

2024 - 2025 School Year School Age Childcare Parent Handbook



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2024 - 2025 School Year Compass

Welcome to Compass School Age Childcare, where we create an engaging, nurturing, and structured environment tailored to Alexandria Public School students. Our mission is to foster the growth of children through creative play, social skill development, and the exploration of their unique qualities.

At Compass, every moment is a valuable teaching moment, and each day is seen as a fresh opportunity for learning and personal development. We are dedicated to guiding children toward independent and meaningful participation in our program.

Our diverse range of activities encompasses creative arts, literature, math, science, gym/outdoor games, and exciting field trips. With a thoughtful blend of structured activities and self-directed learning, we strive to provide a comprehensive and enriching experience for all participants.

Join us at Compass, where learning meets fun, and children embark on a journey of growth and discovery in a supportive and enjoyable environment.

Essential details about our program:

- **Registration:** Opens July 1, 2024 at 9:00 am. www.alexschools.org/compass
- **Available Grades:** Entering PreK (must be 3 by Sept 1) - Grade 5
- **Program Dates:** Tuesday, September 3 - Friday, May 30 (additional info below)

***Compass serves Alexandria Public School (APS) students and the residents of ISD 206.**

Registration Information

Registration Fee

A non-refundable \$30 family registration fee is required upon acceptance. Please ensure your credit card information is up-to-date when registering.

Contract Approval Process

Please note that contracts are not approved instantly. Keep a close eye on your email for an approval letter. We aim to begin approving contracts as promptly as possible.

Operating Hours by Site

Site Locations	AM Compass	PM Compass
Carlos Elementary* (CES)	N/A	2:25 pm - 4:30/5:30 pm
Garfield Elementary (GES)	N/A	2:25 pm - 4:30/5:30 pm
Miltona Elementary* (MES)	6:30 am - 8:00 am	N/A
Lincoln Elementary (LES)	6:30 am - 7:45 am	2:45 pm - 4:30/5:30 pm
Voyager Elementary (VES)	6:30 am - 7:20 am	2:20 pm - 4:30/5:30 pm
Woodland Elementary (WES)	6:30 am - 7:20 am	2:20 pm - 4:30/5:30 pm
Early Ed Center** (EEC)	6:30 am - 8:00 am	2:30 pm - 4:30/5:30 pm

*Transportation is available for PM care from Carlos to Miltona.

Preschooler Requirements

For preschool enrollment, children must be 3 years old by September 1 and children must be independently toilet trained and self-sufficient.

Care will only be available if it aligns with the child's preschool schedule.

- Half day mornings can enroll in morning care.
- T/Th full day can enroll in morning care and/or afternoon care.

- Half day mornings can not have afternoon care available through Compass.

Point of Contact

Site Leaders

- Questions about the daily schedule, program details, day to day things regarding your child ex: being picked up early, etc.

Melanie, Community Education Secretary: 320-762-3310 x1

- Child(ren) absences, contract changes and billing questions

Kaitlyn, Compass Coordinator: 320-762-3310 x4273

- Questions about your child's group, concerns regarding your child's experience with the program, any feedback that will be beneficial to enhancing the program

Contract Information

Consistent Contract

Same days each week

- Will be charged for all days whether your student attends or not.
- Examples: M-F, T,W,F, or M-W,F, etc.

Pick Your Days Contract (Best for changing work schedules)

- Minimum of 10 days a month (AM and PM are 2 separate contracts).
- One pick-up time (4:30pm **or** 5:30pm) for the PM contract.
- Days must be picked online and are due at 12pm the day of your billing cycle. Billing cycles are Standard or CCA (child care assistance)
- Dates needed after a billed invoice are considered drop-ins, prior approval needed
- Dates cannot be removed after an invoice is sent.

Absent Students

Please call the **Community Education Secretary at 320-762-3310 x1**, as well as your child's school secretary, if your child will be absent from Compass.

Drop-In Days

Requests must be approved prior to 4:00 PM before the requesting day. Exceptions can be made for emergency situations. Drop-ins the day of will be charged the day of drop-in rate. Drop-ins are only available to the contract you already have. AM to AM and PM to PM. Parents are responsible for contacting the school and notifying them of the change. A finders fee will apply if we have to search for your child and call for the wearabouts.

