



# Cardinal Place Family Handbook

School Year 2024-2025

Kennedy Site: 320.214.6680  
Lakeland Site: 320.263.5020 x5025  
Roosevelt Site: 320.231.8471 x7556

Phone: 320.214.6680  
Fax: 320.231.5484  
E-mail: [akersonm@willmar.k12.mn.us](mailto:akersonm@willmar.k12.mn.us)

[learn.play.grow](https://www.willmar.k12.mn.us/learn.play.grow)





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# Welcome

Welcome to Cardinal Place!

We are pleased you have chosen Cardinal Place for your child. Our goal is to create a caring and warm environment for each child.

Cardinal Place offers a quality enrichment program that compliments your child's school day. Cardinal Place offers creative, physical, and social growth through activities like art, science, sports, games, technology, reading, and homework assistance.

We are open 6:30 am to 6:00 pm Monday through Friday, providing care before and after school. Childcare is offered on non-school days, during the summer, and on most inclement weather days. Cardinal Place is closed on all major holidays.

Cardinal Place is a fee based organization administered through Willmar Community Education. Our program focuses on safety, positive choices, and fun!

Our mission is to enrich the lives of our students with creativity and adventure, protecting them from the hurried life beyond our doors, providing them with the skills they need to lead with integrity and equality as they move forward in this world.

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## Contact Information

**Community Ed Director**

Alex Wolter

woltera@willmar.k12.mn.us

320.231.8490

**Cardinal Place Coordinator**

Melissa Akerson

akersonm@willmar.k12.mn.us

320.214.6680

**Cardinal Place Billing**

Allie Olson

olsona@willmar.k12.mn.us

320.231.8492 x6333



# Program Standards

Cardinal Place staff make every effort to include a variety of activities into every program day including:

- Technology
- Art
- 4-H programs
- Gym/outside time
- Quiet Reading time
- Free Choice time

Cardinal Place kids go outside everyday unless there is a heat or cold advisory. We ask that your children arrive dressed for the weather everyday.

Cardinal Place keeps a ratio of 1 staff to 15 students K-5 and 1 staff to 10 students preschool.

## Staff Standards

- Program standards for Cardinal Place are adapted from the Minimum Standards for School-Age Care Programs guidelines built by the Minnesota Community Education Association. Cardinal Place does this to ensure the quality of staff through out the program.
- We are dedicated to the safety of the students who attend Cardinal Place. All staff are required to pass a criminal and child protection background check as required by the school district. Designated staff are also required to complete CPR and First Aid within 90 days of their original hire date.

## Comments, Questions or Concerns

- Cardinal Place staff are always open to hear any questions or concerns that you have regarding your child. We recommend the following steps so that your needs can be met as efficiently as possible. 1: speak with the site supervisor; 2: if the concern continues or discussions with site supervisor are insufficient, call the Program Coordinator at 320-214-6680.

## Right of Refusal in Program

- Cardinal Place and Willmar Community Education reserves the right to reject registration or discontinue participation in Cardinal Place for the following reasons.
  - ⇒ Ongoing discipline or behavior concerns, violations of school policies, or state laws.
  - ⇒ Delinquent or missed payments, continued lack of communication with billing coordinator.
  - ⇒ If your child attends Cardinal Place after their termination date you will be contacted for pick up.

## Child Abuse and Neglect

- Under Minnesota law, all professional staff who work with children are required to report all suspected physical, emotional, sexual abuse or neglect of children to the appropriate authorities.
- Disruption

## **ZERO BULLYING TOLERANCE**

**Cardinal Place has no tolerance for aggression or bullying. If your student physically hurts another student, you will receive an incident report. If your student returns and hurts another student, he/she will be suspended from Cardinal Place for 3 days. If your student is aggressive a third time, we will have a parent meeting and your student may be suspended for a week or expelled from the program at the discretion of the Coordinator. If your student is verbally or physically aggressive with another student repeatedly, your student may be suspended or expelled at the Coordinator's discretion.**

# WHAT IS BULLYING?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both, kids who are bullied and who bully others, may have serious lasting problems.

**In order to be considered bullying, the behavior must be aggressive and include:**

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.



# Summer Programming

## **General Info**

- Cardinal Place provides breakfast, lunch, milk and a snack to all students during the summer.

## **Enrollment Requirements**

- Students in Cardinal Kids Preschool through 5th Grade are permitted to enroll in our summer program.
- While we understand that accidents do happen occasionally, students should be fully potty trained to enter Cardinal Place.
- Cardinal Place staff will request a meeting with the family of a student with an IEP so that we can better serve their needs (unless we have already visited about this). If Cardinal Place decides a 1:1 staff is required, the child's start date may be delayed so that staff can be hired and trained. Cardinal Place reserves the right to suspend or terminate a contract if it is decided that Cardinal Place cannot meet the needs of the student and the family.



# Billing and Rates

## Membership Fee

An annual membership fee of \$25.00 is applied at the time of registration. This fee is not refundable and is not applied to tuition.

