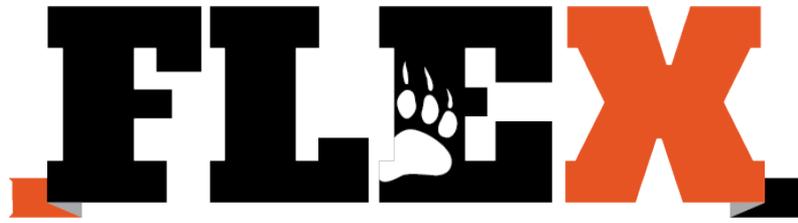


WHITE BEAR LAKE AREA SCHOOLS



Summer Handbook For Families

Welcome

What's Inside.....

Welcome	2
Site and Contact Information	2
Registration Information	3
Contracts, Billing & Payment	4
Safety and Security	5
Medication and Illness	5
General Information	6
Student Management	6

FLEX Main Office

4855 Bloom Ave
White Bear Lake, MN 55110

Christina Anderson, Coordinator

651-407-7510
christina.anderson@isd624.org

Anne Vail, Program Specialist

651-407-7512
anne.vail@isd624.org

Nicole Oswald, Inclusion Specialist

651-407-7504
nicole.oswald@isd624.org

Stephanie Bloxham, Billing & Registration Clerk

651-407-7511
communityservicesbilling@isd624.org

Welcome to FLEX

Designed for older youth entering grades 5 through 8 in the summer and 6 through 8 during the school year, the FLEX program is designed to provide full-day, highly engaging and developmentally-appropriate opportunities. The program will be staffed at a 1:15 staff to student ratio. With unique environments and hang out spaces, more challenging and diverse specialty-based choice opportunities, and perks such as signing in and out and all-new field trip destinations, this program is the next step up from the Extended Day program for youth looking for more freedom, flexibility, and fun.

Program Hours

The FLEX Summer Program is open from 6:30 AM until 6:00 PM, Monday-Friday. Parents and youth are not to enter the building prior to 6:30 AM.

Programming

FLEX is a youth driven program, primarily meant to be designed by the participants. Participants will budget, plan, and implement field trips and daily aspects of the program. The goal of the FLEX program is to provide youth with freedom and independence, problem solving skills, creative expression, and responsibility.

WHITE BEAR LAKE
AREA SCHOOLS



Site

Central Middle School

4857 Bloom Ave
White Bear Lake, MN 55110
651-407-7561



Registration Information

The FLEX Program is designed to serve students enrolled in the White Bear Lake Area District. Students enrolled in other districts or private schools may register for the summer program.

Enrollment is on a first come, first served basis.

A student is enrolled in the program when:

1. Online registration through Eleyo is completed. To register go to: whitebear.ce.eleyo.com
2. Payment of a non-refundable registration fee has been submitted.
3. Families receive confirmation through Eleyo that their registration has been accepted.

No registrations will be accepted from families that have outstanding balances from the previous school year or summer program.

Online Registration

All online registrations must be completed and registration fees submitted a minimum of five business days prior to the day you wish to start the program. Registrations accepted on a first come, first served basis. Space is limited. We reserve the right to place your child on a waiting list if we are not adequately staffed.

Registration & Additional Fees:

Early Registration	\$20/summer per child
Registration (annual)	\$30/summer
Contract Change	\$10 per contract change
Returned Check	\$25 per check
Late Payment	\$20 per late payment
Late Pick-Up	\$15 first 15 minutes \$30 after 15 minutes



You are responsible for all costs incurred for your contracted days whether your child attends or not unless we have received a contract change, or withdrawal with sufficient notice.

Family Checklist

- Observe the policies of the FLEX Program.
- Let the staff know if your child will not be attending for the day.
- Sign your child in and out of the program, unless youth is authorized to do so.
- Pay fees on time.
- Share concerns you may have about the program and listen to concerns the staff members have about your child and work through an agreeable solution.
- Inform staff if your child is exposed to a contagious disease.
- Notify the billing & registration clerk by email of any changes in your contract at least two weeks in advance.
- Keep your child's authorized to pick up contact information up to date.
- Share any medical concerns or behavior changes that might impact your child's time at FLEX.
- Read FLEX email notifications and newsletters.

Contracts, Billing & Payment

Contracts

Consistent Contract

You must contract for the same days every week. There is a 3 days per week minimum during the summer. Fees are charged based on enrollment, not on attendance.

