



Family HANDBOOK
Compass Educational Programs

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Welcome

We welcome you and your child to Compass Educational Programs. We strongly believe that open communication between families and our team is essential to fully meet your child's needs. We look forward to developing positive relationships.

Compass Educational Programs is committed to making a positive impact on children by providing well-trained professionals and a loving, Christian-based educational environment which helps foster growth and development in every child.

The purpose of this handbook is to share information with families, to promote understanding of our programs, and to foster a spirit of cooperation between families and our Compass Team. We hope you will find it useful as an orientation to both our policies and services.

If you have any additional questions, please reach out to your Compass Site Director.



Mission

Compass Educational Programs offers quality preschool as well as warm and welcoming before- and after-school cares on school campuses. Our mission is to provide each child with high-quality learning in a safe and loving Christian environment. Our programs strive to be an extension of the family setting, designed to give parents a support system, educational choice, and peace of mind.

Philosophy

Compass focuses on educating the whole child through varied, purposeful, and experiential learning. We believe that educating the whole child includes spiritual, emotional/social, intellectual and physical learning.

Compass offers a learning environment that is safe and relaxed for children and families. We believe that children need to feel safe both physically and emotionally to learn and grow to their full God-given potential.

Compass strives to be an extension of the family setting. We believe that parents need to be involved in the lives of their children throughout the day. Parents are welcomed and encouraged to visit and participate as their schedules allow. Parents are strongly encouraged to be involved in special activities and events as well as daily learning activities. Our programs will celebrate and incorporate the background and cultures of each family in our Compass community.

Compass is a faith-based program. We ground all teachings in the Word of God. We believe that God created each child with special and unique gifts and loves each child unconditionally. We integrate biblical teaching into all aspects of our day, with intentional time for learning from God's Word. We pray that our children will be confident in who they are, understand their responsibility for their own actions, and encouraged by the love that Jesus has for them.

“LET THE
LITTLE CHILDREN
COME TO ME.”

- Matthew 19:14

Our Statement of Beliefs

The Bible (Old & New Testament)

We believe the Bible is the inspired, infallible, authoritative Word of God, without error in the original languages.

God

We believe in the One true God in three persons: the Father, the Son, and the Holy Spirit known as the Trinity or Triune God.

Jesus

We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His victorious and atoning death, His bodily resurrection, His complete conquest over the power of Satan, His ascension to the right hand of the Father, and His sure return.

The Holy Spirit

We believe in the present ministry of the Holy Spirit, by whose indwelling Christians are enabled to live Godly lives.

The Church

We believe the Church consists of all those who truly believe in Jesus Christ and His atoning death, and who trust in Him as their personal Lord and Savior. We believe in the spiritual unity of all that believe in the Lord Jesus Christ.

Salvation

We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.

Heaven and Hell

We believe in the eternal destination of both the lost and the saved. The lost unto eternal damnation; the saved unto eternal life.

Enrollment

Compass Educational Programs were created to complement the education a child receives during the school day. For parents who are seeking faith-based educational enrichment for their child, Compass provides a safe and loving support system with peace of mind.

Compass Educational Programs offers preschool as well as before- and after-school care. **Check with your campus for available programs.**

Non-Discrimination Clause

Compass Educational Programs admits children of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities made available to children at the site. It does not discriminate based on race, color, or national and ethnic origin in administration of its educational policies and admissions policies.

Disclaimer

Compass reserves the right to refuse service to any child either prior to admittance or after admittance if the children and/or parents present problems, if the child has special needs that cannot be met, or if the parent does not fulfill financial obligations to Compass Educational Programs. Rude and abusive behavior by parents and/or children toward any Compass staff member will not be tolerated and could result in disenrollment.

Admission Requirements and Policies

A child's place is reserved at Compass Educational Programs after enrollment forms and subsequent paperwork has been completed and approved, and the initial balance due is received. The initial balance due is the sum of the registration fee per child, and any other fees that the site requires. Please check with your site director for initial payment. The preferred method of payment is automatic collection with Tuition Express using a debit or credit card.

Emergency Contacts

Compass must have on file at least two emergency contacts in addition to parent/guardian contact information. Contacts must have name, address, and telephone numbers. Please note that the emergency contacts must be different than the parent/guardian.

Wait List

Once the program is filled, applications are dated and placed on a wait list. Should an opening occur, it will be filled from the wait list pool with priority

given to the following: 1) Employees 2) Siblings of currently enrolled children 3) New enrollment children.

