



Cardinal Place Family Handbook

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
Email: akersonm@willmar.k12.mn.us



WILLMAR PUBLIC SCHOOLS
CARDINAL PLACE
SCHOOL-AGE CARE



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 your child.

Cardinal Place offers a quality enrichment program that compliments your child's schooling. 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 and providing them with the skills they need to lead with integrity and equality as they move forward in this world.

Contact Information

Community Education Director

Alex Wolter
woltera@willmar.k12.mn.us
320.231.8490

Cardinal Place Coordinator

Mel 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
- STEM
- Life/Social Skills
- 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 program guidelines built by the Minnesota Community Education Association. Cardinal Place does this to ensure the quality of staff throughout 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 training 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 sufficient, 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.

0 BULLYING TOLERANCE

Cardinal Place has a strict zero-tolerance policy for aggression and bullying. If your child physically harms another student, an incident report will be issued. Should this behavior occur again, your child will be suspended from Cardinal Place for three days. If the aggression persists a third time, we will schedule a parent meeting, and at the Coordinator's discretion, your child may face a one-week suspension or possible expulsion from the program. Repeated verbal aggression toward other students may also result in suspension or expulsion, depending on the Coordinator's decision.

What is Bullying?

Bullying is defined as unwanted, aggressive behavior among school-aged children, characterized by a real or perceived power imbalance. This behavior is typically repeated over time or has the potential to be repeated. Both the victims of bullying and the perpetrators may suffer serious and lasting consequences.

Key aspects of bullying include:

1. **Imbalance of Power:** Bullies use their advantage, whether through physical strength, access to sensitive information, or popularity, to control or harm others. These power dynamics can evolve over time and vary across different situations involving the same individuals.
2. **Repetition:** Bullying behaviors occur repeatedly or have the potential for repetition. This encompasses actions like making threats, spreading rumors, physical or verbal attacks, and purposefully excluding someone from a group.



Summer Programming

General Information

- Cardinal Place will be hosted at the Willmar Civic Center during the summer of 2025.
- The first day of summer Cardinal Place is June 9th.
- Cardinal Place is closed on June 19th and July 4th.
- Cardinal Place provides breakfast, lunch, milk and a snack to all students during the summer.
- The last day of summer at Cardinal Place is August 22nd.

Enrollment Requirements

- Students in Cardinal Kids Preschool through 5th grade, are eligible to enroll in our summer program.
- At Cardinal Place, we understand that accidents can happen from time to time. However, students should be fully potty trained in order to enter our program.
- Cardinal Place staff will request a meeting with the family of a student with an IEP to better understand and address the family's needs.



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.

Summer Pricing (Price based on number of days)	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
\$40.50 per day	\$40.50	\$81.00	\$121.50	\$162.00	\$202.50
Drop In Rate—\$46 per day (non scheduled days)					
Summer School per day	\$25.00	\$50.00	\$75.00	\$100.00	

You will be charged for the days your child is scheduled to attend. If you wish to make any changes to the schedule, please inform the billing coordinator at least **7 days in advance**. Failure to provide notice 7 days ahead of time will result in charges for the originally scheduled days.

Late Pick Up

Beginning at 6:01 pm, a \$10.00 late fee will be applied for the first 5 minute increment that your child remains at Cardinal Place after 6:01 pm.

Starting at 6:06 pm, fee of \$1.00 per minute will be applied. Staff will begin attempting to contact parents and emergency contacts at 6:06 PM.

If no contact is made after 45 minutes, staff will notify Kandiyohi County Family Services to pick up your child. At that time, staff will release your child to Family Services. Please note, your child will be dismissed from the program after three late pick-ups.



Billing and Rates

Drop In Days

Schedule changes should be made at least 7 days in advance to avoid being charged the drop-in rate.

Drop-in days can be added by emailing Allie at olsona@willmar.k12.mn.us. Please note that schedule changes are not the same as a drop-in day.

Payment Method

Payments can be made through automatic withdrawal online or by managing your account on the online portal. Alternatively, payments can be made in person at the Willmar Community Ed office using cash, check, debit or credit card, or money order.

