

Schools of Eastern Carver County
Community Education
School Age Care



Summer PULSE Handbook

(Updated February 2026)

Welcome to the PULSE Program

We are glad that you have chosen District 112 for your childcare needs. The PULSE program is sponsored by the Community Education Department of Eastern Carver County Schools. This handbook outlines the PULSE program, guidelines, and procedures. Please know that the PULSE reserves the right to amend its policies and procedures at any time. Program staff will update the Handbook in a timely manner in the case of any policy and/or procedure changes.

Program Overview

The PULSE is designed to meet the needs of middle school students as they grow into responsible teens. At times, young people will be outside of the direct supervision of adults with clear expectations about appropriate boundaries and rules. Abuse of rules, check-in times, and set parameters will result in loss of privileges. Attention to the needs of young teens and pre-teens will be given and, at times, different age groups will have different boundaries in terms of supervision.

Contact Information

Billing and Registration

PULSE Program Administrative Assistant

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Program Components and Hours

Summer program typically begins the Monday following the end of the school year and concludes two weeks before the start of the school year.

Monday - Friday 7:00 am – 5:30 pm

Holidays PULSE is closed on major holidays. This includes June 19th, and July 4th and 5th in 2024. Tuition fees are not assessed when the program is closed for holidays.

Enrollment and Registration

Registration is available online at www.ce4all.org In order for registration to be processed, we require the following:

- Completed online account/contract including emergency contact information, authorized pick-ups, allergies, medications, and any special needs
- \$35 non-refundable registration fee per child
- A valid and frequently checked e-mail address

If you do not have computer access, please call the Community Education Office at 952-556-6401, to request a paper registration form.

Please allow two weeks for the processing of registration.

The PULSE program reserves the right to delay enrollment due to the following conditions:

- the need to increase staffing
- the need to obtain additional information about the student
- non-payment of previous Community Education charges

In the case of delayed enrollment families will be notified in advance with a program start date. PULSE also reserves the right to deny services due to non-payment of previous Community Education charges.

Contract Details

PULSE offers the flexibility of either a consistent weekly schedule, or a pick-your day schedule. For those who choose pick-your day, there is a slightly higher daily tuition fee. Pick-your day schedules must be finalized by April 12, 2024. Any changes after this date will be subject to a contract change fee. A consistent weekly schedule requires a minimum of 3 days a week throughout the summer program.

- Families may request permanent contract changes via their online account. Please allow two weeks for the processing of any requested contract changes. All contract changes incur a \$10 fee per child.
- Drop-in days may be added at the “Drop-In” rate and will be invoiced the following billing cycle. Drop-in day requests should be completed online and are accepted on a space-available basis. PULSE cannot guarantee that drop-in space will be available.

Vacation/Sick Credit is available to families registered for a consistent schedule. Families registered for a:

- 5 day a week schedule have access to 5 days of vacation/sick credit
- 4 day a week schedule have access to 4 days of vacation/sick credit
- 3 day a week schedule have access to 3 days of vacation/sick credit

In order to use a vacation/sick day credit, the child must be absent from PULSE for the entire day. It is the parents'/guardians' responsibility to complete the vacation/sick credit form, available [online](#), in order to receive a credit for the day(s) missed. Once the allotted days have been used, payment is required for any additional absences. Any unused vacation/sick days are forfeited at the end of each session.

Program Withdrawal

In the event that the use of PULSE is no longer needed, families are required to submit a two-week online request in order to withdraw from the program. In the event that appropriate notice is not received, PULSE reserves the right to bill the account for a two-week period.

In order for PULSE to close an account, the balance owed must be \$0. Any account with a remaining balance will be subject to additional charges and late fees. To enroll in future Community Education classes and programs, all account balances must be paid.

Updating Information

Parents/Guardians are responsible for keeping all enrollment information up to date. For safety and emergency purposes, it is extremely important that families update their account information with any contact information (phone numbers, address, etc.), medical information, emergency contact information, authorized pick-up, etc.

Outdoor Time

PULSE will go outside, weather permitting, on a daily basis. Please be sure that your child has appropriate attire for the weather conditions.