Withdrawals

Parents may withdraw their children with a one-week notice without any fees beyond the payment of the current balance. However, parents must notify the Site Director via phone or in writing of their intention to withdraw or they will be subject to additional fees.

Reinstatement

Children may be reinstated at any time providing there is space available and all accounts are current and in good standing.

Compass After-Care Tuition

Please visit or call the Site Director or Front Office for a tuition cost.

Tuition Assistance

Compass Educational Programs are Department of Economic Security provider programs. Please note, DES food stamps or medical benefits do not qualify. Parents must be approved for DES Child Care benefits.

After-Hours Pick-Up and Fees

After-care ends daily at 5:30 p.m. A \$5.00 fee per minute is charged to families who pick up after 5:30 p.m. If late pick is a persistent problem, Compass reserves the right to withdraw a child from our program. If we are unable to reach anyone after 5:45pm, or if a child is still with us at 6:00 p.m. we will call the local police department and Child Protective Services and report the child as an abandoned minor.

Payments

Tuition and fees are charged on a weekly basis. For families receiving tuition assistance, tuition is the same flat rate regardless of holidays, vacations, and absences. All state assistance parent portion co-pays are due each week.

Refund Policy

Compass requires a one-week notice before withdrawing a student from our programs. If parents fail to give proper notice, they will be charged their regular fee for the upcoming week. Any credit on file will be used as payment towards their invoice.

Staffing

The entire staff at Compass Educational Programs are dedicated in providing a loving care and a high-quality after-school learning environment for your

child. Our staff meet the requirements mandated by the state licensing agency and a copy of our license can be viewed by the office. Every staff member has completed a background check. There will be at least one staff member who is CPR and First Aid certified for every 10 children on site, per state requirements.

Preschool Lesson Plans and Aftercare Schedule

Preschool lesson plans and Aftercare daily schedules are posted in the foyer and in the classroom.

Christian Character Formation Project

As faith-based programs, Compass staff will provide weekly Christian character lessons through-out the year, using the following virtues: Diligence, respect, courage, integrity, responsibility, self-sacrifice, and justice. Through this program, personal character is nurtured within the larger context of Scripture and the fulfillment of God’s given plan for children in the classroom, in their families, and in their communities.

Snack and Healthy Eating-Aftercare only

Healthy meals and snacks will be provided for each child consisting of a proportioned snack and 100% juice, milk, or water. Please list any special dietary needs on the application and communicate with Site Director.

Classroom Behavior Management

COMMUNICATION: The following steps are to be taken for clear communication: When a problem arises, the parties directly involved need to meet privately to seek a God-honoring solution. Most problems can be solved at the “two-person” level. Confidentiality is critical. Please direct classroom issues to the proper care provider.

1. If a satisfactory resolution cannot be reached, then the two should agree to share the problem with the director.
2. The decision of the director should be considered final, except in rare cases where the director believes that the issue should be brought before the Compass board for resolution.

If a parent would like to talk with one of our staff, they must call the office to schedule a time to meet. The staff person will make every effort to return the call and schedule an appointment within 24 hours.

Bill of Rights for Compass Aftercare Programs

- Teachers have the right to teach without interference.
- Students have the right to learn without interference.
- Support staff has the right to perform their duties for the school without interference.
- All have the right to be treated with dignity and respect.

Arizona State Law

- Pupils shall comply with the regulations, pursue the required course of study and submit to the authority of the teachers and the Governing Body (ARS 15-841).
- Continued open defiance of authority, habitual profanity, vulgarity, or excessive absenteeism constitutes good reasons for expulsion (ARS 15-841B).
- A pupil who defaces or otherwise damages school property may be suspended or expelled (ARS 15-842A).
- Parents or guardians of minors who have damaged school property shall be liable for all losses caused by their children or wards (ARS 15-842B).

Behavior Management

Communication

The following steps will be taken for clear communication when problems, questions or concerns arise.

- When there is a problem, the parties directly involved need to meet privately to seek a God-honoring solution. Most problems can be solved at the “two-person” level. Confidentiality is critical.
- If a satisfactory resolution cannot be reached, the two parties involved should agree to share the problem with the Site Director.
- The decision of the Site Director should be considered final, except in rare cases where the Director believes the issue should be brought before hi

Discipline

Conflict provides a wonderful opportunity to help children develop problem solving skills, such as brainstorming, negotiation, and compromise. The following are some discipline methods which will be used.