Financial Aid

Cardinal Place accepts Child Care Assistance for eligible families. For more information, please contact county services at 320-231-7800. Until proof of county assistance is provided, you will be considered a self-pay parent/guardian. If you are experiencing difficulty keeping up with payments, please reach out to Allie Olson at 320-231-8492, extension 6333.



Account Management

- Cardinal Place is managed through an online account system, where you can complete registration, adjust your child's schedule, set up autopay, and modify authorized pickup and drop-off details.
- Payments by check or money order can still be made at the Willmar Community Education office. County co-payments are due bi-weekly, following the county schedule. Paper registrations will be available upon request.
- All forms must be completed before your child's registration can be processed. We will be unable to finalize the registration if any forms are missing.

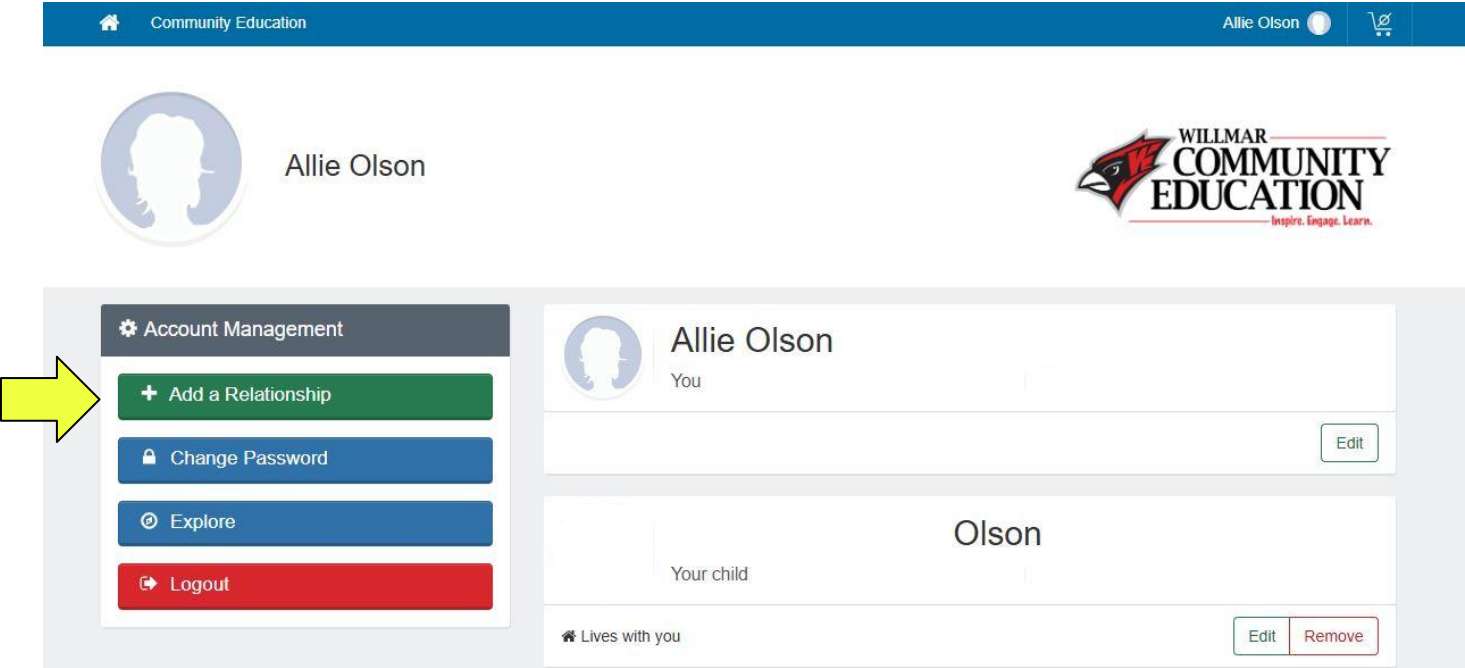
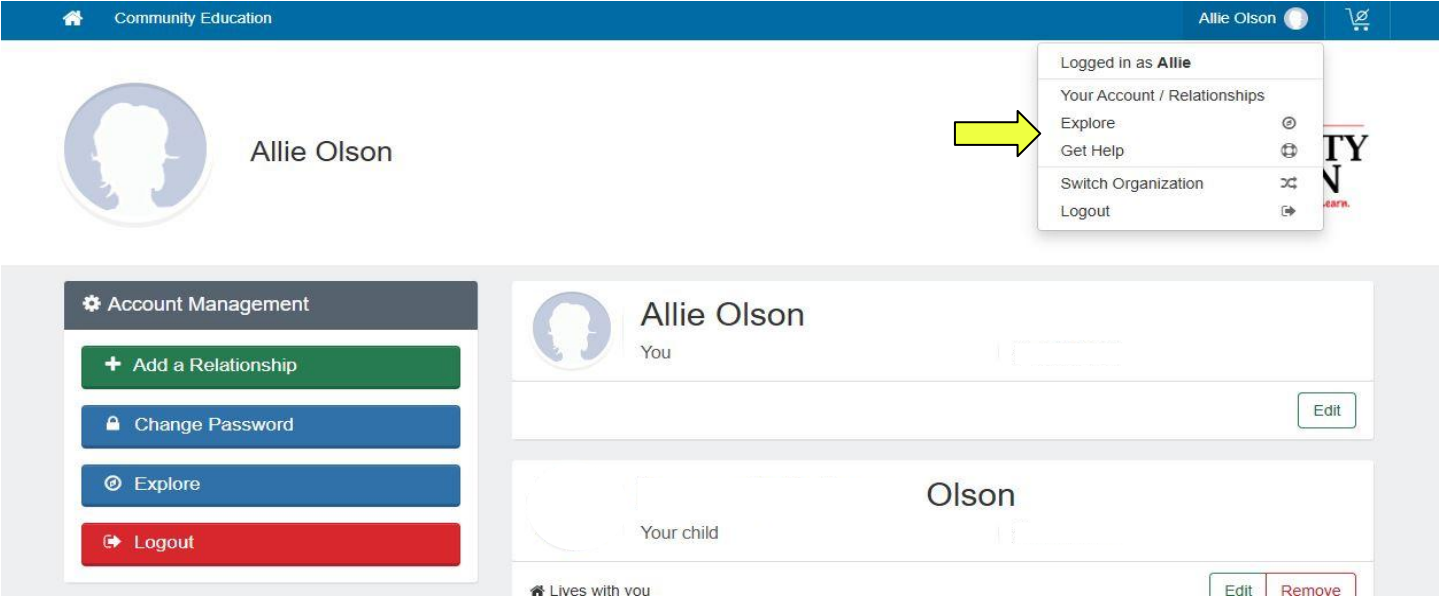
Setting Up Your Account Profile



