Wabasha-Kellogg
Public Schools
Excellence in Education

Falcon Nest

School Age Care With Your Child in Mind

September 3, 2026 - June 3, 2027

OUR MISSION: To foster the emotional, social, and physical growth of our children registered Age 3 thru 5th grades in a safe, fun, caring, and respectful environment.

Welcome to Falcon Nest. We are looking forward to spending time with your children and getting to know you.



This handbook may be changed or amended at any time. Parents will be notified of any changes that are made.

Goals:

- To create a place that is trusting, inviting, comfortable, and flexible for children, parents, and staff.
- To provide a caring staff that will work to meet the emotional, physical and social needs of the children.
- To promote respect of each child and their respect of others and encourage responsibilities and social skills.
- To maintain a schedule that provides academic support and age-appropriate activities.
- To allow each child to explore and express their individual creativity and interests and grow in confidence and self-esteem.

Contact information:

Falcon Nest Coordinator: Chrysti Sartain
Wabasha-Kellogg School District #811
2113 East Hiawatha Drive
Wabasha, MN 55981
651-565-3559 ext. 6330
Email: thefalconsnest@wkfalcons.org or csartain@wkfalcons.org

Department of Human Services: 651-431-6500
Child Care Assistance Program: 651-565-3351

Registration:

Registration is required. Please notify us immediately of any changes to your address, phone number, or other important information. All children must be fully toilet trained to attend – NO EXCEPTIONS.

SCHOOL YEAR INFORMATION

We reserve the right to adjust our hours of operation to meet the needs of our families and what is beneficial for the program. This handbook may be changed or amended at any time. All changes will be posted at Falcon Nest or on our website.

Hours

- **Before School: 6:30-7:45 a.m.**
- **Regular: 2:45 - 6:00 p.m.**
- **Early Dismissal: 12:00-6:00 p.m.**
- **Late Start: 7:00 a.m. (see Snow Days)**
- **Full Day: 6:30 a.m. - 6:00 p.m.**

PROCEDURES

Snow/Inclement Weather/Other Emergency School Closings/Early Dismissals

- The Falcon Nest will be open at 7:00 a.m. on days when school is two-hours late or closed due to weather or other emergencies, unless otherwise noted. Parents will need to sign up for snow days ahead of time, there will be a snow day form that will go out to all registered families, you will indicate wither you need snow day care or not. If we do not have enough interest for a snow day, we will not be open. Please listen to the JMC voice/text/email announcement which will indicate if Falcon Nest will be closed for the day.
- In the event that we cannot remain open, contact will be made with all scheduled families.
- If there is an early dismissal, The Falcon Nest is open from time of dismissal to 6:00 p.m.

Schedule & Changes

Monthly calendars are due by the 20th of each month for the following month's care. Drop-in care is available only if space permits. Blank calendars are provided in each family's folder. Please check your folder regularly and submit your calendar on time. If your schedule changes after it has been submitted, notify Falcon Nest staff as soon as possible. Late calendars may result in your child being unable to attend the program during the week the calendar is submitted, and a $5 late fee may be added to your billing statement. Parents/guardians are responsible for submitting calendars on time. The Falcon Nest staff will not send reminders for missing calendars.

If your child is scheduled to attend Falcon Nest but does not attend without prior notification, you will receive a warning, which will be noted on your billing statement. A second occurrence will result in charges based on the care scheduled for that day. Cancellations must be made at least 24 hours in advance. If your child leaves school early due to illness or any other reason, you must notify Falcon Nest staff directly that they will not be attending.

Please note that Wabasha-Kellogg office staff do not notify Falcon Nest of student absences or early dismissals.

