

Family Handbook

School Age Care, Sonic, and Steps Ahead

**Forest Lake Area Schools
Community Education Childcare Program**

What's Inside

Absence Notification.....	6
Behavior.....	13-14
Communication/Concerns.....	7
Food.....	12-13
Health and Safety.....	10-11
Inclement Weather.....	8-9
Late Pick Up.....	8
Locations/Phones/Hours.....	3-4
More about Steps Ahead.....	17
Non-School Days.....	14-15
Checklist for Parents.....	3
Payment and Fees.....	5
Registration.....	4
Schedule Changes.....	6
Sign In/Out.....	7
Special Needs.....	12
Summer Care.....	15-16

8-31-18

Affirmative Action Statement

It is our policy not to discriminate on the basis of gender, race, religion, color or national origin, economic status, disability, age or marital status in any area of our program or personnel practices.

The childcare program provides quality childcare where:

- The atmosphere is comfortable, relaxed, and happy.
- The environment is conducive to a wide range of opportunities, both active and passive.
- A variety of age-appropriate activity choices are offered.
- The activities provide children with educational, social, and recreational experiences.
- Individual differences are respected and valued.
- Staff are flexible and responsive in meeting the needs of all children enrolled.
- There are clear and consistently enforced rules that ensure safety.
- Children learn to resolve conflicts in a positive and effective manner.
- Parents are well informed about the program and feel comfortable with their choice of childcare.
- Families find the program flexible and affordable.

The program is designed to meet the needs of children of working parents. Our primary purpose is to provide high quality care for children in pre-kindergarten through grade six. The program offers a fun, safe, caring environment that fosters educational, recreational and developmentally appropriate experiences that compliment your child's school day.

Activities Include:

- Educational & Recreational Theme-Based Activities
- Audio, Visual & Hands-On Learning
- Special Guests and Events
- Physical Activity - Gym, Outside
- Manipulative & Sensory Play
- Quiet/Choice Time
- Academic Enrichment in Reading, Math, Science, Social Studies, Language Arts, Fine Arts & Music
- Food Service Breakfast & Lunch Program
- Afternoon Snack Provided
- Field Trips
- Technology
- Skill Building
- Community Involvement Projects
- Intergenerational Experiences
- Creative Play

Program Standards

The staffing and program standards are approved by the Forest Lake Area School Board as they are adapted from the guidelines established by the Minnesota Department of Education. Staff meet the required qualifications and training and dedicate themselves to making a positive difference in the lives of children. Each site is under the direct guidance of a Site Manager and has several support staff. The program maintains the following staff to student ratios: Steps Ahead 1:10; SAC & Sonic 1:15. This handbook contains important information about the program and procedures that apply to all

participants. By enrolling in the program you are stating your awareness of, and agreement with, the terms and conditions identified in this handbook.

Checklist for Parents

- Sign your child in and out each day.
- Get to know the staff caring for your child.
- Familiarize yourself with the areas the program uses.
- Check your family folder daily for site memos and updates.
- Let your child’s classroom teacher know your child’s schedule.
- Notify your child’s site when they will not attend a scheduled session.
- When contract changes are necessary, it can be done online.
- Keep your child’s online profile up-to-date to ensure your child’s safety.
- Make sure your child is picked up by 6 pm to avoid a late pick up fee.
- Adequately dress your child for indoor and outdoor play.
- Label your child’s personal belongings.
- Be involved in your child’s experience at Steps Ahead, SAC, and Sonic.

SAC & Sonic Locations

Columbus Elementary School
17345 Notre Dame Street
Forest Lake, MN 55025
(651) 982-8933

Lino Lakes Elementary STEM School
725 Main Street
Lino Lakes, MN 55014
(651) 982-8862

Forest Lake Elementary School – Sonic
408 SW 4th Street
Forest Lake, MN 55025
(651) 982-3249

Scandia Elementary School
14351 Scandia Trail N
Scandia, MN 55073
(651) 982-3311

Forest View Elementary School – SAC
620 SW 4th Street
Forest Lake, MN 55025
(651) 982-8221

Wyoming Elementary School
25701 Forest Blvd N
Wyoming, MN 55092
(651) 982-8014

Linwood Elementary School
21900 Typo Circle Drive NE
Wyoming, MN 55092
(651) 982-1944

