SUMMER COMPASS HANDBOOK

SUMMER 2026

ALEXANDRIA
Public Schools
Community Education



PreK-3rd Grade

Woodland Elementary & Early Education Center
1410 S. McKay Avenue, Alexandria MN 56308

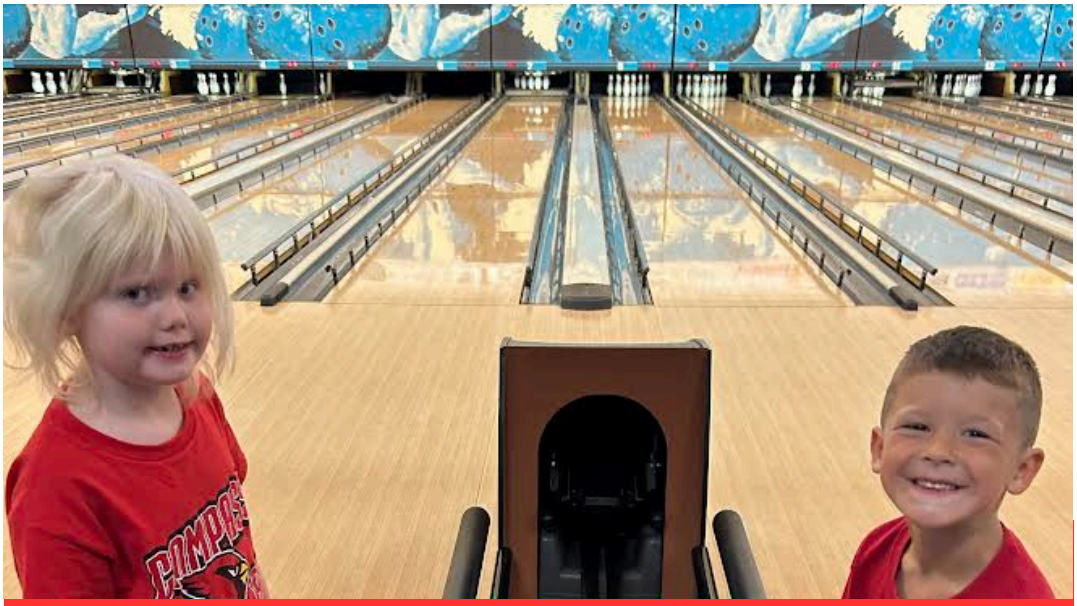
4th-6th Grade

Discovery Middle School
510 McKay Avenue, Alexandria MN 56308

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WELCOME
TO SUMMER COMPASS



Welcome to Compass, where we create an engaging, nurturing, and structured environment tailored to Alexandria Public School students. Our mission is to foster the growth of children through creative play, social skill development, and the exploration of their unique qualities. At Compass, every moment is a valuable teaching moment, and each day is seen as a fresh opportunity for learning and personal development.

We are dedicated to guiding children toward independent and meaningful participation in our program. Our diverse range of activities includes creative arts, literature, math, science, gym/outdoor games, and exciting field trips. With a thoughtful blend of structured activities and self-directed learning, we strive to provide a comprehensive and enriching experience for all participants.

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Field Trip/Activities Calendars will be available online mid-May at alexschools.org/compass.

PROGRAM DETAILS



- **Registration:** Opens March 1, 2026 at 9:00 AM ONLINE
- **Eligible Grades:** Entering PreK - 6th
  - PreK must be 4 years old by Sept 1, 2026
- **Location:**
  - Grades PreK-3rd : Woodland Elementary & Early Education Center
  - Grades 4th-6th : Discovery Middle School
- **Operating Hours:** 6:30 AM – 5:30 PM
- **Program Dates:** Wednesday, June 3 – Thursday, August 20
- **Closures:** June 19 and July 3

REGISTER HERE

Summer Compass serves the following individuals:
Students who attend school within the Alexandria School District (ISD 206) and reside in the district as their primary place of residence. Open-enrolled students within Alexandria Public Schools are also eligible.