Fees

Registration: Per child (school year) $20 (Family maximum: $30)

Care Rates

Program	Times	Fee
Before School Care	6:30-7:45 a.m. - $5 Drop off after 7 a.m. - $3.50	*Varies (see times)*
Late Start/Before School Care	6:30-9:45 a.m.	$9 per child
Early Dismissal	12-1 p.m. - $6, 1-2 p.m. - $9, 2-3 p.m. - $12, 3-4 p.m. - $18, 4-5 p.m. - $21, 5-6 p.m. - $25	*Varies (see times)*
After School	2:45-3:-45 p.m. (1 hour or less) - $6 3:45-4:45 p.m. (1 hour, but less than 2 hours) - $9 4:45 -6 p.m. (more than 2 hours) - $12	*Varies (see times)*
Half Day Care	Less than 5 hours	$21 per child
Full Day Care		$34 per child

Drop-In Care
Registration fee and forms are required. For drop in care you **MUST** talk to a staff member in advance to assure that we have enough staff available for the needed day. These requests may be made by phone, email, or in person. Please do not assume that there is room for your child without confirmation. We must retain mandated adult to child ratios.

Snacks
We try to encourage healthy eating habits. An afternoon snack is provided. This snack is designed to curb your child's appetite – not fill them up.

Drop Off/Pick Up
Please make contact with a staff member so that we know your child is being dropped off or picked up. Please contact The Falcon Nest staff if someone else will be picking your child up. If you pick your child up after 6:00 pm, $5.00 will be added for every 5 minutes you are late. Parents/Guardians are required to sign out their children from the program every day.

Billing
During the school year, families will receive a bi-weekly billing statement in the family folder. Billing periods begin on Monday and end on Friday for a two-week period. Payment is due upon receipt of the statement. Payments received later than one week past the statement date will be subject to a late fee of $10.00. Please contact the program coordinator to make special arrangements. Prompt payment is expected and required for our program to function successfully. Please keep accounts in good standing, as a delinquent account is grounds for termination from the program.

Dress and Belongings
Children should be dressed comfortably and appropriately for the weather while adhering to the dress code set forth by the school district. Toys, videos, and electronics may be brought from home and shared with friends. These may not be weapons or promote violence of any kind. It is your child's responsibility to keep track of all of their belongings. The Falcon Nest is not responsible for any lost, stolen, or broken items.

MEDICATION, ILLNESS AND INJURY

Medication

If your child must take medication at The Falcon Nest, prescription or over-the-counter, we must have a medication authorization form filled out prior to administration. Medicine must be in its original container with a label stating the child's first and last name, for both prescription and over-the-counter. Dosage authorized by you may not exceed the dosage indicated for the child's age/weight on the container. A doctor's order is necessary to administer an increased dose. Children are not allowed to carry medications (prescribed or over-the-counter) to and from the program. Authorized trained staff will document all medication given while attending the program. This will include the child's full name, name of the medication, the date, time and dosage and the staff member's signature who administered the medication.

All medications are kept in a double locked secured area and only authorized trained staff are allowed access to the medication. Medications will not be administered to a child whose name is not indicated on the label and will not be given if the medication has expired. If a medication has expired, the parent will be notified and given a time limit to have the expired medication picked up. If the expired medication is not picked up by the date given, it will be properly destroyed, per school policy. Medications are counted monthly by the school nurse.

Written permission will need to be obtained from the parent or guardian in order to apply sunblock and/or bug spray and can only be administered per instructions on the product unless other written instructions are provided by a licensed health care professional. Proper storage will also be according to the directions on the original container. Sunblock and bug spray can be used by each member of the family. However, they will not be shared with other children attending the program.

Illness

Please do not bring your child to Falcon Nest if they have experienced a fever over 100 degrees, diarrhea, vomiting, or indicate any other type of illness at home. If your child should become ill while at Falcon Nest, you will be notified immediately by the phone number on the registration form and you must pick your child up as soon as possible. If you cannot be reached, we will contact alternative numbers provided. Your child will be in supervised isolation from the other children in the program until picked up to help avoid spread of the illness. A child must be free of all symptoms for 24 hours before returning to Falcon Nest.