- The site director, staff and group leader will aid children in using a “Stop and Think” method of making appropriate choices. This may involve the direct intervention of an adult, or re-direction to another activity.

- Sometimes removing a child from a group activity for a brief time can bring about a successful outcome. Children will not be removed for longer than one minute per year of their age (for example a six-year-old will be removed for a maximum of six minutes).
- Behavioral problems or personality conflicts may require a child to be moved from one group leader's class to another, at least temporarily. If behavior is extreme, the child may need to meet with the site director.
- Serious behavior problems will be reported to parents and may require a conference with the site director, being sent home for the day, or dismissal from the program.

Behavior Standards

Confidential Reporting

Children and parents have the right to confidentially report in writing to the Compass site director, group leader, or other staff member, instances of bullying, harassment, and intimidation. These reports will be shared with the Compass administration to ensure appropriate steps can be taken so that all children have a learning environment that is emotionally, mentally, and physically safe.

Problem Areas

The following definitions will be used in discipline reporting:

- Defiance: Refusal to comply with reasonable requests of Compass personnel and their authority
- Lying: Giving of false information calculated to mislead*
- Continuous, disruptive noises: Making noise in such a manner as to purposely disrupt the learning environment
- Graphic representation: Graphic images created by a child that are antithetical to the character expectations at Compass Educational Programs including, but not limited to, inappropriate drawings, sketches, comics, etc. depicting unacceptable or violent images*
- Bullying: Treating others with disrespect and purposeful intimidation*
- Threats and verbal abuse: Statements or actions that intimidate or injure another person
- Forgery: Writing and using the signature or initials of another person
- Gambling: Participating in games of chance for exchanging money or individual property
- Theft: Taking or concealing property that belongs to others

- Destruction or defacement of property: Destroying or mutilating objects or materials belonging Compass Educational Programs, the facility, Compass personnel or other persons
- Trespassing: The unauthorized presence on a campus (If the person refuses to leave upon request, it is a violation of state law). *
- Fighting: Engaging in or threatening physical contact or verbal abuse for inflicting harm on another person *
- Physical assault: Physical attack of one person, or of a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack
- Sexual harassment: Sexual comments, notes, insults, or inappropriate touching from one person to another *
- Arson: Intentional burning of property*
- Weapons: The possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person *
- Extortion: The solicitation of money or something of value from another person in return for protection or about a threat to inflict harm *
- Explosive devices: The use, possession, or sale of explosive devices (including bullets) *
- Drugs/alcohol/tobacco: All children are prohibited from possession, use and distribution of all drugs (non-prescribed, over-the-counter, prescribed), alcohol, and tobacco (any type) on Compass site or during any Compass-sponsored event or activity on or off campus *

*These problem areas also violate state law. For minor offenses, Compass officials may need to notify appropriate police authorities. For serious offenses, Compass officials are **required** to notify appropriate police authorities.

Consequences

Children who become involved in areas of problem behavior will be subjected to certain consequences. Depending upon the problem, its frequency and intensity, one or more of the following consequences may be issued:

Emotional First-Aid: An informal talk between the child, Group Leader and one or more Compass staff. During this conference, the child must agree to correct his/her behavior.

Short Program Suspension: Parents are notified via telephone, letter or in person that their child may not attend the Compass Program for 1 to 5 days. The child will be allowed back into the program when the

suspension is complete. Refunds are not given for days children are suspended.

Long Program Suspension: In the case of serious behavior problems, scholars may be given a long suspension. Parents will be notified in-person, via letter, telephone or in-person contact. This may include a month or a semester of suspension. Families will not be refunded for money paid for the current month but will not be charged for additional months, if they have paid in advance they will be refunded for the additional months. Children will only be admitted back to the program when a conference has been held between the parent, site director, and the child. A completed behavior contract must also be on file for the child to return.

Disenrollment: The child is notified that he/she is subject to expulsion on the day of the incident. The child and parents are informed in writing of the expulsion within three days of the incident. Parents will be given the right to speak with the Regional Director before a final decision is made.

