

SCHOOL YEAR HANDBOOK

2026-2027



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Alexandria Public Schools
Community Education

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WELCOME TO SCHOOL YEAR COMPASS



Welcome to Compass School Age Childcare, 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 encompasses 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.

Join us at Compass, where learning meets fun, and children embark on a journey of growth and discovery in a supportive and enjoyable environment.

PROGRAM DETAILS



- **Registration:** Opens July 1, 2026, at 9:00 AM ONLINE at www.alexschools.org/compass.
- **Eligible Grades:** Entering Pre-K (3 by Sept 1, 2026) – Grade 5
- **Location:** All Alexandria Public School Elementary schools and the Early Education Center.
- **Operating Hours:** 6:30 AM – 5:30 PM
- **Program Dates:** Monday, August 31 – Friday, May 28 (Carlos end Thursday, May 27)
- **Closures:** Please see the calendars
- Compass serves students enrolled in Alexandria Public Schools.

Preschool Requirements:

- For preschool enrollment, children must be 3 years old by September 1 and children must be independently toilet trained and self-sufficient.
- Care will only be available if it aligns with the child's preschool schedule.
 - Half day mornings can enroll in morning care.
 - T/Th full day can enroll in morning care and/or afternoon care.
 - Half day mornings can not have afternoon care available through Compass



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.

REGISTRATION INFORMATION

- **Registration Fee**

- A non-refundable \$35 family registration fee is required upon acceptance. Please ensure your credit card information is up-to-date when registering.

- **Contract Approval Process**

- Please note that contracts are not approved instantly. Keep a close eye on your email for an approval letter. We aim to begin approving contracts as promptly as possible.

- **Operating Hours by Site**

Site Locations	AM Compass	PM Compass
Carlos Elementary (CES)	N/A	3:30 pm – 5:30 pm
Garfield Elementary (GES)	N/A	2:25 pm – 4:30/5:30 pm
Miltona Elementary (MES)	6:30 am – 8:00 am	3:00 pm – 4:30/5:30 pm
Lincoln Elementary (LES)	6:30 am – 7:45 am	2:45 pm – 4:30/5:30 pm
Voyager Elementary (VES)	6:30 am – 7:20 am	2:20 pm – 4:30/5:30 pm
Woodland Elementary (WES)	6:30 am – 7:20 am	2:20 pm – 4:30/5:30 pm
Early Ed Center (EEC)	6:30 am – 8:00 am	2:30 pm – 4:30/5:30 pm

RATES & FEES

Before School (if care is available)	Rate
Consistent Schedule (4-5 days per week)	\$5.50 per day
Pick Your Day Schedule - PYD (min 10 days per month)	\$6.50 per day
After School	Rate
Consistent Schedule (4-5 days per week)	4:30 Pick Up: \$7.50 per day 5:30 Pick Up: \$10.50 per day
Pick Your Day Schedule - PYD (min 10 days per month)	4:30 Pick Up: \$8.50 per day 5:30 Pick Up: \$11.50 per day
Carlos PM Care (school day ends later)	Consistent - \$7.50 per day Pick Your Day - \$8.50 per day
Plan Non-School Days & Inclement Weather	Rate
Non-School Days/Inclement Weather (6:30 am - 5:30 pm)	\$36 per day
2 Hour Late Start/Inclement Weather/Early Dismissal	\$13.00 per day
Inclement Weather - all day, 2hr late or early dismissal (IF your student attends- day rate minus any scheduled AM/PM rates will be applied to the account)	\$ vary by contract types
Fees	Rate
School Year Registration	\$35 per family
<u>Drop-In Rate:</u> Approval is based on space available Consistent contract not scheduled date or PYD after invoiced)	\$5 + day rate
<u>Day Of Drop-In Rate:</u> Approved is based on space available	\$15 + day rate
Late Payment Fee	\$25 per occurrence
PM Schedules - No call/no show (previously called Finder's Fee)	\$10 per child/per occurrence
Late Pick Up (1-10= \$10, 10-20= \$20, 20-30= \$30, 30-40= \$40, etc)	\$10 per every 10 minutes/per child
Failure to Sign In/Out on Ipad	\$5 per occurrence/per child

NON-SCHOOL DAYS (NSD)



Locations for non-school days - this includes inclement weather days

September - December are at Lincoln Elementary School

- 6:30am - 5:30pm
- Site phone: 320-762-3311

January - May are at Voyager Elementary School

- 6:30am - 5:30pm
- Site phone: 320-762-3309

- Must have an active Before and/or After School Compass contract.
 - Register for these days online, for each child, under NSD.
- Any registration after the deadline is subjected to adequate staffing, and will be charged day rate and additional fees.
- Parents are responsible for sending Breakfast, Lunch, afternoon snacks, water bottle, reading book and appropriate outdoor clothing.
- No refunds after invoice sent and/or once requested a drop-in day.
- Call the Compass Secretary if your child will be absent on a NSD.

Carlos additional NSD are a seperate registration and will be located at Carlos Elementary School. Review the calendar for all days.



INCLEMENT WEATHER PROCEDURES

When an inclement weather day occurs, the appropriate rate will apply minus your current day rate contract prices. For example, your child attends after school until 5:30. That rate will be subtracted from the non school day rate and applied to your next invoice.

Inclement Weather Procedures

If School is announced:	Compass is:
Closed prior to 6am	Closed
E-learning day	Closed
2 hours late	*open at regularly scheduled morning locations. (no am @ CES and GES)
2 hours late, then schools closed	*+Open regular hours
Early dismissal	*Open regular hours

*Community Education reserves the right to close Compass early in the event of deteriorating or severe weather.