Pick Your Days Contract

Families with a Pick Your Days contract are required to register for the days their child will attend through Eleyo. Deadlines are available in Eleyo.

Pick Your Weeks Contract

Families with a Pick Your Weeks contract can register for specific weeks during the summer. You must register for 2 weeks minimum.

Contract Changes and Withdrawals

Families may request a change of contract through the Eleyo system. A \$10 fee will be charged for each contract change. Contract changes and withdrawals from the program can be made online through the 23rd day of the month. Changes/withdrawals after the 23rd of the month, must notify Billing & Registration in order for changes to go into effect within the two week time frame.

Telephone calls or notification to site staff is not acceptable notification

Returned Checks

When a check is returned from the bank for any reason a \$25.00 fee will be charged along with any charges incurred from late payment. More than 2 NSF checks will result in future payments having to be made by cash or certified check.

Check or Cash Payments

Checks made out to Community Services can be mailed or dropped off at the Community Services Office.

4855 Bloom Ave.
White Bear Lake, MN 55110

Please do not mail cash.

Financial Assistance

Partial or total fee reimbursement may be available to qualifying families through Anoka, Hennepin, Ramsey or Washington Counties. For further information contact Think Small: 651-641-6666

Limited financial assistance is also available through our department.

Monthly Billing

Tuition is billed in advance of services. Payment is due by the 15th of the month of service. Payments may be made online through Eleyo or by check.

Electronic Invoices

Bills are emailed the last Friday of the month.

Note: Invoices represent future services rendered

If you do not receive a bill please consider the following possibilities:

- Have you recently changed your e-mail address?
- If you've listed your work e-mail address, does your employer have security filters that block our communication from being delivered?

Since timely payment of your bill is required we ask that you contact Billing & Registration immediately at 651-407-7511 with any billing questions.

Payments

Online Payment via Credit Card or Bank Card Payments can be made through the Eleyo system. All payment information is kept confidential. You may enter bank account information or credit card information all through the secure processing system. Payments can be made at any time throughout the month, but must be made by the deadline in order to avoid late payment fees. You can select one-time payment or enroll in auto-pay.

Late payments

The FLEX Program is self-supported by user fees, therefore, it is imperative that all fees be paid on time. Payments received after the 15th are considered late. A \$20 late fee will be assessed for all late payments. Delinquent accounts are subject to removal from the program, as well as possible collection and/or legal action with associated fees.

Tax Information

All information related to payments to the FLEX program can be found online within our billing system. Please contact the billing clerk at 651-407-7511 for assistance.

Summer Vacation Credit

To receive vacation credit, the FLEX Office must be notified in writing a minimum of two weeks in advance. Only families on a consistent contract enrolled for the entire summer program qualify for vacation credit. The number of days per week of the consistent contract is how many vacation days during the summer a family can receive. Failure to give a two week written notice will result in being charged the normal weekly fee. Credit will be applied to accounts on the last bill of the summer

Safety & Security

Signing In and Out

Youth will be permitted to sign themselves in and out from the program, with signed parent permission. For our summer program, youth must be on site no later than 9:00 AM and will not be allowed to sign out until after 4:30 PM. For our summer program, youth can sign themselves out starting at 5:00 PM. Families can provide this permission when registering for the program through Eleyo or may speak with one of the site staff directly. Students will NOT be permitted to sign out during the day and then return that same day without parent permission.

Early Arrivals

FLEX students and families may not enter the building prior to 6:30 AM in the summer.

Late Pick-Ups

Families are expected to pick up their youth by 6:00. A \$15.00/child late charge will be assessed for pick-up after 6:00 PM. A \$30.00/child late charge will be assessed for pick-up after 6:15PM.

Staff will remain with youth 30 minutes after the program ends. If the staff has not been contacted or is unable to reach anyone listed as an emergency contact, the youth will be released to local law enforcement.

Families should arrange for a friend or relative to pick-up their youth in the event of an emergency. Consistent tardiness in picking up a youth could result in termination from the program.

Communicate Absences

If your child will not be attending you must inform site leadership staff prior to the absence. Communicate in person, by phone, via e-mail or a note at the parent center. DO NOT rely on the school or your child's teacher to inform us.

Release of Information

State law classifies all data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order or certain state statutes authorizing access.

Child Protection

Our staff are mandated by law to report suspected cases of child abuse or neglect.

