



**EAGLE ZONE**  
School Age Care

**SUMMER  
PARENT  
HANDBOOK**  
**2020 SUMMER PROGRAM**

**Eden Prairie Schools**  
**Eden Prairie Community Education**  
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*Subject to change at any time with written notice to families*

# Eagle Zone Overview

## Eagle Zone Mission

Eagle Zone will provide a fun, safe, and enriching environment that is respectful and inclusive for youth in Kindergarten through 6th grade.

## Philosophy

We strive to provide a safe, engaging program where children have the freedom to explore their interests, be active and socialize with their peers. Eagle Zone is committed to providing a fun, safe, and enriching environment that is respectful, inclusive, and nurturing in order to promote the love of learning during out of school time programs.

Eagle Zone will:

- Establish a program that fosters a sense of belonging for all who are involved
- Encourage students to explore their personal interests and individual strengths
- Provide meaningful engagement between students and staff
- Continuously introduce new activities that allow children to have fun and experience new things
- Foster social, academic, physical and emotional development for all children involved
- Establish connections between families, community members, school staff and children
- Cultivate a culture that provides a positive educational experience for all involved

## COVID-19 Information & Addendum

In order to maintain the health and safety of staff and students during the coronavirus pandemic, changes are being made to the 2020 Summer Program. As we continue to prioritize the safety of all children and staff, and plan to provide the safest environment possible, our program will be following guidelines set forth by MDE, MDH and the CDC. We will practice social distancing and align with the state safety recommendations. By submitting a contract for registration, you are acknowledging your agreement to the policies of the program, including policies related to the guidelines provided by MDE, MDH and the CDC. **If at any point, you do not to adhere to the policies in this handbook, including the COVID-19 policies, your contract will be removed and care will be ended.**

**For more detailed information specific to the policies related to COVID-19, please review the Summer Parent Handbook COVID-19 Addendum.**

## Registration Fees & Daily Cost

A one-time registration fee is charged at the time of registration. The fee scale is as follows:

\$35 for 1 child, \$50 for 2 children, \$60.00 for 3 children or more

**Daily Standard Rate:** \$49.00/child, per day. Registration must be submitted 7 calendar days prior to the anticipated start date (first day of care). There are NO drop-in days for the 2020 summer. Care must be scheduled at least 7 calendar days prior to the date that is being added to the contract.

There is a minimum of 4-days a week, and minimum of 5 weeks of the summer when submitting a contract.

## Where to Register

This summer, Eagle Zone will be hosted at all of the elementary sites. Please register at the school that your child attends during the school year, or your neighborhood school. If neither apply to you, you can select the school of your choice. Based on enrollment numbers and social distancing requirements, we may need to move your enrollment to another site.

## Items to Bring to Eagle Zone

Program participants are asked to bring various items to Eagle Zone for the 2020 Summer:

### **Water Bottle Labeled with Child's Name**

Drinking fountains will not be available, but the water bottle refilling stations will be. Please have your child bring a water bottle each day.

### **Lunch & Beverage**

A dry lunch and beverage should be brought to Eagle Zone everyday, unless otherwise noted ahead of time by program staff.

### **Optional Additional Morning & Afternoon Snack**

A morning and afternoon snack will be provided by Eagle Zone, but children wishing to have an additional morning/afternoon snack should bring one with them.

### **Appropriate Clothing for Outdoor Play**

Children should ALWAYS have appropriate clothing for outdoor play. There will be no field trips for the summer 2020, so we will be using outdoor spaces and spending time outside every day (weather permitting).

### **Appropriate Clothing for Arts & Crafts**

Children should ALWAYS have appropriate clothing for arts & crafts projects as we will continue to introduce activities and projects that allow students to explore their creativity and imagination through art.

# Activities Offered by Eagle Zone

## Daily Activities

- Outdoor Activities and Gym Time will still be taking place at Eagle Zone
- Quiet Enrichment Activities (Reading Corner, Drawing, etc.)
- Coordinated Activities (Arts & Crafts Projects, STEM Experiments)
- Social Interaction/Social Skill Building Activities
- Creative Thinking Activities (Building with Manipulatives and Giant Blocks)
- Distance Learning Support for Targeted Services

## Special Events

- Theme-Based Days and Weeks (Disney Themes, Board Game Themes, Superhero Themes)
- Special Event Activities (Scavenger Hunts, Water-Balloon Toss Contest, Bingo, etc.)
- Service-Learning Activities
- Leadership Games

# Enrollment In Eagle Zone

## Required Process

Families will be required to sign-up for Eagle Zone through our online registration system and database. This allows for quicker and more accurate information gathering, which leads to high-quality youth programming.