+Community Education reserves the right to move students via District transportation. Parents will be notified prior to moving students.



COMPASS CALENDAR

EXCLUDES CARLOS ELEMENTARY

August/September					October					November				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
31	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30				
December					January					February				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28	29					
March					April					May				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30					

Reference Guide

- # First & Last Day of School/Compass
- # **PM only CLOSED** for Compass Staff Training & Development
- # 2hr late start at the student's school site. Separate Registration is Required ONLINE*
- # Non-School Day at **Lincoln Elementary**. Separate Registration is Required ONLINE*
- # Non-School Day at **Voyager Elementary**. Separate Registration is Required ONLINE*
- # **CLOSED at All Sites**. We follow APS District Calendar and Holidays

*To remove any Non-School Days that you have registered for please call or email the Compass Secretary. Non-School Days CAN NOT be removed if they have already been invoiced. Please see the parent handbook for more details.

CARLOS COMPASS CALENDAR

EXCLUDES EEC, GES, LES, MES, VES & WES

August/September					October					November				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
31	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30				
December					January					February				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28	29					
March					April					May				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	
29	30	31			26	27	28	29	30					

Reference Guide

- # First & Last Day of School/Compass
- # 2hr late start at the student's school site. Separate Registration is Required ONLINE*
- # District Non-School Day at **Lincoln Elementary**. Separate Registration is Required ONLINE*
- # District Non-School Day at **Voyager Elementary**. Separate Registration is Required ONLINE*
- # Non-School Day at **Carlos Elementary**. Separate Registration is Required ONLINE*
- # **CLOSED at All Sites**. Holidays and Compass Staff Training & Development. (Nov. 5 & Feb. 4)

*To remove any Non-School Days that you have registered for please call or email the Compass Secretary. Non-School Days CAN NOT be removed if they have already been invoiced. Please see the parent handbook for more details.

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 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.

HEALTH INFORMATION

Illness/Emergency/Medications Protocol

To maintain a healthy environment, students are required to stay home if they have experienced any of the following symptoms within the last 24 hours: fever, diarrhea, vomiting, green discharge from the nose, sore throat, undiagnosed rash, and/or lice (with completion of one treatment prior to returning). Please note that district health nurses or professionals are **not on-site during Compass hours**.

In the event of illness or injury

- The affected child will be provided a supervised and quiet area to rest.
- First Aid will be promptly administered by staff.
- The parent/guardian or designated emergency contact may be notified and required to pick up the child depending on severity of illness or injury.
- When deemed necessary, Compass will initiate a 911 call for immediate assistance.

Regarding contagious diseases

- Compass will inform the parent/legal guardian on the same day the program is notified of a reported contagious disease such as scabies, impetigo, ringworm, or chicken pox.
- Parents will be notified by displaying information about the contagious disease in a noticeable area. This information will include details about the illness, symptoms, treatment, preventative measures, and the number of reported cases.

Allergy Care Guidelines

For the safety and well-being of all students, parents must provide a comprehensive list of any allergies in their child's contract. This list should include specific triggers, avoidance techniques, and symptoms associated with an allergic reaction that are unique to your child.

HEALTH INFORMATION

CONTINUED...

In the event of an allergic reaction

- Compass will adhere to appropriate procedures outlined in your child's allergy care plan, which may involve administering prescribed medication as directed by their physician.
- Our staff will be equipped with comprehensive allergy information for all students, both on-site and during off-site field trips.

Epinephrine Pens and Inhalers

An Authorization for Dispensing Medication (ADM) form must be completed if your child requires an asthma inhaler, or an EpiPen during Compass hours. Community Education will determine if we are able to administer the medication. Medications must be in original packaging with prescription labels. District health nurses or professionals are not on staff during the summer.

If medication is approved for dispensing, Compass will ensure all medicine is:

- Kept in the medicine's original container with a legible label with the child's full name.
- Given only to the child whose name is on the label and not given after an expiration date on the label.
- Returned to the child's parent or legal guardian or destroyed, if unused.

Compass will document in the child's record the administration of medication, including:

- Child's first and last name.
- Name of the medication or prescription number.
- Date, time, and dosage; and name and signature of the person who administered the medicine.
- Compass will store medicines and insect repellents according to directions on the original container.

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 school year (September–May), 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 reentry 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 and/or poses a direct threat to the health and safety of others.

POINT OF CONTACT

Kaitlyn, Compass Coordinator

- **320-762-3310 x4273**
- **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 Team Leader

- **ateaser@alexschools.org**

Contact for support with individual child needs, activity adaptations, and creating inclusive environments

Melissa VanSickle, Compass Secretary

- **320-762-3310 x1**
- **mvensickle@alexschools.org**

Contact for child absences, contract changes, and billing inquiries.



MISCELLANEOUS INFO

Sign In and Out Procedures

Adults (16+) must sign in and out daily. Requests to add authorized pick-up names may be made in writing or via email to mvarsickle@alexschools.org prior to pick-up. Court orders are required for those with prohibited student access or dictated parenting time changes.

Food

Parents are responsible to provide healthy afterschool snacks. For non-school days, parents are responsible to provide non-perishable lunch and healthy snacks.

Electronics/Toys/Valuables

All valuables, electronic devices, toys, cards and games should remain at home unless the Site Leader communicates with parents.

Student Clothing

We require jackets, snow pants, boots, mittens and hats during winter months. Flip-flops are discouraged.

Registration

If you need help with registration and submitting a contract, please call the Compass Secretary at 320-762-3310 x1 and set up an appointment.

Flex Spending Accounts

Log into your online account to download/print receipts.

Tax Statements

Available after January 1st and may be downloaded from your account. Parents who will be filing taxes separately should have separate online accounts.