Contract Changes/Withdrawal from Program

Any contract changes, including withdrawal, must be made via online account before Noon on your appropriate billing cycle. Please be aware that if your contract is withdrawn you will need to re-register with the \$30 registration fee and may be subject to availability, and placement on a waitlist may be necessary.

Scheduled 2-Hour Late Starts

- Must have an active Before and/or After School Compass contract. Register for these days online, for each child, under NSD even if you have an AM contract.
- Any registration after the deadline is subjected to adequate staffing. An will be charged day rate and additional fees.
- No refunds after invoice sent.

Non-School Days (NSD)

- **Locations for non-school days have changed** (this included inclement weather days)
 - September - December are at Lincoln Elementary School 6:30am - 5:30pm
 - Site phone: 320-762-3311
 - January - May are at Voyager Elementary School 6:30am - 5:30pm
 - Site phone: 320-762-3309
- Must have an active Before and/or After School Compass contract. Register for these days online, for each child, under NSD.
- Any registration after the deadline is subjected to adequate staffing. An will be charged day rate and additional fees.
- Parents are responsible for sending Breakfast, Lunch, afternoon snacks, water bottle, reading book and appropriate outdoor clothing.
- No refunds after invoice sent.
- Call the Compass Secretary if your child will be absent on a NSD

Financial

Standard Billing Information

- **We have changed to a bi-weekly billing cycle**
 - First invoice will be **sent August 15th and due August 9th**. Please check to make sure autopay is set up. This is different from the registration fee.
- **Invoicing Schedule & Billing Cycle:** Invoices are emailed every other Thursday at 1pm, and payment is due the following Monday, two weeks in advance of the week care.
 - Billing breakdown [HERE](#).
- **Payment Options:** Online payments can be conveniently made at any time before the due date. Auto-Pay accounts will be automatically charged early Monday morning.
- **Financial Responsibility:** Parents are accountable for all invoices sent (no refunds/credits) and accrued fees during & after contract ends.

Financial Assistance Billing Information

- **Child Care Assistance Program (CCAP):** Compass is pleased to accept the Child Care Assistance Program (CCAP). Parents remain responsible for payments until CCAP eligibility notification is received by the Compass office.
- **Invoicing Schedule & Billing Cycle:** Invoices are emailed every other Monday at 1pm, and payment is due the following Thursday, the week prior to care.
 - Billing breakdown [HERE](#).
- **Financial Responsibilities:** Parents are accountable for all invoices sent and accrued fees during & after contract ends. As well as all charges not covered by CCAP.

Late Payment Policy

- **Late Payment Fee:** A \$20 late payment fee will automatically be applied the day after due date, if full payment has not been received.
- **Account Withdrawn:** If payment is not received within 5 business days of the due date. Parents must make alternative arrangements for child's care.
- **Reinstatement Process:**
 - Requires payment of the outstanding balance.
 - Submitting a new compass contract. Please be aware that reinstatement may be subject to availability, and placement on a waitlist may be necessary.
 - A \$30 re-registration fee is applicable, once approved to restart.

School Year Calendar

September					October					November				
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
2	3	4	5	6		1	2	3	4					1
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
30					28	29	30	31		25	26	27	28	29

December					January					February				
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
2	3	4	5	6			1	2	3	3	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
30	31				27	28	29	30	31					

March					April					May					
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
	3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	
31					28	29	30			26	27	28	29	30	

Reference Guide

- # First/Last Day September 3 & May 30
- # 2hr late start (by site) At child's **school site** & separate registration is required online
- # Non-school days At **Lincoln Elementary** & separate registration is required online
- # Non-school days At **Voyager Elementary** & separate registration is required online
- # Compass closed Nov. 28, 29, Dec. 23, 24, 25, 26, 27, 30, 31, Jan. 1, Apr. 18, May 26

Inclement Weather

When an inclement weather day occurs, the appropriate rate will apply minus your current day rate contract prices. Example your child attends after school until 5:30. That rate will be minused from the non school day rate and applied to your next invoice.

