



Burnsville · Eagan · Savage

One91 Community Education
Childcare Programs Handbook

OUR MISSION

Each Student. Future Ready.

One91 Community Education School Age Care Programs, Project KIDS and Summer Break Camp, provide fee based, high-quality before and after-school care, as well as all-day programming on most non-school days and during the summer, for children in Kindergarten through Grade 5.

Activities are designed to help each child become self-directed and self-disciplined. Through a caring and supportive social-emotional environment of educational, recreational, and developmental activities, our staff assists each student in exhibiting respect for their own ideas and the ideas of others.

PROGRAM OVERVIEW

Research shows that quality before and after-school programs keep kids safe, help working families, and can improve school attendance and academic achievement.

One91 CE School Age Care Programs offer a choice-based program where the curriculum is based on the needs and interests of the children enrolled. Kids have the opportunity to practice youth leadership skills and provide input regarding daily programming. This follows best practices, helps develop independence, fosters community, and keeps kids engaged in their environment.

Caring and educated staff members provide a fun, consistent, and nurturing environment. Our goal is to ensure the success of children in our communities by establishing positive relationships, providing educational and recreational activities, and offering opportunities for kids to share ideas and feel valued.

Program Certification

School Age Care is certified and monitored by the Minnesota Department of Children, Youth, and Families (DCYF). This certification ensures our program meets essential state standards for School Age Care practices, health, and a safe physical environment, giving you confidence in the quality of care your child receives.

The School Age Care School-Age Care program is designed to meet standards for quality, safety, and community integration. The program includes the following core components to ensure an enriching experience for your child:

- **Adult Supervision & Safety:** All activities, field trips, and time within our program are continuously supervised by trained staff while school is not in session (e.g., before school, after school, non-school days).
- **Parent and Guardian Involvement:** We actively seek and value your perspective. Parents/guardians are provided with opportunities for input and involvement in the program's design and direction through surveys, advisory committees, and feedback sessions. Program and Site Leads can provide those interested with more information about how to become involved with these opportunities.
- **Community and School Partnerships:** We maintain partnerships with the ISD One91 K-12 school system and other public, private, and non-profit organizations to enrich our curriculum and provide diverse resources and learning experiences.
- **Mentorship Opportunities:** Our program often includes opportunities for trained secondary school (high school) students to serve as supervised mentors and role models for younger children as part of a structured community service initiative.
- **Access to Facilities:** We are committed to maximizing educational and recreational resources available. Children will have access to available school facilities for program use, including the gymnasium, sports equipment, computer labs, and media centers, when they are not otherwise in use by the school's daily operations.

MN DCYF Policies and Procedures

School Age Care policies and procedures submitted to the MN DCYF for certification compliance review are available upon request. Please contact a Program or Site Lead.

Location and Structure

The program operates within the ISD One91 elementary school buildings, utilizing space secured annually through the district's facilities department. This familiar and convenient setting allows us to be an integrated extension of your child's school day.

We offer two distinct programs, both requiring annual registration:

- **School Age Care K-5:** Care provided during the regular School Year (before and after school hours) for children enrolled in an ISD One91 Elementary school.
- **Summer Break:** Full-day camp style care provided during the Summer months at one location for all.

OPERATING HOURS

School Age Care operates on regular school days and provides full-day care on most scheduled non-school days as well as summer programming

Session	Timeframe	Details
Morning (AM)	7:00 AM – 9:15 AM	Care provided until the school bell rings.
Afternoon (PM)	3:45 PM – 5:30 PM	Care provided immediately following school dismissal until closing.
Non-School Days	7:00 AM – 5:30 PM	Full-day care on pre-scheduled school release days.
Potential Cold Day Care	7:00 AM -5:00 PM	Full-day care on pre-scheduled. Pre-scheduled registration required. ***At select sites only.
Summer Break Camp	7:00 AM – 5:30 PM	Full-day camp for part of June, all of July and part of August at one ISD One91 Elementary School

Non-School Day and Potential Cold Day Care Policy

- Eligibility: All children with a current School Year contract are eligible to attend Non-School Day care.
- Location: Non-School Day care is consolidated and held at limited, designated sites. The location will be communicated prior to the scheduled day.