1. Complete the **Register New Account** Form and select **CREATE ACCOUNT**
**You will need to have a valid email address 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.*

Setting Up Your Account Profile

2. Add family members and emergency contacts to your account profile.



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 payment activity and receipts, access invoices, download tax statements, and set up and manage automatic payments.

The screenshot displays the user interface for managing a child's account. The top navigation bar includes a home icon, 'Community Education', the user's name 'Allie Olson', and a shopping cart icon. Below this is a search bar and a link to 'Explore All Programs'. The main header area features a large image of a sunflower and the text 'Cardinal Place Account #1342'. The dashboard is divided into two main columns. The left column, titled 'Account Management', contains four buttons: 'Register a New Contract' (green), 'Register Drop-in Days' (blue), 'Register Non-School Days' (blue), and 'Manage Authorized Pickups' (blue). The right column, titled 'Current and Upcoming Contracts', shows a contract for 'Olson' at 'Kennedy Elementary'. It includes a calendar icon for 'Pick Your Days After School' and a green button for 'Last Date Sep 9, 2024'. Below the contracts section is a 'Recent Activity' section.

- By clicking on the contract under *Current and Upcoming Contracts*, you can view additional details, including exclusion dates and estimated 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 cannot attend until their contract has been approved.
- An email will be sent to you once your child's contract is approved, or you can check the status of the contract through your Eleyo account. If you register in person, you will receive a start date for your child's contract when you submit the form.
- If you have any questions regarding registrations, please contact the Program Coordinator at 320-214-6680 or the Billing Coordinator at 320-231-8492, extension 6333.