Warm Weather Policy

During the warm weather months, decisions regarding outdoor time and field trip attendance will be made based on the heat index, cloud covering, and wind speeds. The National Weather Service defines the heat index as the combination of air temperature and relative humidity to measure the "actual feel" temperature. PULSE program staff will use the National Weather Service's Heat Index Chart as a guide for decisions regarding outdoor play and field trip attendance.

NOAA's National Weather Service

Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution

Extreme Caution

Danger

Extreme Danger

Sunscreen

In order to promote good health, safety, and to protect students from harmful sun exposure, the PULSE encourages the regular use of sunscreen on students during all outside events and activities.

The PULSE follows these guidelines regarding the application of sunscreen:

- The PULSE asks that families provide sunscreen for their child/ren. Please bring sunscreen that is safe for your child in the original container, labeled with your child's first and last name.
- Staff will encourage all students to independently apply sunscreen before outdoor time and every two hours when on outdoor field trips

It is the responsibility of each student in the PULSE program to apply their own sunscreen. Students who choose not to wear sunscreen may have to limit their time outside.

Students are also encouraged to use the following sun protection measures:

- Wear hats that protect their face, neck, and ears
- Wear sunglasses that cover as much of the eye area as possible
- Wear rash guard shirts while swimming outdoors

Field Trips are scheduled on average twice per week during the summer program. Field trip costs are included within the daily/weekly PULSE tuition rates. Information regarding field trips will be posted at site as well as on the PULSE website by April 1, 2024.

http://www.ce4all.org/pages/Community_Education/K-5_Youth/School_Age_Care

Sign-in and Sign-Out

Students at the PULSE are allowed to sign themselves in and out of the program. Parents are responsible for calling the site upon arrival for pick-up so that staff can send the child outside. If children will be arriving at the PULSE program without an adult (ie. Biking or walking to program) this must be communicated with staff ahead of time. Parents may request PULSE staff send a text when the student arrives each day. The time in which a child is allowed to leave the program independently must also be communicated to staff. A staff member will text parents when the child leaves.

Late Pick-Up

The PULSE closes at 5:30 pm daily. All children are required to be picked up by closing time. In the case that a late pick up occurs PULSE staff will take the following steps:

- after 5:30pm staff will attempt to contact the parent/guardian
- after 15 minutes, if a parent/guardian has not been reached, staff will contact the child's emergency contact(s) to pick up the child
- after 45 minutes, if a parent/guardian or emergency contact has not been reached, staff will contact the local police

After 5:30pm a **fee** of \$5 for the first 5 minutes and \$1 for every minute thereafter, per family is assessed until the child is picked up. The iPad check out system and staff observation will validate the time of child pick up. The iPad will automatically connect with your account to assess the late fee.

A family may be dismissed from PULSE if late pickups become an ongoing issue. Please make the necessary arrangements to ensure that your child is picked up by closing time.

Family Communication

Communication between home and PULSE is important to the success of children in our program. Please feel free to share any information that may affect your child's time in Club Care with staff at any time. If you need to share important confidential information about your child please call, email, or set-up a meeting with the Out of School Time Supervisor.

If any concerns about the PULSE Program or staff arise, please set up a time to discuss the issue with the Out of School Time Site Supervisor and/or that Care Program Specialists.

Custody of Children

PULSE is obligated to release children to either parent unless otherwise informed by a court order. Families are responsible for making copies of court orders available to Club Care staff. Program staff will follow the custody arrangements outlined in the court order provided.

Child Protection

All staff who work with children are required by Minnesota State Law to report any and all suspected physical, emotional, and sexual abuse or neglect of children to the appropriate authorities.