<i>Inclement Weather Procedures</i>	
If School is announced:	Compass is:
Closed prior to 6am	Closed
E-learning day	Closed
2 hours late	*open at regularly scheduled morning locations. (no am @ CES and GES)
2 hours late, then schools closed	*+Open regular hours
Early dismissal	*Open regular hours
*Community Education reserves the right to close Compass early in the event of deteriorating or severe weather. +Community Education reserves the right to move students via District transportation. Parents will be notified prior to moving students.	

Additional Information

Sign In and Out Procedures

Adults (16+) must sign in and out daily. Requests to add authorized pick-up names may be made in writing or via email to mvansickle@alexschools.org prior to pick-up. Court orders are required for those with prohibited student access or dictated parenting time changes.

Food

Parents are responsible to provide healthy afterschool snacks. For non-school days, parents are responsible to provide non-perishable lunch and healthy snacks.

Electronics/Toys/Valuables

All valuables, electronic devices, toys, cards and games should remain at home unless the Site Leader communicates with parents.

Student Clothing

We require jackets, snow pants, boots, mittens and hats during winter months. Flip-flops are discouraged.

Registration

If you need help with registration and submitting a contract, please call the Compass Secretary at 320-762-3310 x1 and set up an appointment.

Flex Spending Accounts

Log into your online account to download/print receipts.

Tax Statements

Available after January 1st and may be downloaded from your account. Parents who will be filing taxes separately should have separate online accounts.

Health Information

Illness/Emergency/Medications Protocol

To maintain a healthy environment, students are required to stay home if they have experienced any of the following symptoms within the last 24 hours: fever, diarrhea, vomiting, green discharge from the nose, sore throat, undiagnosed rash, and/or lice (with completion of one treatment prior to returning). Please note that district health nurses or professionals are not on-site during Compass hours.

In the event of illness or injury

- The affected child will be provided a supervised and quiet area to rest.
- First Aid will be promptly administered by staff.
- The parent/guardian or designated emergency contact may be notified and required to pick up the child depending on severity of illness or injury.
- When deemed necessary, Compass will initiate a 911 call for immediate assistance.

Regarding contagious diseases

- Compass will inform the parent/legal guardian on the same day the program is notified of a reported contagious disease such as scabies, impetigo, ringworm, or chicken pox.
- Parents will be notified by displaying information about the contagious disease in a noticeable area. This information will include details about the illness, symptoms, treatment, preventative measures, and the number of reported cases.

Allergy Care Guidelines

For the safety and well-being of all students, parents must provide a comprehensive list of any allergies in their child's contract. This list should include specific triggers, avoidance techniques, and symptoms associated with an allergic reaction that are unique to your child.

In the event of an allergic reaction

- Compass will adhere to appropriate procedures outlined in your child's allergy care plan, which may involve administering prescribed medication as directed by their physician.
- Our staff will be equipped with comprehensive allergy information for all students, both on-site and during off-site field trips.

Epinephrine Pens and Inhalers

An Authorization for Dispensing Medication (ADM) form must be completed if your child requires an asthma inhaler, or an EpiPen during Compass hours. Community Education will determine if we are able to administer the medication. Medications must be in original packaging with prescription labels. District health nurses or professionals are not on staff during the summer.

If medication is approved for dispensing, Compass will ensure all medicine is:

- Kept in the medicine's original container with a legible label with the child's full name.
- Given only to the child whose name is on the label and not given after an expiration date on the label.
- Returned to the child's parent or legal guardian or destroyed, if unused.

Compass will document in the child's record the administration of medication, including:

- Child's first and last name.
- Name of the medication or prescription number.
- Date, time, and dosage; and name and signature of the person who administered the medicine.
- Compass will store medicines and insect repellents according to directions on the original container.

Rules of Behavior & Expectations

Compass believes in supporting students through a positive reinforcement model. Students expectations are to follow **Alexandria Public Schools Code of Conduct**:

Respect:	of self, others, their beliefs and property
Honesty:	be truthful
Kindness:	be caring, friendly and helpful
Responsibility:	be dependable and accountable
Fairness:	be committed to the just treatment of others

Discipline Procedures

The general policy of Alexandria Public Schools Community Education is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The form of discipline chosen in a particular case is solely with the discretion of Community Education Administration.

