



ACES Parent Handbook Summer 2019

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

Welcome to ACES

Welcome to ACES!

We are thrilled you have chosen ACES for summer care for your child(ren) and we are beyond excited for a summer full of fun activities!

At ACES, we recognize that every student is an individual and that's why we are committed to providing an inclusive environment for all. ACES provides everything your child needs to have fun in a safe and well-supervised environment, with caring and professional staff.

All of our locations are Certified Child Care Centers under the Department of Human Services subject to the standards of Minnesota Statutes, [Chapter 245H](#).

Regards,

Samantha Schirmers
ACES Program Coordinator



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www.mankatocer.com

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Community Education & Recreation Director

Program Locations

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: hoooveraces@isd77.org

Jefferson Elementary
100 James Ave, Mankato
Phone: (507) 995-3903
Email: jeffersonaces@isd77.org

Kennedy Elementary
2600 E Main St, Mankato
Phone: (507) 995-5039
Email: kennedyaces@isd77.org

Lincoln Community Center
110 Fulton St, Mankato
Phone: (507) 720-1324
Email: littleaces@isd77.org

Program Components

2019 Days of Operation

- ACES will start on Thursday, June 13th, 2019 and end on Friday, August 23rd, 2019.
- Summer ACES operates from 6:30 am until 6:00 pm.
- ACES sites and Billing Office will be closed on July 4th and 5th.

Program Details

What is Little ACES?

- Little ACES is a “ready for Kindergarten” experience with an enriching assortment of age appropriate social/emotional and literacy activities.
- Little ACES will provide our incoming Kindergarten students with a nurturing environment while carefully guiding them towards the more structured classroom experiences ahead.

What is Summer ACES?

- Summer ACES is for children entering 1st–5th grade.
- 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.



Important Summer Dates

Little ACES Open House:
Tuesday, June 11th @ 5:30pm
**T-shirts will be distributed at the Open House*

ACES Open House:
Wednesday, June 12th @ 5:30pm
**T-shirt pick-up from 5:00–5:30pm*

1st Day of Summer Care:
Thursday, June 13th

Closed for Independence Day:
Thursday, July 4th
Friday, July 5th

Last Day of Summer Care:
Friday, August 23rd

Site Hours

June 13th–August 23rd
Monday – Friday
6:30 am – 6:00 pm
Closed July 4th and 5th

Billing Office Hours

June 3rd – August 30th
Mon–Thurs: 8:00 am – 4:30 pm
Fri: 7:30 am – 4:00 pm
Closed July 4th and 5th

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 the 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 be approved through MN Department of Human Services and complete training in the areas of program standards, child development, health and safety, emergency preparedness. Staff also receive certification in CPR and First Aid.
- ACES locations are Certified Child Care Centers under the Department of Human Services, subject to the standards of Minnesota Statutes, Chapter 245H. Under this certification, ACES adheres to strict guidelines in the areas of health and safety standards, emergency preparedness, staff training, staff to student ratios and maximum group sizes.

Personal Property

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

Child Abuse & Neglect

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

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.*

Termination of Care

Dismissal from the program could result from any of the following:

- The staff and/or parent determines that the program cannot meet the needs of the child.
- The child and/or parent refuses to follow the program policies.
- Invoices/fees are not paid.

Inclusion & Behavior Management 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.

Personal Care Assistants

Personal care assistants (PCA) or other professional staff are welcome during program time to work with students. ACES will need a copy of their background check along with emergency contact information on that person. If the employer cannot provide a copy of the background check, ACES will require a background study to be done at the expense of parents or legal guardians.

During program time, PCA staff need to remain in areas where there is ACES staff supervision at all times. PCA staff need to wear proper identification provided by their employer at all times.

PCA's are welcome to attend field trips on non school days and during the summer. This needs to be approved ahead of time with site supervisors. At this time, there is no additional cost to parents for PCA's to attend field trips.