Health and Safety

Illness Policy

To help prevent the spread of contagious illnesses, Cardinal Place does not permit students with the following symptoms to attend:

- Any COVID-19 symptoms
- Vomiting within the past 24 hours
- Diarrhea within the past 24 hours
- Draining or reddened eyes or ears (e.g., pink eye or ear infections)
- Undiagnosed or suspicious rashes (e.g., chickenpox, impetigo, ringworm)
- Fever of 100.4°F or higher
- Been on antibiotics for less than 24 hours
- General listlessness or inability to participate in regular activities due to illness.

If a child exhibits any of these symptoms, the family will be contacted and asked to pick them up as soon as possible. The staff will inform the designated pickup person that the child cannot return to Cardinal Place until they have been symptom-free for 24 hours. In compliance with MN DHS regulations, staff will post an illness notice for any communicable illness reported by parents.

Students are not permitted to attend Cardinal Place if they have missed school due to illness. Please notify Allie Olson at 320-231-8492 ext. 6333, as well as your child's site, if your child will not be attending Cardinal Place.

Each child is allotted 5 sick days per year at no additional charge. If a child has 3 or more consecutive absences due to illness, those sick days will be credited back, and no sick days will be deducted. Once all sick days have been used, you will be charged at the regular rate.



Health and Safety

Emergency Procedures

Emergency Contact Information

Cardinal Place requires at least **three** emergency contacts on your child's registration. It is the parent's responsibility to ensure this information is kept up to date. If your address or contact details change, please update them through 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, including fire, lockdown, tornado, and evacuation protocols. These procedures are reviewed annually by the site supervisors and Program Coordinator. Families may request to view these documents at any time.

Accident or Medical Emergency

Cardinal Place staff are trained in first aid and CPR to respond to medical emergencies. A written report will be provided for any injury requiring first aid from staff. Minor injuries that do not require first aid will be verbally communicated to families at pickup time.

In the event of an injury requiring medical attention, staff will contact the child's guardians for pickup. If guardians cannot be reached, emergency contacts will be called.

If an injury requires medical care, staff will call 911. Emergency responders will be allowed to make any necessary medical decisions and transport the student if needed. Parents will be notified immediately. If staff cannot reach the parents, emergency contacts will be notified.

Liability Waiver

To participate in Cardinal Place or Willmar Community Education activities, families must agree to a liability waiver. All medical expenses incurred will be the responsibility of the family.



Health and Safety

Medication Policy

- A school medication form is required for both prescribed and over-the-counter medications. The form must be signed by a parent before Cardinal Place staff can administer any medication. All medications must be provided in their original container. Prescription medications must include the student's full name, instructions, and the name of the prescribing physician.
- All medications are stored 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 allowing it.

Student Pick-Up and Safety

Building Safety

To prevent unauthorized entry into school buildings, each Cardinal Place site will have one designated access point for Cardinal Place families. We request that parents use this entry point to help maintain the safety of our school buildings. You will need to ring the bell, as all entrances are locked.

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 16. **Students cannot be dropped off in the parking lot or outside the building. Students will not be allowed to leave school premises without an adult who is authorized to pick them up. Students are not permitted to walk home or walk to the parking lot to a waiting car.**

Sign-In and Sign-Out

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



Health and Safety

Authorized Pick-Up

As part of your child care contract, families are required to provide a minimum of three emergency contacts. All individuals listed as emergency contacts will also be authorized to pick up your child. If you need to add someone to the authorized pick-up list on short notice, please log into your child care account and select the "Add Contact" option.

Please note: Only individuals listed on the authorized pick-up list will be permitted to pick up your child. If someone not on the list attempts to pick up your child, we will contact the family immediately. If we are unable to reach you, we will then contact the emergency contacts provided.

Unauthorized Pick-Up

We ask that you notify Cardinal Place staff promptly of any changes to your authorized pick-up list. If there are individuals who are not authorized to pick up your child due to legal reasons (such as a court order or restraining order), we will contact you to request a copy of the court order for our records. It's important to keep your site supervisor updated on any changes to ensure your child's safety.

If you have any questions about your child's site, please contact your site supervisor by phone or email. Contact information can be found on page 2.