- Verbal warning/loss of privileges/time away from group.
- Written discipline report and/or verbal communication with parent/guardian.
- Parent conference.
- Removal from program.

Circumstances requiring Disciplinary action/procedures:

- Behavior that directly/indirectly threatens students or staff (ex. Hitting, pushing, spitting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, etc).
- Behaviors that cause destruction or misuse of property, including inappropriate internet/technology.
- Behaviors demonstrating lack of self-control (anger/outbursts, disrespect or refusal to follow directions) and/or leaving the group or property without permission.
- Behavior that could be perceived as sexual harassment or intimidation (verbal language/gestures/physical contact, etc).
- Behavior that comprises the physical and emotional safety of employees and students. Parent pickup may be requested.

Parent pickup may be requested, If so, parents are required to pick up within 30 minutes of the call. Consequences for the behavior listed above can be grounds for removal.

Parents/guardians are responsible for covering the cost of replacement of any broken and damaged items by their student during the school age childcare program. We understand that accidents happen, and we encourage open communication to address any concerns or incidents promptly. By working together, we can ensure the continued availability of resources and a positive experience for all children in our care.

Right of Refusal in Program

For ongoing behavior concerns within Alexandria Public Schools, a determination may be made that a student is not eligible to participate in the Compass School Age Child Care program.

Compass may consult with Alexandria Public Schools professionals to better understand a child's needs, and to decide if Compass is an appropriate environment for your child.

Schedule Rates & Fees

Before School — All Sites open at 6:30 am	Rate
Consistent Schedule 2-5 Days	\$5.00/day
Pick your days schedule (min 10 days/month)	\$6.00/day
After School — All Sites	Rate
Consistent Schedule 2-5 days (Pick up by 4:30 pm)	\$7.00/day
Consistent Schedule 2-5 days (Pick up by 5:30 pm)	\$10.00/day
Pick your days schedule (min 2 days/week) (Pick up by 4:30 pm)	\$8.00/day
Pick your days schedule (min 2 days/week) (Pick up by 5:30 pm)	\$11/day
Non-School Days — All Sites	Rate
Non-School Days/Inclement Weather (6:30 am - 5:30 pm)	\$33.00/day
2-Hour Late Start	\$10/day
Early Dismissal	\$10/day
Additional Fees	Rate
Registration Fee	\$30.00/family annually
Drop-In Rate Fee	\$3.00 + day rate
Drop-In Day Of Fee	\$13.00/occurrence/student
Late Pick-Up Fee	\$10.00/15 minutes/student
Late Payment Fee	\$20.00/week
Finder's Fee	\$10.00/student
Failure to Sign In/Out (On Ipad)	\$5.00/occurrence/student

Compass reserves the right to cancel/discontinue care at any site due to low enrollment.

Parent How To Guide

Where to Start

- [Compass Basic Info](#) - Parent Handbook, contact information, etc.
- [Creating an Account](#) - for all your Community Education registration needs.
- [Your Dashboard](#) - primary page to view information about your account.
- [Community Education](#) - registration page, save this link for future use!

Compass Registration

- [Enrolling in Child Care](#) - School Year and Summer registration are separate.
- [Adding Emergency Contacts and Authorized Pickups](#)
- [Adding a Family Member or Relationship](#)

Updating your Compass Contract

- [Requesting a Change to a Child Care Schedule](#)
- [Registering For Non-School Days](#)
- [Registering For Drop-In Days](#)* must have an approved contract.
- [Withdrawing From a Contract](#)

Payments

- [Adding or Updating Auto Pay for Child Care Account](#)
- [Paying an Invoice](#)
- [Adding or Managing Payment Methods](#)
- [Using Quick Pay](#)

Account Details and Changes

- [Viewing Your Account History](#)
- [Printing Your Child Care Tax Statements](#)
- [Changing Your Account Email Address](#)

Additional Questions?

Contact the Compass Secretary at 320-762-3310 x1

Parent How-To Guide is available online at alexschools.org/compass.