PCA's may not check students out of the program unless they are pre-authorized pickups noted by parents or legal guardians.

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 parents/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!



Inclusion & Behavior Management Policies

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:

- 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 the 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 Summer ACES program, a new contract must be completed for any child needing care for the 2019 Summer season. 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.

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:



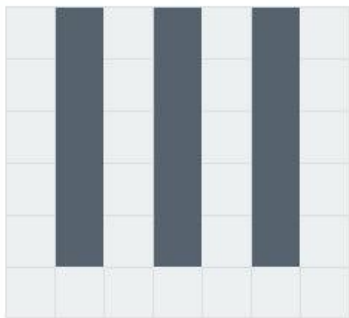
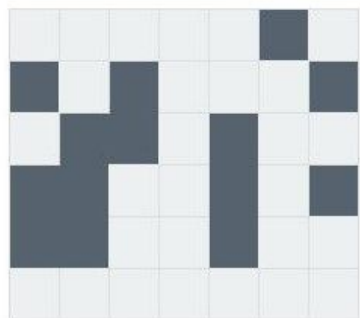
1. **Paper Form:** complete and return to the ACES Billing Office
 - a. Registration fee must accompany the paper registration form
2. **Online:** register at mankato.ce.eleyo.com
 - a. A debit or credit card is required to complete the online registration process
 - b. New families will need to create 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 entering Kindergarten, may register for our Little ACES summer program.
- Children entering 1st through 5th grade, may register for our ACES summer program.
- Each family must pay a \$30.00 registration fee at the time of registration.
 - **This fee is non-refundable.**
- Accounts must be in good standing to register for the summer session.
- Parent/guardian must be able to provide transportation to and from their ACES site.
- 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 5 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 is guaranteed from season to season.

Contract Options & Fees

Option 1	Option 2
<u>Consistent Care</u>	<u>Pick Your Days Care</u>
<p>This option is for families who need consistent full time care. This schedule will repeat on a weekly basis for the duration of the summer.</p> <p>\$135/week (Fees are per child/week) <i>Families must commit to 4-5 days/week for the summer.</i></p> <p>Invoices can be paid by automatic payment or bill me options. Automatic payments requires a credit or debit card. Billing will occur the 1st and 15th of every month.</p> <p>Consistent Care families will receive five vacation days for the summer session.</p>	<p>This option is for families who require a variable weekly/monthly schedule. This schedule can change throughout the summer.</p> <p>\$33.75/day (Fees are per child/day) <i>Families must commit to a minimum of 1 day/week for the duration of the summer.</i></p> <p>Invoices can be paid by automatic payment or bill me options. Automatic payments requires a credit or debit card. Monthly calendars and payments are due by the 15th of the month prior.</p> <p>Pick Your Days Care families are not eligible for vacation days during the summer session.</p>
<p>Fees are due in advance by the 1st and 15th 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. Calendars and/or payments received after the deadline will be charged a \$15 late fee.</p>
<div> <input type="radio"/> Consistent Schedule </div>  <div> <p>Pick the same days of the week for every week.</p> </div>	<div> <input type="radio"/> Pick Your Days </div>  <div> <p>Pick a varied schedule of specific dates.</p> </div>
<p>Changes to contracts can be made without penalty until the May 3rd, 2019 registration deadline. After the deadline, a contract change form must be completed and the 2 week notice will be required.</p>	
<p>A program of Mankato Area Public Schools Community Education & Recreation Department</p>	

Billing & Payments

Important Billing & Payment Information



- Monthly invoices are sent via email.
- Fees are due in advance.
 - 1st & 15th 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 11 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
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. As payment information is considered private and confidential, tax information will only be available to the owner of the account. *ACES will not add or remove owners/payers to tax documents.*

Contract Changes & Withdrawals

Contract Changes:

Contracts will remain in effect for the duration of the summer, unless a Contract Change form is submitted to the ACES Billing Office. Contract changes will go into effect two (2) weeks from the day the form is received. Verbal notification is not sufficient. Changes involving additional care can be accepted only if space is available.