School Year Pricing (Price based on number of days)	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
Morning	\$7.00	\$14.00	\$21.00	\$28.00	\$32.00
Afternoon	\$9.50	\$19.00	\$28.50	\$38.00	\$45.00
Non-School Day \$38.00 per day					
Drop in rate: \$9.00 before school \$15.00 after school					

**You will be charged for the days that your child is scheduled to attend.** If you would like to make a schedule change, please let the billing coordinator know a minimum of **5 days in advance**. If you do not notify us 5 days in advance, you will be charged for the days your child is scheduled.

**\*\*\*Effective January 1, 2025, the full-day fee (6:30 am-6:00 pm) will be \$40.50 per day. The before-school fee will be \$8.25 per day (or \$38.50 for a full 5-day week), and the after-school fee will be \$10.75 per day (or \$51.00 for a full 5-day week).**

## Late Pick Up

**Beginning at 6:01, a \$10 late fee will be charged for the first 5 minute increment that your child is at Cardinal Place after 6:01pm. Starting at 6:06pm, a \$1 per minute charge will be assessed. Staff will attempt to contact parents and emergency contacts beginning at 6:06pm. If 45 minutes pass and attempts to contact family and emergency contacts have been unsuccessful, staff will call Kandiyohi County Family Services to pick up your child. Staff will release your child to Family Services at the time of pick up. Your child will be dismissed from the program after 3 late pick ups.**

## Drop In Days

**Schedule changes should be made 5 days in advance to prevent being charged the drop in rate.**

**Drop in days can be added by emailing Allie @ olsona@willmar.k12.mn.us. Please note that schedule changes ARE NOT the same as a drop in day.**

## Non-School Days

**Please note that for non-school days, we require at least two weeks' notice to waive the charge. If you cancel a non-school day after this period, you will still incur the charge.**



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# Billing and Rates

## **Payment Method**

Payment can be done via automatic withdrawal online, or via account management on your online account. Payments can also be done at the Willmar Community Ed office via cash, check, debit/credit card or money order.

## **Financial Aid**

Cardinal Place accepts Childcare assistance if you qualify. Please contact county services at 320-231-7800 for more information on these services. Until you provide evidence of county assistance you will be considered self-pay. If you are unable to keep up with current payments, please contact Allie Olson at 320-231-8492 x6333.



# Account Management

- Cardinal Place has moved to an online account management and billing system. You can complete all registration information, change your child's schedule, put in payments for auto pay, and modify authorized pick up and drop offs.
- Payments of check or money order can still be made at the Willmar Community Education office. County co-payments will be due bi-weekly according to the county schedule. Paper registrations will still be available upon request.
- **All forms must be completed before we can complete your child's registration! We will be unable to complete your registration if we do not receive all forms!**

## Setting Up Your Account Profile

Create your Account Profile

- Click on "**Register**" on the Willmar Community Education homepage.
- Select SIGN IN to begin creating your profile.



Community Education Sign In

Search... Q Explore All Programs ▾

**WILLMAR COMMUNITY EDUCATION**  
Inspire. Engage. Learn.

Welcome to Willmar Community Education online!

The mission of Willmar Community Education is to support and encourage lifelong learning in areas of academics, enrichment, personal growth, and wellness activities. Willmar Community Education strives to meet the needs of area residents and surrounding communities through collaboration, partnerships, and non-duplication of services.

iii. Complete the **Register New Account Form** and select **CREATE ACCOUNT**

*\*You will need to have a valid email in order to complete registration. If you do not have a current email and would still like to enroll your student, paper forms are available upon request.*

iv. Add family members and Emergency Contacts to your account profile.



Allie Olson



Account Management

- + Add a Relationship
- Change Password
- Explore
- Logout

Allie Olson  
You Edit

**Olson**  
Your child Edit

Lives with you Edit Remove



## Managing My Child's Account

- You will be directed to your dashboard, or you can point to *Explore all Programs* and select the link to your account displayed beneath your name.
- You can manage authorized pickups, view contract details, view payment activity and receipts, view invoices, download tax statements, and set up and manage auto-payments for tuition.

The screenshot shows the 'Cardinal Place' account management interface for account #1342. It features a sidebar with navigation options: 'Account Management' (with sub-options: Register a New Contract, Register Drop-in Days, Register Non-School Days, Manage Authorized Pickups) and 'Latest Invoice' (with a message: 'Your account is current. Your next due date has not been scheduled yet.'). The main content area is divided into two sections: 'Current and Upcoming Contracts' and 'Recent Activity'. The 'Current and Upcoming Contracts' section shows a contract for 'Kennedy Elementary' with a start date of 'Sep 9, 2024'. The 'Recent Activity' section shows a table of transactions for December 2019.

December 2019		
12/13/19 2:02 PM	Credit Card Mastercard [redacted] for \$51.00	\$-51.00
12/13/19 2:02 PM	CP Invoice #12586: Dec 09 - Dec 13	\$51.00

- By clicking on the contract under *Current and Upcoming Contracts*, you can view more details about the contract, exclusion dates, and estimated tuition costs.