Steps Ahead Locations

Central Learning Center
200 SW 4th Street
Forest Lake, MN 55025
(651) 982-3157

Lino Lakes Elementary STEM School
725 Main Street
Lino Lakes, MN 55014
(651) 982-8846

Hours of Operation

Session

Before School SAC & Sonic	6-9:15 am
After School SAC & Sonic	3:40-6 pm
Non-School Days K-6	6 am-6 pm at limited sites
Steps Ahead all days	6 am-6 pm at limited sites

Registration Process

To register your child for childcare, go online to www.flaschools.org/ce and select Childcare Programs and select SAC & Sonic or Steps Ahead registration. A \$30 non-refundable registration fee will be charged to your account for each season when your registration is accepted.

You will be asked to download and complete the following forms:

Behavior Contract

Authorization for Administration/Medication – if needed

Health Plan – if needed

Special Diet Statement – if needed for Food Service only

Getting to Know You – Steps Ahead only

Immunization Record

Return these forms to the childcare business office seven days prior to your child's first day of care.

Please call the childcare business office (651) 982-8365 with questions about registration.

Childcare **WILL NOT** be provided for your child until:

1. Any outstanding balances are paid in full.
2. Registration information/forms are complete.
3. You have received an **email approval** for registration.

Fall Registration Deadline - August 1

Your child's registration must be received by August 1 in order for your child to begin care on the first day of school. Registrations received after August 1 will start care the week after school starts or until adequate staffing is in place.

Eligibility

Children attending pre-k through grade six are eligible to register for and participate in the school year program.

Availability

All eligible children must be registered in order to participate in the program. Enrollment may be limited, so please contact the business office to inquire about availability.

Program Cancellation

Community Education reserves the right to cancel any program for which quality staff are not available or for which there are not enough children enrolled.

Payments and Fees

Payment of tuition is due prior to childcare services rendered and is the responsibility of the parent/guardian who enrolls the child and agrees to the terms. You will be invoiced electronically via email on or near the first of the month. Payments are due on the fifteenth of each month. To avoid a late payment fee, submit tuition payments online, use the drop box, or mail to the childcare business office. Direct all account questions to the childcare business office by calling (651) 982-8365.

The following methods of payments are accepted:

Credit/Debit Card, Checking or Savings Account, Check or Money Order payable to Forest Lake Area Schools-SAC

Online at www.flaschools.org/ce

Use your credit card, debit card, checking or savings account.

Mail, In Person or Drop Box

Childcare Business Office
Central Learning Center
200 SW 4th Street, Forest Lake, MN 55025

Drop Box

Forest Lake Area Schools District Office
6100 N 210th Street, Forest Lake, MN 55025

Tuition Credit and Fee Changes

The childcare program is a non-profit, self-supporting program. Tuition refunds are NOT issued for absences from contracted days due to illness or vacations, including inclement weather days and non-school days. The program reserves the right to change tuition rates and fees on an annual basis.

Program Fees

PreK-6 Registration Fee	\$30/child/season
Late Pick-Up Fee	\$1/minute after 6 pm/child
Finder's Fee	\$10/child/occurrence
Late Payment Fee	\$15/occurrence
Schedule Change Fee	\$10/change

Childcare Business Office

Central Learning Center
200 SW 4th Street, Forest Lake, MN 55025
Business Office (651) 982-8365
Coordinator (651) 982-8364 or (651) 982-8316

Financial Assistance

Childcare Assistance may be available to qualifying families through county funds. Clients MUST provide a written verification form from the financial agency prior to starting care with the program. The person who registered the child is responsible for all childcare expenses incurred that are not paid

by the financial agency. These agencies are not affiliated with FLAS Community Education Childcare.

Anoka County (763) 324-2360

Chisago County (651) 213-5200

Washington County (651) 430-6459

Third Child Discount

Families with three or more children enrolled in the program at the same time will receive a 50% tuition discount for the child with the least expensive tuition amount.

NSF Checks/Declined Credit Card Payment

When a check is returned due to non-sufficient funds or a credit card payment is declined, it is the responsibility of the parent to submit payment within 7 days of notification. Failure to make payment may result in termination of childcare services.