## Required Forms & Payment

When enrolling in Eagle Zone, the following is required at the time of registration:

- Eagle Zone Contract
- Registration Fee

## Required Minimum Enrollment & Advance Notice

During the summer of 2020, Eagle Zone will require a minimum of 4 days per week, and a minimum commitment of 5 weeks throughout the summer.

Schedules are created by picking 4 or 5 days each week, and then selecting at least 5 weeks in the summer at the time of registration, prior to submitting a contract. This is done through our online registration system.

Additional days can be added if needed by submitting a schedule change notice. All schedule change notices must be require an advance notice of seven calendar days prior to the first day of care that is being requested within the change of schedule notice. The schedule change must be APPROVED, prior to it taking effect. Families will receive an email notification when the determination has been made for the schedule change. A determination is typically made in 2-3 days following the submission of a schedule change notice.



# Summer Calendar

## 2020 Summer Calendar



### JUNE 2020

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### JULY 2020

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### AUGUST 2020

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- Eden Prairie Schools School In Session
- Eagle Zone Closed for Summer Program Preparation & Staff Trainings
- Eagle Zone Closed for Building Cleaning/Maintenance
- Eagle Zone Closed for District Building Cleaning & Fall Preparation/Maintenance
- All District Staff Trainings & Workshops

Eagle Zone is a program of Eden Prairie Schools Community Education

## Accommodations

Eagle Zone welcomes individuals of all abilities. The program will provide reasonable accommodations if needed, to make physical and social integration successful. Your start date may be dependent on the implementation of these accommodations. As necessary, Eagle Zone will be able to provide additional staffing to ensure successful accommodation.

# General Policies

## Data Privacy

Eagle Zone complies with data privacy laws. Eagle Zone will give to and receive information from school staff; to the extent, it is educationally relevant or relevant for childcare purposes.

## Children's Belongings & Clothing

A child should be adequately dressed for both indoor and outdoor activities. In addition, it is strongly recommended that:

- All belongings are labeled with the child's name
- Children are responsible for their belongings and only bring necessary belongings
- Children and parents check the lost and found area periodically for missing items
- Children should leave all toys and electronics at home, unless information has been provided by Eagle Zone staff indicating the importance of bringing such items
- Children should not bring money to Eagle Zone, unless notified differently by Eagle Zone staff

\*Eagle Zone, Community Education and Eden Prairie Schools are not responsible for lost, stolen, or damaged items. Children should leave all toys, valuables and non-essential items at home.

## Use of Photos

As part of Eden Prairie Schools, Eagle Zone will use photos for school-approved publications, such as calendars, newsletters, flyers, brochures or related items. Parents who do not wish for this information to be released must indicate their preference on their registration. Eagle Zone does not give out photos or directory information to third parties. Photos will be used to promote the Eagle Zone program, Community Education, and/or Eden Prairie Schools.

## Weather Related Closing

The following weather policies apply to Eagle Zone:

- In the event of severe weather, communication will be sent to parents via email. If children need to be picked up, or program is going to be closed, that communication will be made via email. If the communication method for weather notifications changes, all parents will be notified.

**\*No refunds or credits will be given for closings that are a result of the weather.**

# Sunscreen & Bug Spray Policy

The following sunscreen policies apply to Eagle Zone:

- Eagle Zone will provide bulk sunscreen.
- If parents prefer that their child brings their own sunscreen, it must be labeled with first and last name.
- Staff are not allowed to apply lotion sunscreen to children.

The following bug spray policies apply to Eagle Zone:

- Eagle Zone will not provide bug spray nor will staff apply bug spray.
- Children are welcome to bring bug spray to the program and apply it themselves.

## Behavior Management Guidelines

### Staff Expectations

All Eagle Zone staff are expected to, and accountable for:

- Acting as positive role models
- Establishing, communicating and enforcing age-appropriate behavior expectations
- Involving the child in working out solutions that the child may be having
- Providing natural consequences for unacceptable behavior (i.e. loss of privilege)
- Communicating with families if the behavior continues, or is severe

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

### Children Expectations

Eagle Zone will abide by the policies of behavior management established by the Eden Prairie School District. 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

Eagle Zone 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.

### Examples of behaviors that are not acceptable at Eagle Zone (not limited to):

- Physical encounters that hurt another child or staff
- 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
- Leaving the program area or group without permission
- Stealing or vandalism to school or personal property
- Invading, using, or taking other people's property without permission
- Any behavior that interferes with other children's ability to take part in program activities and/or events



**The following procedures will be used when children display unacceptable behavior:**

- 1. Warning:** A verbal reminder of the rule or inappropriate behavior will be given by staff, once only.
- 2. Redirection:** Children may be directed to leave any area if they display unacceptable behaviors.
- 3. Thinking Time:** Children will be asked to take a “think time” and sit quietly for a few minutes if their behavior continues or they are not following staff expectations discussed through other behavior guidance procedures. Behavior that threatens the safety of others will result in a separation from the group or area without a warning.
- 4. Cooperative Behavior Modification:** Staff will discuss with children before they return to the group or activity the situation and what happened, acceptable alternatives to their behavior, what they could do differently next time, and why it is important to make the appropriate choice.
- 5. Parent Notification:** Phone calls during the program to the parent may be necessary at the discretion of the staff.