The PULSE expects that participants will:

- Respect staff and adhere to program rules and boundaries
- Respect their peers and treat them with kindness
- Respect school property
- Take responsibility for their actions

Behaviors that are not acceptable at The PULSE:

- Physical encounters that hurt another child or staff
- Inappropriate language, songs or jokes including swearing, teasing, references to drugs, alcohol, abuse, racism, gender bias, etc.
- Leaving the program area or group without permission
- Vandalism to school or personal property
- Using or taking other people's property without permission

Behavior Guidance Procedures:

Warning:

- When inappropriate behavior occurs, a verbal reminder of the rule or expected behavior will be given by staff
- Behavior that threatens the safety of others will result in a separation from the group or area without a warning

Redirection:

- Participants may be directed to leave any area or activity if they continue to display unacceptable behavior after a warning
- Redirection will include staff asking the student to take some processing time and let staff know when they are ready to discuss the behavior and strategies to avoid it in the future

Modification:

- Participants will return to their activity after concluding their discussion.
- Further inappropriate behavior may result in the loss of options or loss of access to certain spaces for the remainder of programming that day

Notification:

- Parents will be informed of the behavior or concerns through a verbal discussion or an Incident Report as appropriate. In some instances, phone calls to the parent during programming time may be made
- If the behavior does not improve after intervention, or if the behavior poses a safety risk, a parent may be asked to pick up their child. A formal conference with the family will be held to establish a plan of action to resolve the concerns.

Physical interventions by staff are avoided unless a child is threatening the safety and well being of themselves and/or others. A staff member may need to restrain a child until they are calm enough to stop the inappropriate activity. PULSE has a staff member trained in CPI de-escalation on premise at all times

It is our goal to provide a safe and welcoming environment for all students at the PULSE. It is our expectation that students act with good intentions. At the PULSE program staff work hard to foster independence, autonomy and responsible decision making. When students behave in a way that does not support the mental and physical safety of others, the PULSE program reserves the right to suspend the student, or to terminate care if behaviors continue after the behavior modification process has been implemented.

Suspension

If a suspension occurs, the Care Specialist, Out of School Time Supervisor, and parents will meet to determine what interventions need to be put in place in order for the student to return to program. The length of the suspension is up to the discretion of the Out of School Time supervisor and will be proportionate to the behavior that occurred. All tuition fees apply to missed days due to a suspension.

Program Dismissal

PULSE program staff reserves the right to terminate or deny a contract for child care services due to:

- Non-payment of PULSE charges
- parent/guardian's inability to follow PULSE policies and procedures
- child consistently putting their own safety or the safety of others at risk
- child's consistent inability to demonstrate toileting success with reasonable accommodations in place

If a childcare contract is to be terminated, the dismissal will be given in writing to the parent with one week's notice when possible. If continued attendance is deemed to be a threat to the physical or mental wellbeing of staff or students, termination of a childcare contract may be immediate.

Cell Phone and Technology Policies and Expectations

Participants in The PULSE program are welcome to bring cell phones and other electronic devices daily. There will be times throughout the day that cell phones/devices will need to be put away- these times will be communicated by The PULSE staff. It is the expectation that:

- Cell Phones/Electronic Devices may not be used to access media that includes inappropriate language, songs, pictures or jokes including swearing, teasing, references to drugs/alcohol, abuse, racism, gender bias, sexual material, etc.
- Students are not using their devices to play server games that allow online chats with other players in the game
- Cell Phones and other electronic devices are only used during the designated times

A limited number of Chromebooks and group video games such as the Nintendo Switch will be available for use during tech time for students that do not have their own device.

Enforcement Steps:

First Offense: The device will be confiscated for the remainder of the day and the parent/guardian will be notified of the incident. The student will pick the device up from The PULSE staff at the end of the day.

Second Offense: The device will be confiscated for the remainder of the day. The device may be picked up from The PULSE staff at the end of that day but only by the student's parent/guardian. In addition, the student may be required to participate in an individual or small group discussion facilitated by The PULSE staff (and any individuals affected by the violation).

Third Offense: The device will be confiscated for the remainder of the day and must be picked up by the student's parents. The student will not be allowed to bring cell phones/electronic devices when attending the PULSE.

Volunteers and Community Partners

PULSE may occasionally accept the assistance of parent and/or community volunteers. Volunteers are supervised by a staff member at all times and per District policy never left unattended with children.

PULSE is committed to teaching children about community involvement and may partner with other community organizations for special events, support, education, or activities. Club Care sites may also interact with outside organizations by participating in annual service learning projects.

District Policies

PULSE is a program of Eastern Carver County and follows all district policies. These policies can be found on the website: www.district112.org