Past Due Accounts

If payments are not received in the childcare business office by the scheduled due date, your account will be considered past due and a Late Payment Fee will be assessed. Late payments may result in termination of childcare services. Accounts must be current for registration to be accepted for the next season.

Collection Process

Delinquent accounts will be sent to a collection agency and childcare services will be terminated.

Schedule Changes/Absence

No schedule changes will be made the first two weeks of the school year or summer care. All other schedule changes should be made online or in writing to the Site Manager or the childcare business office. Schedule changes must be made two weeks in advance.

Absence Notification

It is necessary to call the childcare site (where your child attends childcare) when your child will be absent for any session for which your child is registered. A Finder's Fee will be assessed per child for each time that the site is not notified of a child's absence that requires additional time for staff to locate a child. Tuition refunds are NOT issued for absences from contracted days.

Withdrawal from the Program

To withdraw your child from the program, the change can be made online or submit a written notice to the Site Manager or the childcare business office at least two weeks prior to the effective date. Your account will be charged two weeks of your regular tuition, if you fail to give a two-week notice. All outstanding balances must be paid in full by the effective withdrawal date.

Extra-Curricular Events

A child must have written permission from a parent to go home with another child or attend other events that take place during hours of care. If a child will be attending other Community Education programs after school, a parent must provide the Site Manager with a written schedule of the classes the child will attend. The schedule must include: class duration, location, start/end times, days of the week. A child will

not be released from the program without written notification from a parent.

Dismissal from the Program

The program reserves the right to dismiss a child from care based on probable cause as listed below.

- High absenteeism, non-attendance for 10 or more consecutive days
- Harmful/inappropriate behavior toward staff, children or other parents
- The program cannot meet the needs of your child
- Failure to complete, sign and return appropriate program forms
- Consistent late or non-payment of tuition and program fees
- Refusal to cooperate and work with staff to correct behavior concerns of child
- Repeated instances of failure to sign child in/out
- Lack of adherence to program procedures
- Repeated instances of late pick up

Communication

During drop off and pick up time, it is important that there is daily contact between a child's parent and program staff. By sharing information concerning your child's activities and welfare, we can work together to meet the needs of your child. The program also communicates with parents by means of the Family Handbook, written notes, behavior notices, newsletters, email, conferences and phone calls. Parents are responsible for checking their family folder on site daily. If you would like to schedule a conference, please talk to the Site Manager.

Please let staff know if you need help with communication in a language other than English. Communication with families is an important part to child success in the program.

Addressing Concerns

In order to address your concerns and suggestions at the most appropriate and effective level, we suggest the following steps:

1. Direct your concerns to the Site Manager at your child's site. You can call, leave a written message or schedule a conference.
2. If concerns persist, talk to the childcare program Coordinator, who is available for a conference upon request (651) 982-8364 or (651) 982-8316.
3. If issues remain unresolved, contact the Director of Community Education (651) 982-8140.

Arrival and Departure

Sign In/Out

In order for the program to accept legal responsibility for a child, a parent MUST sign the child in and out on the Sign In/Out sheet each day the child attends care. A child's parent must escort them to the area where the program is gathering at the time of their arrival. Children cannot be left alone. Please make sure that staff know that your child has arrived.

Transportation

Transportation to and from the program during the school year and summer is the responsibility of the child's parent. School district staff are not allowed to use their personal vehicles to transport children.

Release of Children/Identification

Program staff are authorized to ask for identification from anyone picking up a child. Staff may ask parents for identification, too.

Authorized/Unauthorized

Upon registration, the name of person(s) authorized to pick up a child must be provided. If someone other than the authorized person(s) will be picking up a child, the Site Manager must be notified in writing. If an unauthorized person attempts to pick up a child, a parent will be contacted. If a parent cannot be reached, the child will be held until the proper pick up person arrives. The police department will be notified if necessary.

Legal Custody

In the event of a divorce, separation or joint custody ruling, every effort will be made by the program to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide the program with the necessary court ordered documentation in order for staff to act in compliance.

Under the Influence

If an authorized person is suspected to be under the influence when picking up a child from care, he/she will be strongly encouraged NOT to take the child and someone else (authorized to pick up the child) will be contacted to provide transportation. In order to protect the safety of the child, the police will be called if no other authorized person is available.