Search & Seizure

Children possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the program's responsibility to protect the health, safety and welfare of all children. Compass staff may conduct searches when they have reason to suspect that the health, safety or welfare of other children may be in danger. Any Compass staff making a search or a seizure will follow these guidelines:

- General searches of Compass property (including personal items found in and on Compass property) may be conducted at any time when there is reasonable cause for staff to believe that something that violates the law or Compass rules is on the property. This search of the property may be made without the child being present.
- Illegal items (firearms, explosive devices, weapons, tobacco, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety and security of others or might possibly interfere with Compass Educational Programs purposes may be seized by staff.
- Items that are used to disrupt or interfere with the planned activities at Compass may be temporarily removed from a child's possession.
- A child may be searched by Compass staff when there is reasonable cause to believe that the child has on his/her person illegal items or other items that may interfere with program purposes.

- Compass staff may search motor vehicles parked on Compass property when there is reasonable cause to believe the health, safety, or welfare of children might be in jeopardy.

Facilities

Upon enrollment, parents will be provided program specific information regarding hours of operation, holidays, tuition costs, and the procedures for entering and exiting Compass Educational Programs.

Drop-Off and Pick-Up

All children must be escorted into and out of the building by a parent, guardian or authorized adult. In cases of documented disabilities, the child may be escorted by staff to the parent, guardian, or authorized adult's vehicle.

Arrival and Dismissal

For your child's safety, he/she must be signed in and out for our programs with a complete signature or with a biometric (fingerprint) device at available locations along with an ID, when contactless procedures are not in place.

Inclement Weather

Inclement weather closings will directly align with the EAGLE campus in which the Compass site is located. Parents will be notified of closure via phone, email or text message.

A recorded message will also be placed on the Compass main phone line should the site be closed for weather or other related issues.

Holidays

Compass observes the following holidays where the program will be closed.

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- The day before Thanksgiving
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Break see school calendar

Compass will communicate, in advance, other dates in which the programs may be closed.

Dress Code

During the academic year, children enrolled in Compass will be required to wear their school uniform. Preschool students are to wear a red shirt, bottoms, socks and tennis shoes only.

Telephones

Children enrolled in Compass are not allowed to use cellphones at any time. Repeated offenses may result in confiscating the device or suspension from the program.

Safety and Security

Drug and Tobacco Use

Illegal drugs and tobacco use are strictly prohibited on campus

Safe Learning and Working Environment

All individuals associated with Compass, including not necessarily limited to the administration, the staff, the parents, and the children, are expected to conduct themselves always to provide an atmosphere free from sexual harassment.

Compass Educational Programs will communicate to all children and staff their rights to a positive, safe, and secure working and learning environment. Any child, parent, or staff who feels they are being sexually harassed should immediately report the situation to the Compass Educational Programs Area Manager. Compass has a zero-tolerance policy for sexual harassment.

Employees

All employees have completed a background check. Due to insurance reasons, Compass staff members are not allowed to provide private child care or transportation to Compass families.

Volunteers and Visitors

Parents are encouraged to attend any part of our program when schedule permits. Parents are also encouraged to volunteer in some capacity when available. Volunteer opportunities and scheduled visits should be discussed with Compass staff in advance.

Child Abuse/Neglect

State licensing statutes indicate that anyone having responsibility for the care of children [who] has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the authorities. Reports should be made directly via the Child Abuse and Neglect Hotline. For more information please see the Family Communication Board.

Custody

In most cases, natural parents shall be given reasonable access to their children during Compass programming and to their children's official records. Exceptions to this will be made in cases where there are court orders restricting the rights of a parent to access a child and/or the child's official records.

It shall be the responsibility of the natural parent who has a court order restricting the rights of the other (non-custodial) parent to a child or the child's official records to notify the Compass Site Director of the conditions of the court order and to provide Compass Educational Programs with a current copy of the court order.

In the case that both parents are not enrolling their children, it should be understood by the enrolling parent that unless a court order is submitted to Compass both natural parents have equal access to the records of their children. Conversely, both parents have the responsibility to pay any overdue balance for their children.

In cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested, in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying Compass Educational Programs of the conditions of the guardianship and for providing Compass with all pertinent written documentation or changes.

Safety Drills

Compass programs are committed to ensuring that children are in a safe environment. We conduct monthly fire drills at our facility, in addition to routine evacuation and lock down training. Emergency/disaster drills, including tornado drills, will be conducted quarterly.