REGISTRATION INFORMATION

- **Consistent Contract:** Same days each week, minimum of three days per week.
    - Examples: M-F, T/W/F, M-W/F, etc.
- **Pick Your Day Contract:** Requires a minimum of 15 days. Schedule changes can be made before invoicing; after invoicing, scheduled days are non-refundable and unable to be changed.
- **Contract Approval Process:** Contracts are not approved instantly. Watch your email for approval. Contracts submitted after May 21, 2026 may not be approved until after the start of Summer Compass, depending on availability.
- **Registration/Activity Fee:** A non-refundable $40 registration/activity fee per child is required upon acceptance.
- **Compass T-Shirts for Field Trips:** Mandatory for field trips. Available for $8 each unless you have a previous year's shirt.
- **Preschool Enrollment Requirements:** Must be 4 years old by September 1, 2026 and fully toilet trained.

RATES & FEES

Registration Fees	Rate	Details
Registration/Field Trip	$40 per child	Non-refundable; auto paid when contract is approved.
T-Shirt for Field Trips	$8 per child	Non-refundable; Question during registration process. Prior year shirts are okay to use.
Contract Types	**Rate**	**Details**
Consistent Schedule	$34 per day	Minimum 3 days per week, same days each week.
Pick Your Day Schedule (PYD)	$36 per day	15 day minimum per contract
Drop In Rate Types	**Rate**	**Details (Must have an approved contract)**
Drop-In - Prior to day of	Add'l $5	Rate PLUS contract day rate. Approval is based on space available. (This includes days outside the consistent contract scheduled or after PYD contract has been invoiced.
Drop-in - Day of	Add'l $15	Rate PLUS contract day rate. Approval is based on space available.
Fees	**Rate**	**Details**
Failure to Sign In/Out on Ipad	$5	Per student/per occurrence.
Late Pick-Up	$10+	Every 10 minutes. 1-10 = $10, 10-20 = $20, 20-30 = $30, etc.
Late Payment Fee	$25	Per occurrence. Grace period is 5 days after invoice is due. (Refer to invoice schedule) If we do not receive payment in full, the contract(s) will be withdrawn and the late fee will be applied every two weeks until paid in full or the account moves to collections.

FINANCIAL

Billing/Invoice Schedules
Compass billing is bi-weekly. Standard and CCA billing have different billing schedules. They can be found at alexschools.org/compass.

- No refunds/credits and contracted days can not be changed once invoiced.

Standard Billing Information
Invoices are sent by email every other Thursday and due Monday prior to the start of next two weeks care. Invoices will include future days of care and past accrued fees. We recommend autopay to help avoid late fees.

Financial Assistance Billing Information
Compass accepts the Child Care Assistance Program (CCAP). Parents remain responsible for payments until the Compass office receives CCAP eligibility notification. Invoices are emailed every other Monday, and payment is due the following Thursday. Parents are responsible for all invoices sent and accrued fees during & after the contract ends, as well as all charges not covered by CCAP.

Late Payment Policy
A late payment fee will automatically be applied the day after the due date if full payment has not been received. A late fee will then be added every two weeks till payment is made in full, if payment is not received within 5 business days of the due date. Contract(s) will be removed and parents must make alternative childcare arrangements.

Reinstatement Process
Requires payment of the outstanding balance and submitting a new contract. Please be aware that reinstatement may be subject to availability, and placement on a wait list may be necessary. A re-registration fee may apply.

Flex Spending Accounts/Tax Statements
Invoices, receipts and tax statements (Jan. 1) can be downloaded and printed from your online account. Parents who will be filing taxes separately should have separate online accounts/cards set up.

MEALS & SNACKS



Breakfast and lunch will be served daily: Meals are free for all students due to the Summer Meals Program supported by Alexandria Public Schools, MDE, and the USDA. Program runs from June 3-August 20. Menus are posted on the school website. Children may choose to bring a bag lunch. **No breakfast or lunch will be served on August 19 or 20, as FNS is closed.**