ENROLLMENT INFORMATION

School Age Care is a fee-based program. The parent/guardian is responsible for all children listed on the ISD One91 Arux School Age Care School Age Care Account and agrees to pay all applicable fees. Click here to access the [ISD One91 Community Education Online Registration System](#)

Registration Process

- Annual Registration Required: Families must register each school year and each summer to enroll in ISD One91 CE School Age Care Programs. Visit this link for help in creating an Arux School Age Care Account: [ISD One91 School Age Care Arux](#)

- **Completion:** Registration is considered complete when your Arux account and contract have been approved.
- **Fees:** Registration fees are non-refundable. All registrants must enter a valid credit or debit card upon registration. Registration fees will be charged to the credit or debit card on file once your enrollment is approved
- **Processing Time:** Allow a minimum of three (3) business days for processing. You will receive an automated email notification from Arux once your registration is approved.
- **Start Date:** Once you receive the approval email, your child is able to begin on the first day closest to your requested start date.
- **Waitlist:** Registrations are accepted on a first come, first served basis, space permitting. The Program reserves the right to delay registration to increase staffing, if needed.
- **Denial of Service:** The Program reserves the right to deny or limit service due to previous non-payment of program fees.

How to Register

To register your child, please follow these steps:

- Visit ISD One91 Community Education Website
- Navigate to the Youth Section of the website.
- Look for registration details under the following two headings:
 - [School Age Care K-5](#) (for School Year enrollment)
 - [Summer Break Camp](#) (for Summer enrollment)

Please Note: Enrollment is often based on capacity and is conducted annually. Be sure to check the Community Education website for current registration deadlines and policies.

CONTRACTS & CONTRACT CHANGES, FEES

Specific Fees may change season to season/year to year. Current fees and pricing will be listed on the ISD One91 Community Education website under the program's webpage.

Contract Options for Regular School Days

Contract Type	AM Session (7:00 AM - 9:15 AM)	PM Session (3:45 PM - 5:30 PM)	Commitment & Flexibility
Consistent Schedule	Cost is per session	Cost is per session	Fixed, requires a minimum of 3 sessions per week for the entire school year.
Drop-In Schedule	Cost is per session	Cost is per session	Flexible, allows for varying weekly schedules and short-notice requests.

1. Consistent Schedule Contract

- Commitment: The chosen number of days/sessions applies to every week of every month for the entire school year or summer.
- Minimum Sessions: Must choose a minimum of 3 sessions per week (e.g., 3 AM, 3 PM, or a combination totaling 3 or more).
- No Charge Days: No charge for sessions that fall on pre-planned school closure days (i.e., professional days, holidays).
- Absence Policy: No credit will be given for absences. This includes no refunds, no credit on account, and no swapping or trading of days.

2. Drop-In Contract

- Scheduling Flexibility: Allows for flexibility with weekly scheduling and short-notice requests, subject to availability.
- Visit this link for how to request Drop In Care dates: [Arux Drop In Scheduling](#)
- Request Deadline:
 - Care requests for the upcoming month are due by the 20th. Please request all known dates for which care will be required.
 - For short-term drop-in care, please follow the standard request procedures outlined above. If the online system does not allow you to select specific dates, contact the Program Lead at your designated school-age care location directly.
- Approval: Days are approved or denied based on availability by the end of the month.
 - Approval will be sent via automatic email. No approval email means no availability.
 - Short-notice requests (after the 20th) are also subject to approval based on availability. If the Arux account will not permit you to request sessions, contact the site lead.
- Cancellation: Requests to remove approved days/sessions must be made prior to the invoice being generated to avoid charges.
- Absence Policy: No credit will be given for absences once days/sessions are approved and invoiced.

3. Non School Day Care

Non-School Day Care During the Regular School Year	7:00 AM - 5:30 PM at select elementary schools	Flexible Scheduling
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- Registration: Everyone needing non-school day care at any point must register for this separate contract. Your regular school year contract status will apply to the daily cost of a non school day. (Consistent or Drop In).