Social Media Use and Policies

We suggest that children not use social media like Snapchat, Facebook, Twitter, Messenger, Tik Tok, etc. If students are using them, we ask that you monitor their usage regularly. We would be happy to point you toward good resources for encouraging and modeling good habits with regard to social media.

Please refrain from any speculation or gossip about individuals and their activities on social media. Whenever parents or guardians have concerns, we ask that you bring concerns to your Compass site director and not to social media. Fostering conversations between our families and staff is the best way to maintain a safe and healthy learning environment for everyone.

We are committed to doing our best each day to ensure we create a positive, Christ-centered environment for your child and your family, and we are grateful for your help to ensure that is possible.

Illness

The Department of Health and Human Services does not allow for Compass to care for children who are ill. The Department of Health and Human Services requires group leaders to do a well-check for children each day. If your child displays symptoms of illness or unusual behavior, he/she will be monitored and parents will be notified. We follow the Department of Health and Human Services rules for health care which are as follows:

Illness Symptoms

If diagnosed, child must be picked up within one hour of notification.

- Diarrhea – more than one runny, watery, or bloody stool
- Severe coughing – child gets red or blue in the face or makes a high pitch croupy or whooping sound after coughing.
- Breathing difficulty – difficult or rapid breathing
- Yellowish skin or eyes
- Eye discharge – tears, redness of eyelid lining, irritation, swelling or discharge
- Rash – unusual spots or rash
- Sore throat – difficult or extremely painful swallowing
- Skin infection – crusty, bright yellow, dry or gummy areas of the skin, severe itching
- Bowel and urinary problems - unusually dark, tea-colored urine or grey/white stool
- Fever – over 100 degrees F by mouth or 99 degrees F under the arm

- Headache and stiff neck
- Vomiting

Communicable Diseases

If diagnosed must be reported to Compass.

- Chicken Pox
- Common Cold
- Thrush
- Measles
- Strep Infection
- Hand, Foot & Mouth Disease
- German Measles
- Scarlet Fever
- Fifths Disease
- Infectious Hepatitis
- Diphtheria
- Polio Mellitus
- Mumps
- Meningitis
- Whooping Cough
- Tuberculosis
- Pink Eye
- Covid 19

Communicable Skin Diseases

If diagnosed must be reported to Compass.

- Impetigo
- Rosella
- Athlete's Foot
- Scabies
- Poison Oak
- Ringworm
- Head Lice

It is also critical that you notify Compass as soon as possible if it has been determined that your child has a communicable disease or has been exposed to one. If you child is sent home with signs/symptoms of a communicable disease, we cannot accept them back into any Compass programs until they

have been symptom-free for 24 hours and have a doctor's note allowing their return.

We will be posting any contagious illnesses that have been reported at the entrance of the Compass program and on the Family Communication Board. In severe cases, emergency services may be called to assist with a sick child.

Behavior

Students and parents have the right to confidentially report in writing to center administrators, teachers, or other staff members instances of bullying, harassment, and intimidation (ARS 15-341 A 40). These reports will be shared with appropriate center officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically.

Parent Involvement

A parent will be notified of a student's referral for behavior via telephone, letter, or personal contact. A conference may be conducted between the student, parent(s), appropriate center personnel and any other individuals concerned.

Suspension

Parents are notified via in person or telephone about their student's suspension. Student will return the signed referral form to their group leader or site director the day following the issuance. Students with an in-school suspension may also be assigned a supervised work detail during this time. If the offense requires an out of school suspension, the site director will determine the number of days the student will be out of the program and communicate with appropriate parties.

Expulsion

If an offense warrants a student being removed from the program, the site leader will communicate with their supervisor for review. The student will remain on suspension until a final decision has been made. Parents and school officials will be notified of the decision and documentation of expulsion will be placed in student file.

SEARCH & SEIZURE: Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This

individual right, however, is balanced by the center's responsibility to protect the health, safety and welfare of all students. Center officials may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any center official making a search or a seizure will follow these guidelines:

1. General searches of center property (including personal items found in and on school property) may be conducted at any time when there is reasonable cause for center officials to believe that something violates the law or center rules is on center property. This search of center property may be made without the student being present.
2. Illegal items (firearms, explosive devices, weapons, tobacco, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with center purposes may be seized by center officials.
3. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
4. A student's person may be searched by center employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with center purposes.
5. Center employees may search motor vehicles parked on center property when there is reasonable cause to believe the health, safety or welfare of students might be in jeopardy.

