAD: Asthma-RAD Plan Form
- Seizures: Seizure Emergency Plan Form

The Community Education & Recreation RN will be accessing your child's health plan through the school district. For your convenience, we will only need the updated forms once/year instead of each session, unless any changes to your child's health plan occurs.



# Illness & Inclement Weather Policies

## Illness Policy

Please do not bring children to ACES who have experienced a fever, nausea/vomiting, diarrhea or indicate any other type of illness at home. Bringing a sick child to ACES results in further inconvenience to the parent/guardian who must return to pick up the child, possible exposure of illness to other children/staff, and a general uneasiness for the sick child. School district policy requires that children be symptom free for at least 24 hours without fever reducing medicine before returning to school. ACES follows and enforces the same policy.



If a child becomes ill while attending ACES, we will isolate and supervise the child to prevent the spread of illness. We will contact the parent/guardian immediately to arrange for pick up. If a parent/guardian cannot be reached, the child's authorized pick up contacts will be notified to pick up the child. ACES will post or give notice to parents/guardians of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox.

## Please contact us if your child has been diagnosed with the following conditions:

- **Vomiting, Diarrhea:** May return 24 hours after their last episode
- **Fever of greater than 100°F:** May return 24 hours after being fever free without the use of medication
- **Impetigo, Strep Throat, Conjunctivitis (pink eye), Ringworm:** May return 24 hours after treatment
- **Chicken Pox, Shingles:** May return after all blisters have dried and crusted
- **Head Lice:** Parents will be notified and pick up is at the parent's discretion. Staff will try their best to keep the child separate from the group for the remainder of the day.

## Inclement Weather/Site Closing

The security and safety of the children comes first so if there is a threat to their safety, ACES will adhere to the following procedures:

### **Two Hour Late Start —**

If Mankato Area Public Schools has a delayed start time due to inclement weather, morning ACES will be closed.

### **Closing Early—**

If Mankato Area Public Schools are dismissed early due to inclement weather, afternoon ACES will be closed.

### **Closed—**

If Mankato Area Public Schools are closed due to inclement weather, ACES will also be closed. *Refunds will be given within 10 business days as a credit on account, to those who would have attended on these days.*



### **School Closing, Delays or Early Release Notification**

**Community Education Hotline**  
(507) 387-8824

**MAPS Facebook Page**  
[www.facebook.com/mankatocer](http://www.facebook.com/mankatocer)

**Community Ed & Rec Website**  
[www.mankatocer.com](http://www.mankatocer.com)

*The ACES Billing Office will also email parents in the event of an early dismissal.*

# Safety Policies

## Signing In & Out

In order for us to accept legal responsibility for your child, you or an adult from your authorized pick up list must bring your child to the ACES room and sign them in and out every day. This policy is designed to protect your child. Children will not be allowed to leave the site on their own, whether to walk to a parent in a waiting car or walk home on their own.



## Authorized Pick-Up List

Your child will only be released to people listed on their Authorized Pick-Up List. In an emergency, you may call to inform the staff if someone other than an authorized person will pick up your child. ACES staff are required to ask for identification from anyone attempting to pick up a child. If an unauthorized person attempts to pick up, you will be contacted. If you cannot be reached, your child will be held until you or an emergency contact person arrives. You may add or remove any person from your authorized pick up list by contacting the ACES Billing Office, adding them through your online account under the “Manage Authorized Pickups” button or through the on-site iPad attendance app with the assistance of the Site Supervisor. If a sibling is sent to pick up a child, they must be at least 16 years of age AND listed on the authorized pick-up list. Anyone under 16 needs approval from the Program Coordinator and a waiver must be signed by the parent.

## Procedure for Late Parent Pick Up

The ACES program closes at 6:00 pm. Should a child remain at ACES after the closing time, the staff will notify persons listed on your authorized pick-up list. Should none of these people be available or able to come for the child, and if the parent has not arrived within a half hour of closing, the local authorities will be called. The child will then be turned over into their custody. If a child is picked up after the 6:00 pm closing time, parents will be subject to a \$1 per minute fee. Continued late pick ups may result in removal from the program.