4. Summer Break Camp

All guidelines listed in the Consistent and Drop In Contract information in this handbook apply to all Summer Break Camp contracts.

Enrollment Type	Consistent Contract	Drop-In Contract	After Summer School Contract	Registration Opens
ISD 191 Students	Daily Fee	Daily Fee	Daily Fee	Priority Access
Non-ISD 191 Students	Daily Fee	Daily Fee	N/A	+30 Days Later
Scheduling Requirement	Weekly Minimum- 3 Days (Same days each week)	Weekly Minimum - None (Less than 3 days or varying)	Weekly consistent schedule for all days attending summer school	
Scheduling Requirement	Schedule Type - Fixed for the full summer	Schedule Type - Flexible monthly or weekly requests		

All costs can be found in the current year Arux account or under Fees & Payments on the School Age Care webpage.

Changing a Contract

School Year: To request a change to your child's established contract (e.g., switching from a consistent schedule to a drop in schedule, or vice-versa), the following terms apply:

- **Effective Date:** The current contract will remain in effect until the last day of the calendar month in which the change request is approved. The new contract and corresponding tuition schedule will take effect on the first day of the following month.
- **Administrative Fee:** A \$20 Contract Change Fee will be assessed per change request. This fee will be added to your next tuition invoice.

- **Submission and Notice:** All contract change requests must be submitted electronically through the Parent Portal (Arux Account). Requests require a minimum of two (2) weeks' notice prior to the start of the following calendar month to be considered for approval.

Summer Break:

- The Summer Break Camp is a short-term program, running for approximately nine weeks.
- All contracts are considered final once the requested start date has elapsed. No modifications or adjustments to the contract may be made after this time.
- **Contract Change Requests (Prior to Start Date):**
 - Requests must be submitted electronically via the Parent Portal (Arux Account).
 - A minimum of one (1) week's notice is required for consideration.
 - A \$20 Contract Change Fee will be assessed per change request.
 - This fee will be added to the subsequent tuition invoice.

Withdrawal Policy

To request a withdrawal from a child care contract, follow these steps through your program's Arux Community Portal:

- Sign in to your account. Your Account Dashboard will be displayed. If it is not visible, click your name in the upper-right corner or click Your Dashboard in the footer of the page.
- Under Your Accounts, select the desired Child Care Account. The child care account page will be displayed.
- Under Current and Upcoming Contracts, select the contract you want to withdraw from. The child care contract page will be displayed.
- Under Contract Management, click Withdraw Contract. The Withdraw Contract menu will be displayed.
- Your request to withdraw from child care will be noted on the contract page and will remain in a pending status until approved by the district.
- Once approved, you will receive an email confirmation and the withdrawal will be reflected on the child care contract page.
- A two-week notice is required for withdrawing from the program.
- **No Notice Penalty:** If proper notice is not given, payment is required for a regular consistent schedule or any approved and invoiced Drop-In days.

Miscellaneous Fees

- **Change in Contract or Schedule Fee:** \$20 per change, per child.
- **Early Drop Off (before 7:00 AM) or Late Pick Up (after 5:30 PM):** \$1 per minute, per child.
- **Termination of Services:**

- Consistent tardiness for drop-off or pick-up may result in the termination of services.
- There is a failure to make payments for childcare services.

ISD One91 Educational Benefits Discount

If your child qualifies for [ISD One91 Educational Benefits](#) (often based on Free or Reduced-Price Meal eligibility), you can receive a discount on the daily session fees:

- Free Eligibility: Your invoice account will get a 50% discount on daily session fees.
- Reduced Eligibility: Your invoice account will get a 25% discount on daily session fees.

Action Required:

- Indicate eligibility on the Arux registration form.
- Send a copy of your child's eligibility documentation to the Program or Site Lead at the location you are registering. The eligibility letter must be submitted each year. Each application only applies for the school year indicated on the application form.