VIOLENCE AWARENESS & PREVENTION

Compass Programs recognizes our responsibility for providing and nurturing a nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take this seriously therefore we have a responsibility to model and teach appropriate behavior.

Outdoor Elements

Please make sure your child is dressed appropriately for the weather. Outdoor play is part of our daily routine. All children must have permission for sunscreen to be applied and have a water bottle available to keep hydrated.

Immunization Requirements

State law requires that all children are immunized against the following diseases: tetanus, Polio, Measles, Mumps, Rubella, Varicella (Chicken Pox) and Pertussis. Parents/Guardians must provide satisfactory evidence of the required vaccinations before their child can attend Compass programs. A legible and current immunization record, indicating the dates of immunization, must be presented before a child can enter a licensed facility. Exceptions can only be made in the case of certain medical conditions or written request of the parent validated by the Department of Health and Human Services.

Injuries/Accidents

Our staff makes every reasonable effort to ensure the safety of your child. Unfortunately, minor accidents do occur. A first aid kit is in each program area for any minor accidents. As your partner in the care of your child, we recognize your need to be made aware of your child's injuries that occur at Compass. The staff will provide you with an Incident Report of any such occurrence.

In the case of a serious accidental injury, emergency services will be contacted, and we will make every effort to contact you for instructions. If we cannot reach you, we will call the emergency contacts you have listed on your registration form to make medical emergency decisions about your child. Your signed registration form will act as your medical release and assist us in getting prompt medical attention. A Compass staff person will stay with your child if transported to a medical facility until your arrival.

Insurance

Compass Educational Programs carries liability insurance in compliance with state regulations and licensing. Due to insurance reasons, Compass staff members are not allowed to provide private child care to Compass families.

Restricted Items

Weapons of any type, firecrackers or other explosives, illegal or unauthorized drugs, pornography, any type of tobacco, and alcoholic beverages are not allowed on the Compass Educational Programs campus or at any Compass activity attended or sponsored by the children or parents. In the case of contraband, charges will be filed.

Anything that a child has that disrupts from their learning or the learning of others will be taken away from the child. Such items may include toys, electronics, collector cards, games, food, and make-up. Other items not allowed at Compass are "white-out" pens, permanent markers of any kind,

electronic devices including any kind of music player or game, and gum. We appreciate your cooperation with these guidelines.

Any item that violates Compass Educational Programs policy or disrupts the class or causes a hazard will be confiscated. Only a parent may pick up these items in person. Items left unclaimed will be donated to charity.

Legal

Photography and Video Release

At time of enrollment, all families are asked to sign a Photography and Video Release, which grants Compass Educational Programs the opportunity to use images of your child in communication regarding the activities of Compass for informative or promotional purposes. We will not identify children in photography or video used for these purposes. If you do not wish to grant permission for your child to appear in photography or video while participating in Compass programs, please notify the Site Director at time of enrollment.

Organization's Legal Name

Compass Educational Programs operates under the legal name of EEI Compass Educational Partners, Inc., a non-profit 501c3 organization. Open Sky Education (openskyeducation.org) is the sole member of EEI Compass Educational Partners, Inc. Open Sky Education manages multiple entities including EAGLE College Prep Schools, HOPE Christian Schools, Compass Educational Programs (compassedprograms.org), Character Formation Project, and facilities management organizations.

Parent Consent

This handbook is designed to promote an understanding of the programs offered by Compass Educational Programs, and to foster a spirit of cooperation between families and staff. While the Handbook describes the current programs, policies and procedures of Compass, the child care business is a complex and dynamic industry. As such, there may be times when Compass must change the policies, procedures or programs with little or no notice. Compass reserves the right in its sole discretion, to modify or change the policies, procedures or programs, in whole or in part, at any time. Nothing contained in the Family Handbook shall be construed as a contract between Compass and any one or all its families or children that attend the program.

Part of the enrollment process includes confirmation that a Family Handbook has been distributed and properly communicated. Please sign the attached

form and return it with your enrollment paperwork. Additional information can be found on the registration enrollment form.

Enrolled Child(ren) First and Last Name(s):

Parent/Guardian First and Last Name(s):

Signature of Parent/Guardian who has read this handbook on behalf of the family:

Date:



Compass Educational Programs is part of Open Sky Education, a not-for-profit organization in tireless pursuit of a full and lasting education for all children.

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