Late Pick Up

The childcare program closes at 6 pm. In the event that you will not be able to pick up your child on time, please contact a back-up person to pick up your child and notify the site immediately of the arrangements. A late pick up fee will be assessed when picking up past 6 pm. The late fee will be added to your account. Your child's care may be terminated due to repeat instances of late pick up.

Attempt to Contact Time Frame:

After 15 minutes: Call parent

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call the police

If you are more than one hour late, and we are unsuccessful reaching you or an emergency contact person, the police will be called for further assistance.

Inclement Weather Procedure

SAC & Sonic and Steps Ahead

If Forest Lake Area Schools close for the entire day due to inclement weather, SAC & Sonic and Steps Ahead will be open from 6 am-6 pm **at the following sites:**

Forest View Elementary (SAC & Sonic only)

Enter door #1 and proceed to

SAC & Sonic mini gym (651) 982-8221

Central Learning Center (Steps Ahead only)

Enter door #11 and proceed to
Steps Ahead room A11 (651) 982-3157

Lino Lakes Elementary STEM School (SAC & Sonic and Steps Ahead)

Enter door #1 and proceed to classroom
SAC & Sonic (651) 982-8862
Steps Ahead (651) 982-8846

Wyoming Elementary (SAC & Sonic only)

Enter door #1 and proceed to
SAC & Sonic cafeteria (651) 982-8014

Procedure When School Is Closed

When school is closed due to inclement weather, you may take your child/ren to **any of the above designated sites**. If you are unable to arrive by 10 am to one of the above locations, it is imperative that you call the site to let staff know that you will be coming later. The staff will make every effort to be open at 6 am, the usual time.

For care on inclement weather days (IWD), your child will need: a lunch, beverage, snack, gym shoes and outdoor clothing (in the event that weather is appropriate for outdoor play). If your child needs or might need medications on these days, it is the responsibility of parent to bring those medications. This would include inhalers, Epi-pens, over the counter medications or prescription medications.

Under no circumstances, should you drop off your child if no SAC & Sonic or Steps Ahead staff person is present. As always, you must wait with your child until you speak with a childcare staff member. You must sign your child in and out.

The childcare program will not be refunding tuition for inclement weather days. Those attending will be charged the non-school day rate. All others regularly scheduled for that day, but who do not attend, will be charged according to their regular rate.

Late Start Procedure

If Forest Lake Area Schools announces a 2-hour late start, SAC & Sonic and Steps Ahead will open at the normal time of 6 am **at all SAC, Sonic and Steps Ahead sites**.

Late Start that Changes to School Closure or School Closes Early

If Forest Lake Area Schools announces that school will be closing, SAC & Sonic and Steps Ahead will be open or remain open **at all SAC, Sonic and Steps Ahead sites**.

Stay Up-To-Date

Call the childcare program at your child’s school to verify the status of the situation. Updated information may be in the form of a voicemail message.

- Columbus (651) 982-8933
- Forest Lake (651) 982-3249
- Forest View (651) 982-8221

Lino Lakes	(651) 982-8862
Linwood	(651) 982-1944
Scandia	(651) 982-3311
Steps Ahead CLC	(651) 982-3157
Steps Ahead Lino Lakes	(651) 982-8846
Wyoming	(651) 982-8014
Business Office	(651) 982-8365
Weather Hotline	(651) 982-8143

Health and Safety

Illness Symptoms

The childcare program follows the same procedures established by the Forest Lake Area Schools. Your child should stay home from school and childcare if your child displays any of the following symptoms:

- If your child has had a **temperature** of 100 degrees or higher in the past 24 hours; if so, the student should be kept out of childcare for at least 24 hours after they are fever-free without the use of fever-reducing medications.
- If your child has **vomited** or has had **diarrhea** within the past 24 hours.
- If your child has an uncontrolled **cough**.
- If your child has been diagnosed with **strep throat**; if so, the student may return to childcare 24 hours after starting on an antibiotic.
- They have **Pink Eye** with thick white or yellow drainage and eye pain. An exam by a medical doctor is recommended.
- If your child has a **rash** that has not been identified and treated.
- If your child **feels too ill** to remain in childcare and to participate in activities.
- If your child has **active head lice**, they will be sent home from childcare. It is recommended that they are out of childcare for 12 hours after treatment and until no **active** lice are seen.
- If your child is having **pain** that requires a narcotic/controlled medication for relief. Please discuss the management of chronic pain with the childcare program nurse.