Child Care Assistance Program (CCAP)

If you are receiving assistance through the Child Care Assistance Program (CCAP), a different process applies for setting up payment:

Action Required:

1. Indicate on the Arux Registration that you are receiving CCAP.
2. Contact the Program or Site Lead at the School Age Care location where you wish to register for further assistance in applying this benefit to your School Age Care account.
 - a. Requirement: A Notice of Decision must be sent from your county's CCAP office.
 - b. Recipient: The School Age Care location's Program or Site Lead must receive this notice.
 - c. Start Date: Your CCAP participation (and associated financial benefits/billing) begins after that notice is received by the School Age Care location.

You should contact the Program or Site Lead at your registered School Age Care location to confirm they have received the required paperwork from the county and to discuss when the CCAP benefit will be applied to your account.

If the Summer Break Camp location is different from your CCAP approved School Age Care location during the regular school year, contact your caseworker to request a change in location for the first day of Summer Break Camp through the last day of camp.

BILLING & PAYMENT

Billing and Attendance Policy

To ensure consistent staffing and program stability, school age care programs adhere to the following payment policy:

- Payment Requirement: Once a monthly schedule has been approved and invoiced, all dates listed on the invoice require payment in full.
- Absences and Cancellations: Payment remains mandatory even if a student does not attend on a scheduled day or if a request is made to cancel or remove a date after the invoice has been generated.
- Commitment: Your approved schedule represents a reserved space for your child and a commitment of program resources.

- Invoicing: Invoices are generated on the first business day of each month for the current month's services.
- School Age Care Programs utilize a required automatic payment system.
 - Automatic payments will be applied to the credit card on file in your Arux account on the 10th of each month.
- Late Payment/Failed Payment: A \$20 fee is assessed for late or failed payments. This fee is automatically applied to the account.
- Service Continuation Policy: Monthly balances must be paid in full by the end of each month to continue services into the following month. Services may be suspended until balances are paid in full.

ATTENDANCE PROCEDURES

Drop-Off & Pick-Up

- There is a designated door/area for dropping off and picking up children at each building.
- Children must be escorted to the School Age Care area for check-in each day.
- Only parents/guardians and those listed on the child's information form (in the Arux account) are permitted to pick up children.
- Anyone picking up a child should be prepared to show a valid photo ID.

Parent Communication

- All parents/guardians must have a current email address on file, as communication will be sent through email.
- You may call the School Age Care site or email the Program Lead or Site Lead whenever necessary. Phone calls and emails will be returned in a timely fashion.

Absence from Program

It is the parent's responsibility to notify the One91 Community Education School Age Care Program site directly when their child will be absent. School staff do not share student absences with School Age Care.

- If a child does not arrive when scheduled, and the site has not been notified of the absence, staff will contact the parents.
- Absence Fee: A \$5 fee may be assessed if a child consistently fails to attend when scheduled or if parents fail to notify the site of their absence.

Identification Checks

To assure the safety of each child, parents must notify Program staff if someone other than the parent/guardian or those listed as authorized pickups in the Arux account will be picking up the child. Staff may request an identification check at the time of pickup.

Both Parents' Right to Pick Up

Under the laws of Minnesota, both parents have the right to pick up their child, unless official court documents restrict this right. The enrolling parent who chooses not to include the child's other parent on the authorized pick-up list must file an official court document with the Program.

Late Pick-Up Policy

One91 CE School Age Care Programs open at 7:00 a.m. and close at 5:30 p.m.

- A late fee of \$1 per minute, per child, is assessed for any drop off before 7:00 a.m. or pick up after 5:30 p.m.
- This fee is automatically assessed to your Arux account.
- One91 CE School Age Care Programs reserve the right to terminate services if parents/guardians are consistently late.

CURRICULUM

One91 Community Education School Age Care Programs offer age-appropriate activities that provide opportunities for cognitive, social, emotional, and physical development.

Curriculum Activities

Children will enjoy a variety of recreational, educational, and developmental activities with a minimum of formal structure in a well-supervised and comfortable environment. We strive to provide a balance of active and passive activities and a safe, nurturing environment that assists in positive emotional development.

Curriculum Goals

- Develop Personal Discipline: Promote responsibility for one's own actions, setting limits, respecting the rights and property of others, forming friendships, and using community resources responsibly.