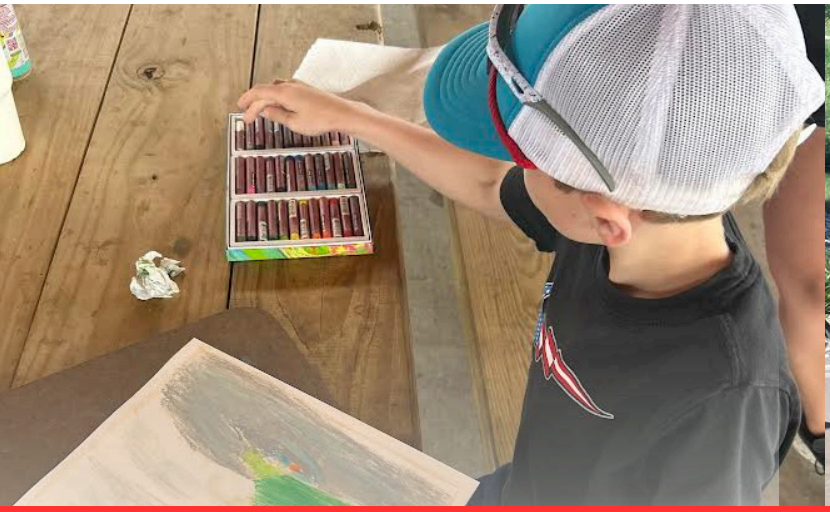
Breakfast: If you drop off after 8:30 am, check with the Site Leader as breakfast may not be available. ***Field trip days may differ!**

Lunch: If you drop off after your child's lunch time, lunch may still be available but they will be sitting with a different grade and/or group.

PreK-K | 11:00am - 11:30am
1st | 11:15am - 11:45am
2nd | 11:30am - 12:00pm
3rd | 11:45am - 12:15pm

4th-6th* | 12:30pm - 1:00pm
*Bus will leave DMS at 12:15pm and return to DMS aroud 1:15pm

Snack: Parents must send an afternoon snack daily or leave a week supply in their cubby or locker. Compass is not responsible for lost/stolen items.





HEALTH INFORMATION

Keep Your Child Home If: They have a fever, diarrhea, vomiting, green nasal discharge, a sore throat, an undiagnosed rash, or lice (treatment must be completed before returning).

If Your Child Becomes Ill or Injured: If your child becomes ill or injured while at Compass, staff will administer first aid. We will contact you, your emergency contacts, or someone designated to pick up your child if needed. In case of a serious emergency, Compass will call 911.

Contagious Diseases: If a contagious disease is reported at Compass, parents will be notified. Information about symptoms, treatment, and prevention will be shared and posted for your reference.

Allergy Care: Please list all allergies and triggers on your child's contract. In case of an allergic reaction, staff will follow the allergy care plan and administer medication if necessary.

Epinephrine Pens & Inhalers: If your child needs an inhaler or Epinephrine pen (EpiPen), you must complete an Authorization for Dispensing Medication (ADM) form. All medications must be in their original packaging with prescription labels. School forms are found **ONLINE** and can be turned to the Compass office or emailed to mvansickle@alexschools.org.

Medication Storage & Administration: Medications will be securely stored in a locked box. Compass staff will document all medication details, including your child's name, medication, dosage, and time of administration. Please note that a district health nurse is not available during the summer. For the safety of all Compass students and staff, **medications may not be stored with the student or in their belongings.**

PROGRAM GOALS

Foster a Nurturing and Engaging Environment

- Create a welcoming space where children feel safe, valued, and encouraged to express themselves.
- Support emotional and social well-being through positive interactions and relationship-building.

Encourage Creative Play and Exploration

- Provide opportunities for children to discover and develop their interests through hands-on activities.
- Incorporate open-ended play and problem-solving experiences to enhance creativity and curiosity.

Develop Social and Emotional Skills

- Promote teamwork, communication, and conflict-resolution strategies.
- Encourage respect, empathy, and inclusion in daily interactions.

Support Academic Growth Through Play-Based Learning

- Integrate literature, math, and science into engaging activities that make learning fun.
- Offer structured and self-directed opportunities for skill development.

Promote Physical Health and Active Lifestyles

- Provide daily gym, outdoor play, and movement-based activities to develop motor skills and encourage an active lifestyle.
- Teach the importance of teamwork, good sportsmanship, and perseverance.

Encourage Independence and Responsibility

- Guide children in making choices, solving problems, and taking ownership of their actions.
- Develop routines and responsibilities that foster self-confidence and leadership.

Provide Diverse and Enriching Experiences

- Expose children to a variety of creative arts, STEM activities, and cultural experiences.
- Plan exciting field trips that broaden horizons and enhance real-world learning.