**All required questions must be answered in order for your child to be registered for the program.**

- Your contract will be pending until staff approve your contract. Your child can not attend until their contract has been approved.
- An e-mail will be sent to you upon your child's approval, or you can view the status of your child's contract on your Eleyo account. If you register in person you will be given a start date for your child's contract at the time you submit your forms.
- If you have any questions on registrations please call the Program Coordinator at 320-214-6680 or Billing Coordinator at 320-231-8492, ext. 6333.



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# Health and Safety

## Illness Policy

- To prevent the spread of contagious illnesses Cardinal Place does not permit students who have experienced these symptoms to attend the program.
  - \* Any COVID-19 symptoms
  - \* Vomiting within the last 24 hours.
  - \* Diarrhea within the last 24 hours.
  - \* Draining ears or eyes that are reddened (i.e. pink eye or ear infection)
  - \* Undiagnosed or suspicious rash (i.e. chicken pox, impetigo, ring worm)
  - \* Fever of 100.4 or greater.
  - \* Has been on antibiotics for less than 24 hours.
  - \* General listlessness or unable to participate in regularly scheduled activities due to feeling ill.
- If a child shows any of these symptoms, family will be called to pick them up as soon as possible. Staff will notify pick up person that the child cannot attend Cardinal Place until they have been symptom free for 24 hours or follow State COVID Policies. Staff will post an illness notice in compliance with MN DHS for any communicable illnesses that parents notify staff of.
- Students cannot attend Cardinal Place if they did not attend school because of illness. Please notify Allie Olson at 320-231-8492 x6333 and your child's site if your child will not be attending Cardinal Place.
- Each child has 5 sick days per year for which you will not be charged. If 3 or more absences due to illness occur consecutively, you will be credited those days back and no sick days will be used. Once you have used all of your sick days, you will be required to pay the regular rate.

## Emergency Procedures

- **Emergency Contact Information**  
Cardinal Place requires a minimum of three emergency contacts on your child's registration. It is the parent's responsibility to keep emergency contact information up to date. If your address or contact information changes please update on your online account or contact the program coordinator at 320-214-6680 as soon as possible.
- **Emergency Procedures**  
All Cardinal Place staff are trained in emergency procedures for fire, lockdown, tornado, and evacuation. Our emergency procedures are reviewed by the site supervisors and Program Coordinator annually. Families may view these documents upon request.
- **Accident or Medical Emergency**  
Cardinal Place staff are trained in first aid and CPR for the instance of a medical emergency. Staff will provide a written report for injuries that require first aid from staff. Minor injuries that did not require first aid will be verbally reported to families at pick up time.
  - In the situation that an injury requires medical attention, staff will call guardians for pick up. If guardians cannot be reached staff will call emergency contacts.
  - If an injury requires emergency medical care staff will call 911. When emergency responders arrive, staff will allow them to make necessary medical decisions as well as transport the student if necessary. Parents will be notified immediately. If staff cannot reach parents, emergency contacts will be notified.
- **Liability Waiver**  
To attend Cardinal Place or Willmar Community Education activities, families are required to agree to a liability waiver. All medical expenses incurred will be the responsibility of the family.



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# Health and Safety

## **Medication Policy**

- A school medication form is required for all prescribed and over the counter medication. Medication forms must be signed by a parent and by your child's physician before Cardinal Place staff can administer medication. All medication must come with original bottle. Prescription medications must include students full name, instructions and name of prescribing physician.
- All medications are kept in a locked medication box at each site. Cardinal Place students are not permitted to administer their own medication unless there is a written policy.

## **Student Pick up and Safety**

- **Building Safety**

To prevent unwanted entry into school buildings. Each Cardinal Place site will only have one access point available to Cardinal Place families. Cardinal Place requests that parents use these entry points to keep our school buildings safe.

- **Drop Off/Pick Up Procedure**

**All students MUST be brought to the building entry and signed in by an authorized person over the age of 18. Students cannot be dropped off in the parking lot or outside of the buildings. Students will not be permitted to leave school premises without an adult who is authorized to pick up the student. Students are not allowed to walk home or walk out to the parking lot to a waiting car.**

- **Sign In and Out**

You or another authorized person must personally come in and sign your child in and out with a staff member each day. **Failure to walk your student to the building to sign in or out each day can result in dismissal from the program.** If an emergency contact is picking up your child, please have them prepared to show a photo ID to staff.

- **Authorized Pick Up**

Families are required to have a minimum of three emergency contacts as part of your child care contract. All persons who are listed as your emergency contact will be on the authorized pick up list. If you would like to add a person to your pick up list on short notice. Please log on to your child care account and choose the add contact option. A person who is not on the authorized pick up list will not be allowed to remove your child from the program. If an unauthorized person arrives to pick up your child, we will contact family. If we cannot reach you, we will contact your child's emergency contacts.

- **Unauthorized Pick Up**

Cardinal Place requests that you notify Cardinal Place staff as soon as possible with any changes in authorized pick ups. If there are persons who are unauthorized to pick up your child due to court or restraining order, Cardinal Place staff will contact you to request a copy of the court order to keep on file. Please keep your site supervisors up to date on any changes that should take place.

**If you have any questions about the status of your child's site, please call or email your site supervisor.**