- Reinforce Academic Concepts: Use experiential learning activities and intentional programming (such as reading, math, science, and language) to help children develop confidence through real-life experience.
- Guide and Foster Social Development and psychological health.
- Provide Opportunities for Physical Development: Help children develop a sense of confidence with the physical environment through games, hobbies, and exercise.
- Encourage Independent Living Skills and a healthy lifestyle.

School Age Care Program Structure

School Age Care utilizes a large-group structure designed to foster independence and provide a variety of choices. (School Year and Summer Programming)

- Group Size & Ratio: Groups and session sizes range between 20-80 children, striving for a staff-to-child ratio of 1:15.
- Supervision: Staff supervise and engage with children during both independent play and staff-led activities throughout the daily routine.

Independent Transitions

A key component of the School Age Care structure is fostering student independence and self-direction.

- Independent Movement: Kids transition to all areas of programming alone, including movement to:
 - Bathroom
 - Choice areas
 - Drink breaks
 - Activity rooms (at specific times)

Children are expected to demonstrate RRS (Respect, Responsibility, and Safety) during all aspects of program participation, including transitions between activities and locations.

RRS Defined:

- Respect: Treating staff, peers, and property with consideration and politeness. *(Relates to: "We respect ourselves, others, and property.")*
- Responsibility: Showing ownership over one's actions and materials, and following instructions. *(Relates to: "Promote responsibility for one's own actions.")*
- Safety: Conducting oneself in a way that ensures the physical and emotional security of oneself and others. *(Relates to: "Behaviors which directly or indirectly threaten a person's right to be safe.")*

Field Trips and Off-Site Policy

- Frequency: Off-site field trips happen weekly during the summer. During non school days (school year programming) field trips occur on some of the days but not all.
- Mandatory Attendance: Everyone scheduled to attend on an all-site trip day must go on the trip; no children are on-site. Group sizes range between 1 staff with 8-15 children in one group.

Additional Summer Camp Program Details

The summer program is described as "very busy" and action-packed.

- Routine Variation: Summer classroom and group routines/activities may vary from day to day depending on the weekly field trips or scheduled special events. Adaptive implementation is necessary often.

Structure: Groups transition to various activity rooms at specific times throughout the day, in addition to spending time within their classrooms.

- Meals: Breakfast, lunch, and snack times will likely mirror the structure children experience during their regular school day lunch period.
- Outdoor Time: A significant amount of time is spent outdoors, primarily independently utilizing playground equipment and engaging in games with friends.

External Services Policy

- School Year School Age Care operates independently of the regular school-day infrastructure.
- Both School Year and Summer Programming do not receive any of the additional services offered during the regular school day hours, including:
 - Food services (during School Year Programming only)
 - Health services (no nurse on site)
 - Special Education services and support

HEALTH & SAFETY POLICIES & PROCEDURES

School Age Care and the Summer Break Camp do not have health services on site. All staff have been trained in First Aid and CPR.

Illness Exclusion Policies

The Program will supervise and isolate a child from other children when they become sick and will immediately notify the sick child's parent or legal guardian to arrange for pick up. The child should not be actively participating in activities with other children while waiting to be picked up.

Illness Symptoms: Sick children cannot attend ISD One91 Community Education programs. You will be contacted to pick up your child if they have any of the following symptoms:

- Fever of 100° or higher

- Discharge from eyes
- Profuse nasal discharge
- Vomiting
- Head Lice or Undiagnosed Rash

Children need to be fever/symptom free for 24 hours before returning to the Program. If children are absent from school due to an ailment, they cannot attend Community Education programs that day.

Infectious Disease Outbreak Policies

The Program will post or give notice to the parent/legal guardian of an exposed child the same day the Program is notified of a child's contagious reportable disease (as specified in Minnesota Rules, part 4605.7040) or scabies, impetigo, ringworm, or chicken pox.

Parents are required to notify the Program or Site Lead in the event their child develops a communicable or infectious disease. Community Education staff will post a medical notice to inform families if other children have become exposed. The notification will include the illness, symptoms, treatment, preventative measures, and how many cases have been reported.