BEHAVIOR EXPECTATIONS

At Compass, we follow the Alexandria Public Schools' Code of Conduct, which outlines the expectations for students and parents/guardians. These expectations include:

- **Respect:** Treat yourself, others, and property with respect.
- **Honesty:** Be truthful at all times.
- **Kindness:** Be caring, friendly, and helpful.
- **Responsibility:** Be dependable and accountable.
- **Fairness:** Treat others equally and justly.

Discipline Procedures

Compass uses the Conscious Discipline model to guide behavior, which focuses on building emotional intelligence and self-regulation.

The following steps are taken when behavioral concerns arise:

- **Verbal Warning:** The child may receive a verbal warning or lose privileges/time away from the group.
- **Written Report:** A written report may be created, and a parent/guardian will be contacted.
- **Parent Meeting:** A meeting with the parent/guardian will be scheduled to discuss behavior and possible solutions.
- **Removal from Program:** If the behavior continues, the child may be removed from the program.



BEHAVIOR EXPECTATIONS

Circumstances Requiring Disciplinary Action
Disciplinary action may be necessary for the following behaviors:

- **Threatening Behavior:** Physical aggression (hitting, pushing), verbal threats, inappropriate gestures, or disrespectful language.
- **Property Damage:** Destruction or misuse of property, including technology.
- **Lack of Self-Control:** Angry outbursts, refusal to follow directions, or leaving the group or property without permission.
- **Harassment/Intimidation:** Verbal or physical actions that could be seen as harassment or intimidation.
- **Safety Concerns:** Any behavior that puts the physical or emotional safety of others at risk.

If necessary, a parent may be asked to pick up their child within 30 minutes. Repeated or serious behavior issues may result in removal from the program. If your child purposely damages property during Compass, you may be required to cover the cost of repairs or replacement.

Right of Refusal
If behavior concerns continue, Compass may determine that the program is not suitable for the child. Compass may also consult with Alexandria Public Schools professionals to assess whether the program is a good fit for the child.

By working together, we can ensure a safe and respectful environment for all children at Compass.



BEHAVIOR PROTOCOL

Our priority is to ensure every child at Compass has a safe, positive, and enjoyable experience. The behavior protocol outlines steps we take to address issues before the removal of contracts.

Step 1: Three Behavior Reports in One Month
If a child receives three behavior reports in one month, we will schedule a parent meeting to discuss the concerns and create a plan to support the child.

Step 2: Two Additional Behavior Reports
If, following the meeting, the child receives two additional behavior reports during the summer (June–August), we will arrange another meeting. At this point, the child will take a 5-day break from the program.

Step 3: After the Break
If there is another behavior report after the break, the child will be removed from the program for at least one calendar year. After this time, the Community Education Administration Team will review the situation to determine if re-entry into the program is appropriate.

Why We May Write a Behavior Report:
Behavior reports are written to document actions that disrupt the program, compromise safety, or violate expectations. This may include physical aggression, defiance, disrespect toward others, unsafe behavior, or ongoing disruptions despite redirection. A behavior report intends to address these issues constructively and work alongside families to support the child's progress.

Important Note:
We reserve the right to remove a child from the program immediately if the severity or nature of the behavior requires such action.

PERSONAL ELECTRONIC DEVICE PROCEDURES

To support safe, engaging, and tech-free Compass experiences, **students are encouraged to leave personal electronic devices at home.**

If brought to Summer Compass, all devices (including cameras, cell phones, tablets, headphones, smart watches, and other wearable technology) must be turned off and stored securely in lockers at drop-off until pick-up. Devices may not be used or visible at any time during the program day.

Students who violate these procedures will have their device confiscated and returned to parents/guardians at pick-up. The procedure will be reviewed with the student.

Exceptions may be made for:

- Documented medical needs (IEP/504)
- Administrative Approval

We understand the importance of communication between families and students. When communication is urgent, please contact the Community Education office or student's Compass site location.

Compass is not responsible for lost, stolen, or damaged personal electronic devices. Students bring these devices to Compass at their own risk.



ON-SITE ACTIVITIES

Water Games: Bring a swimsuit, towel, and optional change of clothes for Water Game Day at Woodland. Activities include sprinklers, water balloons, slip and slides, and more.

Club Day: Every Monday from 1-2 PM, PreK-6th grade students will participate in Club Monday, where they can sign up for different activities and explore new interests.