If your child displays any of the above symptoms while attending childcare, you will be contacted to pick up your child. Additional health concerns parents have for their child while in care can be discussed with the childcare nurse. Please leave a message at (651) 982-8384 for our part time nurse.

In Case of Illness

- If a child is too ill to go to school, he/she may not attend childcare.
- If a child becomes ill while at childcare, he/she will be isolated from the other children and allowed to rest, while a parent is notified. Parents are responsible for making arrangements to have their child picked up from the program WITHIN ONE HOUR of being contacted.
- If a parent is unreachable, an authorized emergency contact person will be called to pick up the child from the program WITHIN ONE HOUR of being contacted.
- The staff will take the appropriate measures to care for the child until the authorized person arrives.

FLAS Medication Policy

If a child is required to take medication (prescription or over-the-counter) during childcare hours, the medication shall be administered in compliance with the following regulations:

- Before medication is dispensed, an Authorization for Administration of Medication at School form (available upon request from your Site Manager), signed by both parent and physician, must be completed and submitted to the Site Manager. This form must include, child's name, name of medication, purpose of medication, time to be administered, dosage and duration of medication.
- Medication must be supplied in the original container and properly labeled by a pharmacist.
- Any changes in medication require a new physician's order/prescription and a new Authorization for Administration of Medication at School to be completed.
- During program hours, only designated staff may administer medication. Under no circumstance will staff administer medication if the above regulations have not been followed.

First Aid/Emergency Care

Basic first aid will be administered for minor injuries and the details communicated to a parent. Staff will take the appropriate emergency medical measures necessary for the care of the child. In the event that a child requires emergency care, 911 will be contacted and the Forest Lake Area Schools emergency plan will be followed:

- The child's parent will be contacted in the event of an emergency situation. If a parent cannot be reached, a listed emergency contact will be called.
- In an extreme emergency, an ambulance will be called and the child will be taken to the nearest hospital.
- All expenses incurred will be the responsibility of the child's parent.

Tobacco Free Environment

The program will enforce the Forest Lake Area Schools policy #427 of tobacco free buildings and grounds.

Child Abuse and Neglect

Under Minnesota State Law, all professional staff who work with children are required to report all suspected physical abuse, emotional abuse, sexual abuse or neglect of children to authorities.

Appropriate Dress for Outdoor and Gym

Children should be adequately dressed each day for indoor and outdoor activities. The childcare programs follow the FLAS guidelines for going outside to play, which is up to -10 in the winter. Children are required to wear non-marking tennis shoes in the gym.

Personal Belongings

The program strongly encourages that children's personal belongings are clearly labeled.

Toys & Electronic Devices from Home

Children are strongly discouraged from bringing toys from home. Children will not be allowed to play with electronic games and other devices during care. The program is not responsible for lost, stolen, or damaged items brought from home. Play guns/weapons or toys that promote aggression are not permitted. On occasion, special days may be planned when children may bring a toy from home.

Special Needs

Individual Education Plan (IEP)

When registering online, parents are asked to indicate if their child has an IEP or special need relating to behavior or medical condition. Please submit a copy of your child's IEP to the business office seven days prior to first day of care. The childcare Program Support Specialist will complete an intake with the parent over the phone.

Chronic Health Conditions

Parents are asked to inform the childcare program prior to enrollment if their child has a chronic health condition, such as allergies, asthma, epilepsy, diabetes, etc. Such conditions will be addressed as a special need. Parents are asked to also indicate this information when registering online. The childcare nurse may contact parents with any questions and will ask that health plans be returned to the business office seven days prior to first day of care.

Intake Interview:

A pre-entrance intake interview by phone may be required so that staff and parents can jointly discuss and determine accommodations that may be necessary for helping your child be successful in the program.

Staffing Accommodations

To ensure safety, the appropriate staffing and care plan must be in place before a child who requires special care will be allowed to begin attending the childcare program.

Toileting Accommodations

All children are expected to be toilet trained and independent in the bathroom. You will be called to pick up your child if your child has an accident. We recognize that there may be some special circumstances. These must be discussed with the coordinator at least seven days prior to attending to determine if accommodations are needed.