Infectious Disease

Children may NOT attend or remain at The Falcon Nest if they are found to be contagious with illness or infestation. Parents/Guardians will be notified if their child has been exposed to any illnesses/infestations via written statement which will be posted by the sign in/out sheet of such exposure as soon as the program is made aware of the contagious reportable disease. Some of the most common are: Impetigo, Strep throat, Conjunctivitis (Pink-eye), Ringworm-children may return after 24 hours of treatment beginning; Chicken Pox and Shingles-children may return after all blisters are dried into scabs, Head Lice and Scabies-Children may return after 24 hours of treatment has begun and no live lice are found. Your child will be placed in supervised isolation from the other children in the program until picked up to help avoid spreading of the illness/infestation. This may require isolation to a separate room near Falcon Nest room.

Immunizations
All children attending The Falcon Nest need to provide updated required immunization records with the school yearly. These records are reviewed by the school nurse, are a part of your child's school file and accessible to the staff at Falcon Nest.

Injuries
If your child incurs a minor injury, staff will administer basic first aid. We will also inform you about the injury when you pick up the child or you will be called, if necessary. The staff person who attended to the child will also write up an accident report. In an emergency when immediate attention is needed, or is perceived to be life-threatening, we will call 911 immediately and then contact the parent. If the child requires emergency medical treatment, determined by medical personnel, a staff member will accompany the child to the hospital until you arrive.

Allergies
Parents or guardians must advise the Coordinator of The Falcon Nest program directly of any allergies. This must be done prior to your child attending the program. The Coordinator will obtain from the school nurse information regarding the allergy to be kept in your child's folder. This will include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction as well as your doctor's contact information.

Staff will review this information at a minimum yearly unless the parent or guardian provides changes regarding the child's allergies. At this time staff will be notified immediately.

Information regarding your child's allergies will be kept on site and will also be taken on any field trips that the program takes. If your child has a food allergy information must be readily available to staff where food is being prepared and served.

Special Needs
A meeting must be set up prior to the enrollment of a child with special needs. The Falcon Nest has limited options and resources for a child with special needs. Enrollment may be denied or enrollment may be terminated if we feel we cannot fulfill a child's needs within reasonable accommodations or if the environment is not appropriate for the child.

Special needs children will be required to follow the same rules and guidelines of non-special needs children. We do not provide one on one care or run specialized programs for children on an individualized basis. One on one care and specialized care programs are at the cost of the parent or guardians.

Falcon Nest does not provide outside support staffing on an individualized basis. Options may be available but will be at the discretion of The Falcon Nest staff. If a special needs child is enrolled, parents and guardians are responsible for continued contact, support of The Falcon Nest staff, and up to date information pertaining to the child's special needs. If families do not meet obligations to support staff, and alter care plans promptly, as needed, your child may be dismissed from the program.

Toilet Trained
All children who attend the program must be fully toilet trained. While accidents are inevitable, if your child has repeated accidents (six) over a two-week period of time, they may be removed from the program for a week or more until the accidents are no longer occurring. Staff will coach your child in changing themselves if an accident occurs. However, if the accident is one where the child cannot clean and/or change themselves, parents will be contacted.

BUILDING & PREMISES

The area used by The Falcon Nest will be kept clean and in good repair. The program will close for a few days at the end of the summer program and prior to the start of the school year program for maintenance and cleaning. The carpet is shampooed and floors are waxed during the year, as the schedule allows. Furniture and other equipment are structurally sound and age appropriate for the children who attend the program. Sharp objects, medicines, cleaning supplies, poisonous plants and chemicals will at all times be kept out of the reach of children. Staff will properly handle and dispose of bodily fluids and other infectious fluids by using gloves, disinfecting surfaces that come into contact with such fluids and disposal in a securely sealed plastic bag.

TRANSPORTATION

Our program, from time to time, will take field trips. Transportation is by school bus (longer trips) or the local transit bus (in town trips). Your child must abide by all rules set by the bus/transit company. Continued violations may result in your child not being allowed to participate in field trips.