Shenanigans: Compass groups PreK-3rd will use Community Education's indoor playground at Woodland 1-2 times a week when it's closed to the public.

Bring Your Own Toy: Every Friday, students can bring one toy (no electronics, Pokémon cards, or toy weapons) to use at Compass.

Gardening: Grades K-3rd will spend time in the District Garden, learning to care for plants and try the food they help grow.

4-H: Grades 1st-3th will create projects for the Douglas County Fair and visit the fair in August to see their projects and get a special treat.

Social Skills: Each week, students will receive lessons on kindness, respect, fairness, honesty, and integrity, led by our Inclusion Specialist.

Maker space: Grades K-6th will explore Maker space weekly, where they can design, experiment, and invent with various tools and technology.

Wheels Wednesday: Grades Prek-6th can bring bikes, scooters, and helmets to ride during Wheels Wednesday.

Yard Games: Weekly yard games, including Mega Connect 4, Bean Bag Toss, and more, will be available for PreK-6th graders.

POINT OF CONTACT

Melissa VanSickle, Compass Secretary
P: 320-762-3310 x1 | E: mvansickle@alexschools.org
Contact for child absences, contract changes, and billing inquiries.

Kaitlyn Sander, Compass Coordinator
P: 320-762-3310 x4273 | E: ksander@alexschools.org
Contact for questions regarding your child's group, program feedback, concerns about your child's experience, or employment inquiries.

Angie Teaser, Behavior Specialist
P: 320-762-3310 x4141 | E: ateaser@alexschools.org
Contact for support with individual child needs, activity adaptations, and creating inclusive environments

Woodland Elementary (PreK-3rd Grade)

Jolene Katchmark, AM Site Leader
Shannon Leclaire, PM Site Leader
P: 320-762-3307 | E: compass@alexschools.org
Contact for questions about the daily schedule, program details, and day-to-day concerns (e.g., early pick-up).

Discovery Middle School (4th-6th Grade)

Gracie Altmann, AM Site Leader
Janna Preteau, PM Site Leader
P: 320-391-8505 | E: compass@alexschools.org
Contact for questions about the daily schedule, program details, and day-to-day concerns (e.g., early pick-up).



MISCELLANEOUS INFO

Attendance & Absences

- Absence Notification: If your child will be absent, please call the Compass Secretary 320-762-3310 x1.
- Charges: Fees apply for all contracted days invoiced, regardless of attendance.

Arrival & Departure

- Sign-In/Out: Adults (16+) must sign children in and out daily.
- Authorized Pick-Ups: Update pick-up lists via your online account or send a written request/email to mvansickle@alexschools.org at least one day in advance.
- Court Orders: Court orders are required for restricted access or specific parenting arrangements. Please drop-off at Community Education office or email them to ksander@alexschools.org.

Field Trip Guidelines

- Calendar: Field trip schedules will be available online by mid-May. Specific group departure times will be provided the week prior.
- Attire: Red Compass shirts are required on field trip days.
- Transportation: Compass transportation must be used for all trips. No pick-ups or drop-offs during field trips.
- Arrival Time: Please arrive 15 minutes prior to departure to ensure participation.
- Field Trip calendars are subject to change for weather. **Days already invoiced are set and will not be refunded. Drop-in may be available depending on space.**



MISCELLANEOUS INFO

Personal Items & Electronics

- Electronics/Toys: Keep electronics, toys, games, and valuables at home.
- BYOT Days: Toys are allowed only on designated "Bring Your Own Toy" days.

Dress Code

- Clothing: Comfortable, weather-appropriate attire is encouraged for outdoor and gym activities.
- Footwear: Sneakers, tie shoes, or sandals with backs are recommended. Flip-flops are discouraged.

Health & Safety

- Sunscreen and bug spray are recommended for outdoor activities. If consent is provided in your contract, staff can assist with the application.

Daily Essentials

- Daily essentials include:
  - All labeled with your child's name and incoming grade. Items can be left in their cubby or locker.
    - Backpack
    - Water Bottle
    - Sunscreen
    - Afternoon Snack
    - Tennis Shoes
    - Bug Spray
- Please remind your child to bring home everything from his/her locker/cubby each week.

Compass is not responsible for lost or stolen items.

