



Wellington Elementary Compass Zone 2025 -26 Parent Handbook

Enrollment Status

If you withdraw your child from Compass Zone and would like to return during the same school year, please contact the school. If there is an opening, your child may be re-enrolled at which time an additional registration fee will be assessed. If there are no openings, your child will be placed on a waiting list and you will be notified when/if there is a spot available.

Withdrawal

You may withdraw from the program at any time during the school year **with one month's notice**. It is the parent's responsibility to inform the Compass Zone director, student's teacher, and front office staff about new transportation arrangements by sending in a note with a parent signature.

There are no refunds for early withdrawal during any given month. For example, if your child leaves the program on the 7th day of the month, you will not be refunded the balance for that particular month.

Student Pick-Up

Please have a photo I.D. or car tag readily available. Your child's safety is our number one priority.

Your child will only be released to persons listed on the release form. Please list everyone possible in case of emergency. No exceptions can be made to this rule without a signed note from the parent/guardian.

All students must be picked up no later than 6:00 pm. There is a late charge of \$2.00 per minute, per child for anyone leaving their student(s) later than 6:00 p.m. Your Smartcare account will be charged and debited the following day.

Picking up your child after 6:10 p.m. more than 3 times will be grounds for your child's removal from Compass Zone.

In the event school is dismissed early due to weather or other emergency situation, Compass Zone will remain open for 2 hours after the official dismissal time if it is determined we can safely continue to remain open. If the LFUCG determines that city offices need to close, we will

close at the time they determine. Any pick-ups after this determined time will be considered late pick-ups and parents will be charged accordingly.

Pick up will be on the side of the school by the cafeteria where the car rider line begins. We are not able to answer the phones so all communication must be through Talking Points. You will need to come to the door and wait for your child to be called. Families must wait on the carpet by the door. Once your child is signed out for the day, they MAY NOT return.

Behavior Management

Compass Zone will use a positive and proactive approach to behavior management. Students will know what is expected of them and counselors will guide students in making appropriate decisions. In order to provide a safe and comfortable after school environment, all students will be expected to follow the Compass Zone's expectations:

- Follow staff directions
- Show respect for other people and property through kind words and actions
- Use hands and feet appropriately

Behavior Referrals

A behavior referral will be issued for serious infractions. Behavior referrals are reserved for aggressive behavior (physical or verbal), destruction of property, disrespectful behavior, dangerous behavior, and repeated disruptions to the after-school environment. Examples of consequences include removal from activity, early pick-up, suspension, or removal from the program. The Director or desk attendant on duty will review the behavior referral with you at the time of pick up. A signed copy will be kept on file.

If a behavior referral has been filled out, staff may deem it necessary to contact you to pick up your child from the after-school program immediately. If you are called to pick up your child due to his/her behavior, they will be suspended the following day(s).

Failure to adhere to the Wellington Elementary School behavior policy, acts of physical aggression, violence, or threats towards students or staff, may result in immediate dismissal from Compass Zone. This decision will be made at the discretion of the director and/or principal.

Emergencies

Effective emergency and crisis management is recognized as an essential element of safe school planning. Our staff has received training to be prepared for emergencies should they occur. The students and staff will follow the same disaster and emergency plans as used during the school day. Should there be a need to evacuate the building parents will be contacted. Our relocation area is Jessie Clark Middle School (3341 Clays Mill Rd.) If we must evacuate, normal pick up procedures will be followed at the evacuation site.

Homework Club

The after-school program will allow time for all 4th and 5th graders to work on their homework assignments. **Homework Club does not replace parent involvement in the homework process.** We feel homework allows students to develop responsibility, as well as keeping parents involved in their child's daily learning. If your child uses this time wisely, they should have the opportunity to complete their daily homework requirements. **We do not have the staffing to check individual homework assignments or tutor. It is the parent's/guardian's responsibility to review homework for corrections and completion each evening.**

Sick Child Policy

Your child will not be allowed to participate in the after-school program if he or she presents any of the following:

- Temperature of 100.4 degrees or higher (your child must be fever-free without the use of fever-reducing medications for 24 hours before returning)
- Vomiting or diarrhea during the school day or after school
- Head lice
- Pink eye
- Rash with fever or behavior changes
- Diagnosis of a contagious disease (must be on prescribed antibiotics and symptom free for 24 hours prior to returning to the after-school program).
- If we call you to pick up your sick child, you must pick up within one hour of receiving the phone call.

We appreciate your cooperation in ensuring all of our children are provided a safe and healthy after-school environment.

Fees

We are only offering full-time care (5 days per week) and the cost is \$14 per day. Fees will be automatically withdrawn on the 5th of every month through Smartcare, from the account information you provided during registration. *First withdrawal will be August 5, 2025.

A \$30.00 non-refundable charge will be required to enroll each student or \$40 per family. The following is the anticipated price schedule for the 2025-2026 school year:

	FULL TIME		FULL TIME
AUGUST	\$168	JANUARY	\$252
SEPTEMBER	\$266	FEBRUARY	\$266
OCTOBER	\$266	MARCH	\$294
NOVEMBER	\$238	APRIL	\$224
DECEMBER	\$210	MAY	\$252

*Monthly charges cover the cost of snacks, art supplies, crafts, most enrichment material, and staffing.

****Fees are approved by FCPS and could be changed by the FCPS Board. Any changes to rates will be communicated promptly.**

Compass Zone is **NOT** in session during days in which school is closed. If snow days occur, your monthly payment amount will not change. Charges will simply be transferred to the additional make-up days later in the school year. NTI days will be credited the following month..

All charges are automatically withdrawn on the 5th of each month.

Charges are not refunded due to sickness, vacations, family emergencies, availability of another childcare provider, or removal from the program.

Contact will be made **ONE TIME** in an effort to collect tuition when an automatic withdrawal is returned for insufficient funds or a closed account. You will be asked to pay your tuition in cash for the returned automatic withdrawal. After 10 days, the payment will be handled by CHECKredi services.

Two (2) payment returns for any reason (insufficient funds, account closed, etc) will result in removal from the program.

Families are provided with a monthly and yearly statement upon request. FCPS tax identification number is 61-6001059. Please keep this number in a safe place along with each month's tuition receipts.

CHILDREN AND PARENTS RIGHTS

Pursuant to KRS 199.898 Rights for children in child-care programs and their parents, custodians, or guardians -- Posting and distribution requirements.

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;

- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.