Food at Childcare

Before School – The Forest Lake Area Schools Food Service program offers breakfast for children who are present at breakfast time. The cost of breakfast will be charged to your child's Food Service Account.

School Lunch – The Forest Lake Area Schools Food Service program offers lunch for children who are present at lunch time during the summer program. The cost will be charged to your child's Food Service Account.

After School – A snack is provided by SAC for the children who participate in the afterschool program. Milk or juice is available for purchase. The cost of milk or juice will be charged to your child's Food Service Account.

Food Service Account

Parents are responsible for depositing money into their child's Food Service Account. Contact FLAS Food Service with questions at (651) 982-8396.

Food Allergies

If your child has any food allergies, it is very important that you indicate these allergies when registering for childcare. You must complete and return an allergy health plan to the childcare business office seven days prior to your child's first day of attendance.

FLAS Food Service may require you to complete a Special Diet Statement if your child needs meal substitutions or special accommodations due to food allergies or intolerances. Please contact FLAS Food Service at (651) 982-8386 with questions about food substitutions at breakfast or lunch.

Treats for the Group

In accordance with FLAS practices, students are not allowed to bring items to share with the group, including food and non-food items.

Behavior Management

It is the program's goal to promote a positive approach to all children and the management of behavior issues. The program complies with the Forest Lake Area Schools discipline policy and procedures and consistently enforces them at each elementary school site. We support Forest Lake Area Schools Bullying Prevention Program.

The childcare program environment:

- provides a positive, safe, and pleasant atmosphere.
- meets the developmental level of each child.
- provides space for socialization and independence.
- maximizes the capacity of staff supervision.
- increases children's respect for themselves and others.
- guides children to become happy, responsible, cooperative participants through positive, non-threatening techniques.

Rules

All participants (children and parents) will be expected to sign and comply with a behavioral agreement. Parents please read and discuss the following rules with your child:

- Keep hands, feet and objects to yourself.
- Follow directions and be respectful of the person(s) in charge.
- Use appropriate language.
- Respect other people and property.
- Remain with a staff member at all times and notify them if you need to go to another area.

Child Behavior

If a child demonstrates behavior which has a negative impact on the child or others, the staff will take one or more of the following steps:

Prevention: Every effort will be made to make reasonable adjustments to accommodate the unique needs of each child, in the following areas: environment, grouping of children, activities.

Positive Redirection: Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior.

Modeling: Staff and peers provide positive modeling of appropriate behavior. Children learn to take

responsibility for their actions.

Setting Limits: Site staff establish simple behavioral expectations. Staff will:

- Tell children what is expected of them in a positive, yet firm, manner.
- Make sure children understand what the expectations mean.
- Apply expectations consistently and appropriately.
- Use natural and logical consequences for inappropriate behaviors.

Behavior considered harmful or inappropriate:

- Behavior which directly or indirectly threatens a person's right to be safe including any form of aggression, verbal threats, disrespectful language or other harassing behavior, inappropriate touching of a person's body or belongings, and inappropriate gestures.
- Behavior which keeps staff from fulfilling their ability to be available for all children, including removing self from the group or program area without staff approval, demonstrating lack of self-control, blatant disrespect or absolute refusal to comply.
- Behavior which intentionally causes destruction of property.

In case of harmful, inappropriate or disruptive behavior, staff will:

- Inform parent of extreme or continuous inappropriate behavior.
- Temporarily remove child from the program with a 1-5 day suspension.
- Arrange a formal parent and staff conference to create a behavior plan.
- If the behavior persists, or parent is unwilling to work with staff towards behavioral improvement, the child may be removed from the program indefinitely. The program reserves the right to speak with appropriate school personnel regarding a child's behavior. All information gathered would remain confidential.
- If a child displays inappropriate behaviors on a field trip they must be picked up immediately at the field trip location or school site. A parent will be contacted to pick up the child and make other arrangements for childcare.
- If a child has been suspended from school, the child may not attend childcare.

Parent Behavior

The main goal of the childcare program is to provide a safe, quality environment for children. If at any time a parent becomes uncooperative or belligerent in a threatening manner towards staff or others, the parent will be asked to leave the building and the police will be called. At the discretion of the program coordinator and school building principal, the parent may be permanently prohibited from entering the building. Given the degree of the dispute, childcare may be permanently terminated.