If the behavior is severe, possible suspension or termination from the program, referral to police, juvenile authorities, or community agency may result. Examples of severe behavior include, but are not limited to: aggressive behavior; possession of drugs, alcohol, tobacco, weapons or unsafe objects; harassment of any form; stealing; destruction of property; repeated refusal to cooperate; profane/curse/vulgar language; unsafe activities (i.e. leaving grounds without permission, behavior endangering others, etc.).

## **Child Abuse & Neglect**

All Eagle Zone staff are mandated by law to report any suspected cases of child abuse, neglect or any form of child endangerment.

## **Dismissal**

Failure to comply with the terms of the Eagle Zone Summer Handbook may result in termination of childcare services.

## **Parent/Guardian Grievance Procedure**

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

- 1 - Share your concern with the site staff, by sending your concern in writing to the site email, or letting a Program Lead know at drop-off or pick-up. You may also call the site.
- 2 - If it is not resolved, please contact the Director of Youth Programs to discuss the grievance.
- 3 - If it is still not resolved, please contact the Director of Community Education to discuss the grievance.



# Attendance Policies

## Sign-In & Sign-Out

Parents are required to sign children in every morning and out every afternoon. This is a safety procedure designed to protect your child. Failure to sign your child in or out of Eagle Zone may result in a suspension of care. For the 2020 summer staff, will verify the parent picking-up through photo ID.

## Authorized Pick-ups

You may be asked to provide identification when you arrive to pick your child/children up. This will occur until staff has become familiar with you and the people you have authorized to pick them up. The safety of your child/children is our biggest concern, so please be patient if you encounter a staff member who does not recognize you.

You must provide permission for anyone other than a parent/guardian to pick up your child. When you register for Eagle Zone on Eleyo, you will be asked to name persons authorized to pick-up your child. You can add authorized individuals for pick-up on Eleyo as you need. ***Keep in mind, staff will always ask for photo identification from anyone unfamiliar attempting to pick up a child. If you have an authorized individual picking up your child/children in your place, please ensure they have a form of photo identification with them.***

**Unless Eagle Zone has legal documentation on file that limits a parent's right to pick up a child, staff will release the child to either parent.**

## Late Pick-up Procedure

Eagle Zone ends at 5:30 PM and all children are expected to be picked-up by 5:30 PM. If an emergency delays you, and you are going to be late picking up your child/children, please make alternative plans for an authorized individual to pick up your child on time. Also, please make sure to call program staff immediately to notify them of the situation. In the event that your child is still in the program after closing, and the staff has not heard from you, the following steps will be taken:

- **First** - Attempt to reach parents/guardians, using all the numbers provided
- **Second** - Call the individuals listed as Emergency Contacts and Authorized Individuals for Pick-Up
- **Third** - If it is 6:00 pm and staff have not been contacted, and no one listed in the above roles can be reached, children may be released to the local police department

A late fee of \$1/minute per child will be assessed beginning at 5:30 PM, and this fee will appear on your next invoice. Continued late pick-up will result in a warning and then could result in suspension or termination of childcare services.

## Unscheduled Absences

Parents/guardians are responsible for letting the site staff know if and when a child will not be attending on a scheduled day. We take the safety of your child seriously, and our staff are trained to follow appropriate procedures to locate a student who is scheduled to be at Eagle Zone but is absent. Searching for absent children can result in program interruptions for staff and other children.

You may notify site staff by email, text message or voicemail. Please contact your site to get the direct contact information, including the cell phone number for the site in which your child is attending.

# Illness & Injury Policies

## Excluding COVID-19

**COVID-19 Policies can be found in the Parent Handbook COVID-19 Addendum**

### Illness & Sending Children to Eagle Zone

Eagle Zone follows the district policies regarding absences for illness. It is expected that parents will be familiar with these policies for individual illnesses on the district website. This includes keeping students at home if they exhibit any of the following symptoms:

- If the student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If the student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
- If the student has inflamed eyes
- If the student has a severe cold, sore throat, or bad cough

### Handling Illness/Injury

Eagle Zone makes every effort to maintain a safe environment for children. Staff members are trained in CPR, first aid and crisis management. If a child has a minor injury, first aid will be administered and a family member will be informed. When a child is unable to remain in the program due to illness or injury, a parent or emergency contact will be notified. Please make sure that the listed emergency contacts are up to date in Eleyo.