Emergency Procedures

Life-Saving Emergency

If immediate medical attention is needed, Community Ed staff will call 911 and then the parent. Paramedics will decide the appropriate action. If emergency treatment is needed, children may be transported to the nearest medical facility. The parent will be responsible for all medical charges.

- *Community Ed staff are not allowed to transport children in their vehicles for any reason. District Health Services are not available during Community Ed program hours or on field trips.*

Serious Injuries

For injuries requiring the attention of a physician, parents will be notified to pick up early and will be responsible for taking their child to a medical facility. Community Ed staff will administer first aid and do their best to keep the child comfortable until someone arrives.

Minor Injuries

Certified Community Ed staff will administer first aid. Parents will be notified at pick up.

Medication

Administration of Medication Policies

- Written Permission: Written permission is obtained from the child's parent or legal guardian before administering prescription medicine, sunscreen lotion, and insect repellent. (Parents agree to this when completing registration under the General Consent tab.)
- Nonprescription Medicine: Nonprescription medicine, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless written instructions from a licensed health professional are provided to use a product differently.
- Sunscreen: Sunscreen will be applied to children unless a parent has submitted a written request for no sunscreen to be applied.
- At Home Dosing: Parents are encouraged to arrange medication times to be given at home when possible.
- First Dose: Parents should always give the first dose of any medication so that they may personally observe the child's reaction.
- Long-Term Medication: Written permission from a doctor is required for all medications that need to be administered for longer than 10 days.
- Required Forms: Parents must bring medications in the original bottle and complete a medication form, which is available at your Program site.

Allergies

The Program requires documentation of any known allergies from the child's parent or legal guardian before admitting a child for care, and this information will be maintained in the child's record.

Allergy information must include:

- A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction.
- Procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

The Program will inform staff of each child's current allergy information. Staff must be informed of any change at least annually and when a change is made to the allergy-related information in a child's record.

Program Safety

ISD One91 prioritizes clear and timely communication to keep our families and staff safe. They utilize ParentSquare as the primary tool for alerts regarding emergencies or severe weather events that impact the school day.

- Scope of Alerts: Notifications include updates for both the regular school day and school-age care programming.
- Consistent Protocols: Our school-age care staff are fully trained in the same emergency protocols and interventions used by regular school day staff, ensuring a seamless and safe environment for your child at all times.
- Stay Informed: To ensure you receive these alerts, please keep your contact information updated in ParentSquare.

For detailed information regarding specific safety protocols, school closures, or delayed starts, please visit the official district page: [ISD One91 Emergency Notifications](#)

INCLEMENT WEATHER & SCHOOL CLOSINGS

One91 Community Education School Age Care Programs monitors the weather (summer and winter) carefully and prepares accordingly in terms of outdoor activities.

OUTDOOR ACTIVITIES

Most Programs will attempt to enjoy the outdoors on a daily basis.

- Air Quality
 - The Minnesota Outdoor Air Quality Guidance for Schools and Child Care, developed by the Minnesota Department of Health (MDH) is utilized. This optional guidance helps our staff make informed decisions to protect children—who are more sensitive to air pollution than adults—during poor air quality events.
 - The Air Quality Index (AQI) is monitored daily to determine if outdoor activities need to be modified. When air quality reaches unhealthy levels (often due to wildfire smoke or ozone), we take the following actions:
 - Activity Modification: We may reduce the intensity of outdoor activities (e.g., walking instead of running) or shorten the time spent outside.
 - Moving Indoors: If the AQI reaches "Unhealthy" levels, outdoor recess, physical education, and after-school activities will be moved indoors or rescheduled.
 - Support for Sensitive Groups: Students with asthma or other respiratory conditions are monitored closely. We encourage parents of children with respiratory plans to ensure their "quick-relief" medications are updated and available at school.

- Heat
 - A heat index of 90° or above poses a significant health risk. During the summer months, when the heat index is high, outdoor activities are limited to early morning. Our procedures include sunscreen use, proper and regular hydration, and choosing weather-appropriate activities.