Contract Change Fees:

Account owners are responsible for tuition based on the current contract until the change goes into effect. Contract changes are subject to a \$15.00 processing fee.

Submitting a Contract Change:

- **To submit a contract change through the ACES website:**
Go to www.mankatocer.com. From the ACES School Age Child Care page, select "Contract Change Forms" from the list of options. Select the "Online Change Form" and complete the google form.
- **To submit a contract change through your online ACES Account:**
Go to www.mankato.ce.eleyo.com and login to your account. Under "Explore All Programs", select "ACES School Age Child Care". Select the contract you would like to change. *If you have more than one child, you'll need to complete these steps for each child.* Click the blue "Change Schedule" button on the left hand side of the screen. This will allow you to modify your child's current schedule. When finished, click "Submit Contract Schedule Changes".

**Please note, if invoicing for that month has been completed, the system will not let you choose any date prior to the first date of the following month. After submitting your request, contact the ACES Billing Office if you would like the change to go into effect before the date listed in the system.*

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.

Submitting a Withdrawal:

- **To submit a withdrawal through the ACES website:**
Go to www.mankatocer.com. From the ACES School Age Child Care page, select "Contract Change Forms" from the list of options. Select the "Online Change Form" and complete the google form.
- **To submit a withdrawal through your online ACES account:**
Go to www.mankato.ce.eleyo.com and login to your account. Under "Explore All Programs", select "ACES School Age Child Care". Select the contract you would like to withdraw. *If you have more than one child, you'll need to complete these steps for each child.* Click the red "Withdraw Contract" button on the left hand side of the screen. Enter your child's last day of attendance and click "Request Withdraw".

Vacation Days & Absences

Parents are responsible for time reserved not time used, however families are eligible for a vacation day credit 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. Vacation Request Forms may be found on the [ACES website](#).

Vacation Day Credits

During the summer session, families with consistent care contracts will receive five (5) vacation days per child. To receive credit for a day that your child will not attend ACES, you must notify the ACES Billing Office per the Vacation Request Form *at least 5 business days in advance*. The forms are available online on the ACES website. 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.



Summer School Credits

For attendance and accountability purposes, please notify the ACES Billing Office if your child will be participating in summer school. Families of summer school students may also be eligible for a summer school credit; the credit will be applied at the end of the summer session. If you have a child who has been recommended to attend a summer school program, be sure to speak with your child's classroom teacher about transportation.

*Some field trips may interfere with the summer school schedule.

Absence

Notify your ACES site by phone or email if your child will be absent at any time for any reason. Tuition is not refunded for sick days or other absences.



Illness

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.

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 the information given at the time of registration. These forms can be found on our website at 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:

During Summer Session-

As a result of the absence of district authority regarding the cancellation of the programs due to inclement weather and or/natural disasters, the Community Education Director will be the defining authority during that time. During off site field trips, travel decisions will be made at the discretion of the Program Coordinator and the bus company/drivers.

Hot Weather Procedure-

ACES cannot guarantee that our rooms will be air conditioned during the summer. We will make every effort to utilize air conditioned space in the buildings where it is available. On days when the heat index is high, ACES will limit the amount of time spent outdoors, provide extra water breaks and try to include water related activities to the day's schedule.



School Closing, Delays or Early Release Notification:

- **ACES Facebook Page**
www.facebook.com
- **Community Ed & Rec Website**
www.mankatocer.com

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 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 per child. Continued late pick ups may result in removal from the program.

Electronic Devices Policy

Effective July 9, 2019, student use of personal electronics such as cell phones or smart watches are prohibited at ACES. Personal electronic devices brought to ACES are required to be placed in student lockers, backpacks, or given to the Site Supervisor for safekeeping during program time. Students are allowed to wear smart watches at ACES as long as the device remains off during program time.