If first aid is administered by Eagle Zone staff, and parents are notified, it is up to the parent to decide whether or not a doctor should be contacted. In the case that the parent wishes for the child to visit a doctor, an authorized individual for pick-up is required to pick up the child and provide transportation to visit the doctor. At no point will staff be allowed to transport a child in their personal vehicle. If an injury occurs on a field-trip, and it is not considered to be an emergency, a parent/guardian will be required to pick up the child if there is a need to see the doctor. In the event of an emergency, staff will notify emergency services, and 9-1-1 may be called prior to parental notification.

### Medication

When necessary, Eagle Zone will administer prescription medications. Eagle Zone staff may be able to administer medications when all of the following conditions are met, as according to school district policy:

- A medical permission form signed by the parent and doctor is on file with Eagle Zone
- Medicine is brought in the original container with the child's name, directions and appropriate dosage clearly marked
- Parents must provide emergency medication to Eagle Zone staff, along with the completed medication form. Staff will then be trained in how to administer the emergency medicine.



# Registration & Financial Policies

## Registration Fee and Billing

A non-refundable registration fee is required for each child registering for the program. The registration fee is charged once the contract is accepted. The fee is based on how many children are being registered. If a child is withdrawn and re-started in the same school year for behavior related reasons, the registration fee will again be applied.

## Billing & Invoices

Billing is done monthly. Invoices will be sent out around the first week of the month for the care that was provided the month prior. Payments are due on the 15th of each month. June bills will be sent out around the first week of July and will be due on July 15th. That covers care that will be provided by Eagle Zone in the month of June. Fees are based on the days and program components that a child is registered for, not based on attendance. Additional fees accrued throughout the month will be added to the next invoice.

## Forms of Payment

The required form of payment is automatic monthly billing. Parents must enroll in the Auto Payment option through the registration management website, Eleyo. If you are unable to sign up for Auto Payment, you must contact the Community Education office at (952) 975-6953. Credit or debit payments will be accepted by VISA, MasterCard, Discover or American Express.

## Late Payment

Full payment of tuition is due on or before the fifteenth of each month. A \$15 late fee will be assessed to accounts if a payment has not been received by the 15th of the month. Automatic payments are required to ensure timely payment. A \$20 failed payment fee will be applied if your automatic payment fails for any reason.

**Accounts not paid in full will result in a suspension of care at the end of the last business day of the month in which the bill was due. The suspension of care will remain in effect until payment in full is received.**

## Changes to Your Schedule

The deadline to make changes to your schedule that was entered at the time of registration for which a child will be attending Eagle Zone is one week (seven calendar days) prior to the date the change is needed, this includes a termination of a contract. Once the changes have been reviewed, a notification will be provided via email confirming the changes. All changes/terminations must be completed through the online portal of your account on Eleyo.

## Drop-In Days

**Drop-in days are unavailable for the 2020 Summer Program.**

## Person Responsible, with Multiple-Party Payment

Please note that the person listed as responsible for the bill must ensure that all payments are made according to the agreement in place. If multiple people are contributing to the tuition, it is the person listed on the registration form who is responsible for the timely payment of the bill. Auto Pay election allows families additional flexibilities for multi-party payments.

## Receipts

All payment receipts are available in Eleyo. If other information is needed for a Flexible Spending Plan, you can contact Eagle Zone at (952) 975-6953)

# Responsibilities of Participants

## Eagle Zone Staff Responsibilities

- Provide a safe, positive and enriching environment
- Support the developmental needs of students
- Provide a caring environment, showing respect for all children
- Build healthy relationships and be excellent role models
- Keep parents informed through regular communication
- Maintain Social Distancing and Follow Social Distancing Guidelines

## Eagle Zone Children Responsibilities

- Have fun!
- Make safe and healthy choices
- Try new activities and explore interests
- Make new friends and interact with other children
- Follow school district and site behavior guidelines
- Maintain Social Distancing and Follow Social Distancing Guidelines

## Eagle Zone Parent/Guardian Responsibilities

- Abide by the terms and policies of the Eagle Zone Program
- Keep your child's records complete and up-to-date
- Share information with Eagle Zone staff members about your child's needs
- Inform the Eagle Zone site staff when your child will not be in attendance
- Inform staff if someone other than those authorized will be picking up your child
- Stay informed by reading the handbook, emails, Family Information Area, posters and other information about events and Eagle Zone updates
- Display appropriate behavior while on-site
- Maintain Social Distancing and Follow Social Distancing Guidelines