- Cold
 - When temperatures fall below zero degrees (with wind chill), staff and children will remain indoors. Please make sure your child comes prepared with proper winter gear (boots, warm socks, gloves, a hat, jacket, and snow pants) to play outside daily when the weather is appropriate.

School Closure

If ISD One91 schools are closed for the entire day due to inclement weather, Community Education programs will be closed as well. Early notice will be given on the district's website, www.isd191.org, and through ParentSquare. School closings may also be listed on television stations WCCO 4 (830 am radio), KSTP 5, KMSP 9, and KARE 11.

Early Release

When school is closed mid-day due to inclement weather, all after-school programming will also be closed, including childcare programs. It is important that you discuss this scenario with your family and have a plan for alternative care in place. It is very likely that Program staff will be out of the building if school is canceled mid-day.

Two-Hour Delay

In the event school start time is delayed two hours due to inclement weather, One91 Community Education School Age Care Programs will be closed for before-school care.

After-School Weather Advisory

We encourage parents/guardians to listen to weather reports during a weather advisory or warning. Please plan for someone to arrive at the childcare site no later than 5:30 p.m.

GENERAL CONSENTS AND RELEASE

Field Trips & Transportation

All children in attendance will participate in School Age Care bus and walking field trips.

For all off-site excursions, transportation is provided via school buses chartered through ISD 191 and their currently contracted transportation provider.

- Safety Standards: All chartered vehicles meet state safety requirements for student transport.
- Supervision: Students are supervised by staff and cleared volunteers at all times during transit.
- Expectations: Students are expected to follow all standard bus safety rules to ensure a secure trip for everyone.
- In the event of an emergency, School Age Care staff will follow emergency procedures.
- School Age Care and ISD One91 is released of any liability in the event of injury.
- In the event of a non-emergency situation (such as sickness, minor injuries, or behavioral issues), parents may need to transport a child from the field trip site at the request of School Age Care staff.

Exchange of Information

An exchange of information regarding the physical and mental well-being of my child between School Age Care staff and other ISD One91 staff may occur.

Publicity Release

Children participating in School Age Care will be included in photos or videos of program activities that may be used in school district publicity, including but not limited to newsletters, brochures, websites, social media, and any media coverage (e.g., newspaper or television).

Sunscreen & Insect Repellent

- It is the parent's responsibility to send sunscreen and insect repellent with my child each day.
- Sunscreen should be applied at home prior to arrival.
- School Age Care staff will encourage children to reapply sunscreen before going outdoors and will do their best to help children apply sunscreen if needed.
- I agree not to hold School Age Care staff liable if my child gets a sunburn.

Specialty Services Participation

Children will be allowed to participate in specialty services during their scheduled School Age Care time (including Headway/Counseling, Scouting, Chess, or services led by School Building Staff). If participating in a special service:

- Children will not be supervised by School Age Care staff during the time they are with the specialty service.
- The leader of the service must sign children out and back into School Age Care for each session.
- Parents must provide communication to School Age Care staff detailing the name(s) of the specialty service, the persons leading the service, and the date(s) and time(s) they are to occur.

ACCOMMODATIONS AND INCLUSION

School Age Care is committed to providing a safe, healthy, and inclusive environment for all children in care, in accordance with Minnesota Department of Children, Youth, and Families (DCYF) School Age Care certification requirements. The program strives to understand the individual needs of children in order to provide appropriate support to help create the best experience. Reasonable accommodations will be made, when possible, to support children's behavioral, developmental, and physical needs.

Parent/Guardian Responsibilities

- Parents/guardians are asked to fully disclose all known behavioral, medical, physical, developmental, or mental health needs on the child's registration and enrollment forms. Accurate and complete information allows the program to determine how to best meet a child's needs.

- Parents may be asked to come in for an individual conference before enrollment is processed.
- Failure to disclose relevant information may result in a temporary hold on School Age Care services until the program can evaluate safety and supervision needs.