Med Policy

In order for the FLEX staff to administer medication, families must complete an Authorization for the Administration of Medication At School form. If the medication is to be given for more than ten days, a doctor's signature is also required on the form. Staff are not allowed to administer any medication, including over the counter drugs, without this authorization form on file. Changes in medication dosage will require that an updated authorization form be completed. Medication must be in the original prescription container.

Illness

Ill children cannot attend FLEX. You will be contacted to pick up your child if they show any of the following symptoms:

- Fever
- Vomiting
- Diarrhea
- Symptoms of a communicable disease

Until the family arrives, the child will be separated from other children. The child will rest in a "quiet area" supervised by a staff person.

Technology

There is designated time each day for youth to use tech devices. Youth will be permitted to bring personal devices to the FLEX program, should families permit them to do so. FLEX staff are not responsible for lost or stolen devices. While in the program, youth will follow the district policy on technology usage in the middle schools. A copy of the internet acceptable use policy can be found on the district website at:
<http://www.whitebear.k12.mn.us/pdfs/policy524.pdf>

Shuttling/Transportation

During the summer, a daily shuttle to Central Middle School will be provided for families who would like to drop off at elementary Extended Day sites. Families choosing to access this shuttle should choose this option when registering in the Eleyo program. Parents will be able to sign their older youth in at the elementary schools, and those staff will ensure that they get on the middle school shuttle. The shuttle will leave all elementary site no later than 8:00 AM.

General Information

Field Trips

Youth will plan the majority of the program's field trips, from brainstorming to booking the trip. This experience will engage students in the real-life skills of research, budgeting, and time management. This process will be facilitated by program leadership staff. Youth will make phone calls, learn how to request buses for trips, and make decisions for which trips they will take to stay within the budget and still ensure a trip or two each week. Details on each trip will be provided to families.

Food

Your youth will be required to bring a bag lunch unless otherwise noted. During summer, breakfast, lunch, and afternoon snack will be available. Lunch will not be provided on Fridays, unless otherwise noted in calendars.

Summer Calendars

Calendars given to families at the beginning of the summer are not complete and will be revised as the youth plan their summer. Families will receive weekly e-mails with more information and reminders for the week, and updated calendars will be released throughout the summer.

Pets in the Program

Pets are not allowed in the buildings. If a pet is to be brought into the program, families will be notified in advance so that we can accommodate those children that have allergies or a fear of animals.

Affirmative Action

It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.

Emergency Care

Families will be called in the event that their child requires emergency care. If a parent/guardian is unavailable, those indicated as emergency contacts will be notified. In the event none of the above can be reached and it is an extreme emergency situation, the child will be taken by the police or paramedics to the nearest emergency medical facility.

For safety reasons it is important that you provide current emergency contact information on your child's registration. Should changes occur during the year please inform your site leadership staff immediately.

Behavior Concerns

A serious behavior concern is defined as one in which a child's behavior disrupts the smooth flow of the program, requiring constant one-on-one attention; inflicting physical or emotional harm on other youth; physically abusing staff; or damaging property.

If serious behaviors develop, our goal is to teach youth communication, negotiation, and coping skills they can use to resolve conflicts and manage their emotions to avoid negative behaviors.

If conflicts continue:

- A youth may not be allowed to participate in a particular activity for a period of time.
- The program leadership staff will request a conference with the parents to discuss ways to support the youth's social/emotional development. Other White Bear Lake School District staff may be invited to attend in order to help devise strategies.
- Poor behavior or negative behavior choices will result in loss of privileges, including but not limited to: technology, field trips, etc
- If the unacceptable behavior continues, the youth may be suspended.
- If the situation continues, parents will be expected to remove their youth from the program.

Youth with Different Abilities

Staff will make reasonable changes in programming in order to accommodate the physical and behavioral needs of youth.

Accommodations

FLEX is not designed to provide long term 1:1 assistance for youth. If a youth receives student support in the classroom, has an identified special need or has a behavior plan developed, it is the parent's responsibility to identify their youth's needs on the appropriate forms. An individual conference may be necessary before enrollment is processed. If a youth has a special need, his/her start date will be determined by the program's ability to accommodate the needs of the youth. Failure of families to identify their youth's special needs may result in temporary removal from the program while appropriate accommodations are put in place. Youth whose limitations create a safety issue of unreasonable risk, harm to themselves, others or property may not be able to participate in the program.