EMERGENCY PREPAREDNESS

Our program will follow the school's emergency handbook (located in all classrooms/offices in the school) with regards to all types of emergencies, including but not limited to, fire, severe weather, bomb threats, intruder, and lock-downs. Children attending the program receive training during the school year (fire drills, ALICE, tornado). Staff will review the emergency plan yearly and will go over evacuation drills at least quarterly with the child. Staff will relocate to the wrestling room in the event of severe weather and we need to relocate. The Falcon Nest coordinator will provide training each calendar year on the emergency plan and keep documentation for each staff member in their personnel file. Handbook is available for review upon request.

MANDATORY REPORTING

A mandated reporter is a person who, because of his/her profession, is legally required to report any suspicion of child abuse or neglect. All staff is trained as mandatory reporters through the Wabasha-Kellogg School District annually. All staff will comply with reporting requirements for abuse and neglect specifically. Reports for abuse and neglect are made directly to Wabasha County Department of Social Services at 651-565-3351 or to the Maltreatment Intake line at 651-431-6600 for reporting suspected maltreatment of a child in a certified child care center. To report possible certifications violations, you may call Division of Licensing at 651-431-6500. The coordinator of The Falcon Nest will keep documentation of all training pertaining to Mandated Reporting. The commissioner will be notified within 24 hours of the death of a child in the program or an injury to a child in the program that requires treatment by a physician. An injury or incident report will be submitted to DHS as documentation of any incidences. Staff will be responsible for reporting any observed incidents and will not shift responsibility of reporting to another staff member or to the coordinator.

PARENT ACCESS

Parents or guardians shall have access to their child at any time while attending our program. If there is a Court Order permitting a parent from contact with their child, a copy of that Order must be provided to the program. This document will be kept in a confidential file and will only be available to staff. Any changes to Court Orders need to be relayed to the Coordinator of the program as soon as possible.

BEHAVIOR AND DISCIPLINE POLICY

Falcon Nest works to provide a safe, positive environment for the children and adults involved. We are here to nurture, enhance, and support your child's development and decision-making abilities. Discipline will be implemented through positive redirection and problem solving. Staff is trained to focus on positive behavior rather than negative behavior. Every child is expected to behave in a manner acceptable to The Falcon Nest staff corresponding with the expectations of the school district. Children are encouraged to work out disagreements between themselves. However, if inappropriate behavior continues or is severe in nature, intervention may be required. If intervention techniques prove unsuccessful, a fix it plan will be administered. This plan will discuss the incident and what techniques the child can use to fix the issue. This plan is discussed with the child and parents, signed by staff and the parent, and kept on file.

Discipline Steps & Protocol

1st behavior incident report: Parents, child, and staff will discuss the behavior to resolve the situation. A fix it plan may be implemented.

2nd behavior incident report: Parents will be notified. The child may be asked to take a 1 – 3 day leave of absence from the program, depending on the severity of the incident and if the incidents are repetitive in nature over a period of time.

3rd behavior incident report: Parents will be notified. The child may be asked to take a 3 – 5 day leave of absence from the program or be asked to leave the program indefinitely, depending on the severity of the incident or if the incidents are repetitive in nature over a period of time.

If a child is physically abusive towards staff and/or takes off running from staff, parents will be notified and the child will be dismissed from the program for the rest of the day.

FALCON NEST SCHEDULE

(subject to change)

DATES CLOSED:

September 7: Labor Day
October 15, 16: MEA (Depending on family need and minimum number attending is obtained)
November 26: Thanksgiving
November 27: Thanksgiving Break
December 23- January 4: Christmas Break
To Be Determined if open: March 26: Easter Break; May 31: Memorial Day

All other dates indicated on the district calendar, Falcon Nest plans on being open full days (conferences, winter break, spring break, etc.). However, these days are subject to registration and need of service, and that is why it is so important to return the monthly schedules on time. If we do not have a minimum of 10 children scheduled, The Falcon Nest may be closed for that day. This will be determined in advance using your monthly calendars. Calendars turned in after the deadline date will not be considered in determining if the program is open or closed.

Wabasha-Kellogg ISD #811 reserves the right to dismiss students from Falcon Nest School Age Child Care program.