Reasonable Accommodations

- The program will make reasonable adjustments to routines, expectations, and strategies to support children's participation in the program.
- Accommodations will be implemented within the group care setting and must allow staff to maintain required supervision and child-to-staff ratios.

Behavioral Safety

- If a child displays behavior that jeopardizes their own safety or the safety of others, staff will immediately intervene and notify the parent/guardian.
- Parents/guardians may be called to pick up if a child's behavior is unregulated or inappropriate and compromises the safety of the child or others, or when staff are unable to safely manage the behavior within the group setting.
- Services may be temporarily paused while the program evaluates whether appropriate supports can be put in place.

Ongoing Behavioral Support Process

When a child continues to have difficulty participating safely in the program, the following steps will be taken:

- Documentation of observed behaviors and staff interventions used.
- A meeting with the parent/guardian to review concerns and collaborate on strategies.
- When feasible, the program may explore additional support staffing.

Important clarification:

- Support staff are intended to assist children within the group environment.
- Support staff are not provided to offer independent 1:1 care or to isolate a child from the program.

BEHAVIOR GUIDELINES

Expectations

A major objective of Community Education programs is for every person to feel safe (emotionally and physically), respected, and valued. Community Education participants are expected to use respectful behavior at all times.

The basic expectations for students and adults include:

1. We respect ourselves, others, and property.
2. We conduct ourselves in an appropriate manner.

Community Education Programs will abide by the Policies of Student Discipline established by District #191; MSBA Policy #506 and Student Policies section 500. A direct link to District Policies, including Student Behavior Policy 506, can be found on the district website under *About Us - School Board - District Policies*.

Examples of Harmful/Inappropriate Behavior

The following behaviors are considered inappropriate and may result in disciplinary action:

- Behaviors which directly or indirectly threaten a person's right to be safe.
- Fighting, which includes being verbally abusive or physically aggressive.
- Verbal aggression such as swearing, hurtful teasing, and disrespectful language of any kind.
- Inappropriate touching of a person's body or belongings.
- Threatening talk of weapons.
- Use or possession of drugs, alcohol, tobacco, or weapons on the premises.
- Behavior which prevents staff from fulfilling their ability to be available for all children and maintain child-to-staff ratios
- Removing oneself from the group or without permission.
- Consistent disruption of the normal care of other children.
- Outbursts which endanger others.
- Behaviors that disrupt activities and/or program participants.
- Destruction of property.
- Blatant disrespect or absolute refusal to follow the lead of the staff person in charge.

Consequences & Dismissal

One91 Community Education reserves the right to suspend or terminate childcare services when a child exhibits repeated, unacceptable behavior. Staff will model and implement conflict resolution strategies and redirection techniques. Continued inappropriate behavior will result in consequences:

Behavior Report	Consequence
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1st Report	Warning & Parent Notification
2nd Report	Parent Notification and requirement to pick child up
3rd Report	Parent Notification, requirement to pick child up and Suspension to be determined
4th Report	Dismissal from Program

Depending on the severity of the behavior incident, staff may bypass any of the consequences and immediately dismiss a child from the program.

Dismissal from Program

One91 Community Education may require a parent to remove their child from the program if:

- The parent refuses to follow the One91 Community Education policies described in this handbook and the signed contract for services.
- The child is unable to adapt to the One91 Community Education Discipline Policy.

Program Suspension

- If a child is dismissed from a program for behavior, they are able to return to One91 School Age Care programming for one year after the last report was filed. If another behavior report occurs at this time, the child may be immediately dismissed from One91 Community Education School Age Care Programs indefinitely.
- If a child is suspended from the regular school day by the building principal, the student may not participate in One91 Community Education School Age Care Programs at any time during the assigned suspension.
- Parents are responsible to pay for any scheduled care sessions in the event a child is suspended from school and/or One91 Community Education School Age Care Programs. This includes up to two weeks of care in the event of a suspension of services.

Parent Code of Conduct

To ensure a positive and healthy atmosphere, all parents/guardians are expected to follow and promote the Program’s four core values: Caring, Honesty, Respect, and Responsibility.

- Parents/Guardians cannot take pictures or video of other participants in One91 Community Education programs.