Non-School Days (NSD)

Care is provided at a limited number of sites from 6 am until 6 pm on most days when school is not in session. Registration for non-school days is optional and is available online. Each non-school day has a deadline approximately four weeks prior to the NSD by which registration must be complete. The registration deadlines are posted online and by request from the childcare business office. Tuition is only due if you register your child for NSD care. No refunds are made after the deadline. Children must be enrolled in the childcare program to participate in non-school days. A minimum of 15 children per day is required to keep a SAC & Sonic non-school day site open and at least 10 children per day for a Steps Ahead non-school day site.

NSD Registration Deadline

It is very important that you complete your NSD registration **by the deadline**, if you intend to use the non-school day service. You may register anytime online. Watch for reminders at the sites about NSD registration deadlines. Reminders are also included on your invoices.

If you missed the deadline and would like to be placed on a waiting list and considered on a space available basis, call the business office. Adult/child ratios will be maintained on non-school days. Refunds will not be given due to absences or cancellations after the deadline.

NSD Staffing

Staffing occurs based on the student registrations received by the deadline. Accurate enrollment numbers are imperative to staffing and planning each NSD appropriately and to be able to provide a safe and enriching experience for your child.

NSD Lunch, Beverage, and Snack

Each child must bring a bag lunch, beverage and snack for each registered NSD. Food Service is not available on NSD. No refrigeration/microwave is available.

NSD Field Trips

On field trip days, please drop off your child at the your registered NSD site at least ½ hour before any scheduled field trip departure times and make sure you have signed the Field Trip Permission form. All children are expected to go with the group on field trips. There will be no staff at the NSD site during field trip times.

NSD Appropriate Dress

Make sure your child has appropriate clothing for the season and scheduled activities. We go outside year-round.

NSD Medication

If your child requires any medication that needs to be administered during NSD childcare hours, it is your responsibility to provide the NSD site with the appropriate **medication and Authorization** for Administration of Medication at School form for your child.

Summer Care

SAC & Sonic Summer Care

The summer program provides educational and recreational opportunities during the summer months for children who have completed kindergarten through seventh grade. Our primary goal is to provide a safe environment where kids can be kids, be active, learn and have fun.

Please notify the manager if your child will be attending Summer School and when there are any changes to your child's schedule. Students will be expected to attend before and after Summer School unless the parent notifies the site of an absence. Students enrolled in Summer School will be **required to attend Summer School** on days when SAC & Sonic field trips conflict with Summer School times.

Steps Ahead Summer Care

The summer program provides educational and recreational opportunities during the summer months for

children who are three to five years old. Summer participants must be registered for a minimum of two days per week for the entire summer session. Steps Ahead nurtures young children’s physical, intellectual, social, and emotional growth through a variety of fun activities.

Summer Registration

School year participants must register for summer care separately. Online registration is available on or about March 1 until sites fill. Consistent schedules will be honored based on space availability. Summer registration fee is \$30 per child. Please check online for daily rates and minimum registration requirements or call the childcare business office at (651) 982-8364.

Summer Locations

There are typically 3 sites open in the summer for SAC & Sonic. The sites open are Lino Lakes Elementary STEM School, Wyoming Elementary, and a central Forest Lake site. Steps Ahead is usually located at Lino Lakes Elementary STEM School and a central Forest Lake site. Please call for summer site locations or go online at www.flaschools.org/ce

Summer Days and Hours

Monday – Friday
6 am-6 pm
Closed July 4 and the week before school starts
Please refer to www.flaschools.org/ce for summer specifics as they are available.

Summer Field Trips

One summer T-shirt will be provided to each child attending summer care. Additional T-shirts are available for purchase through the childcare business office (651) 982-8365. All children are required to wear their summer T-shirt on field trips so staff can easily identify children in the group.

On field trip days, please drop off your child at the summer site at least 1/2 hour before the trip is scheduled to leave and make sure you have signed the Field Trip Permission form. There will be no staff at the summer site during field trip times.

When field trip times conflict with Summer School, Summer School students are required to attend Summer School. Staff will be on-site following Summer School to meet students.

Summer Vacation Credit

The days must be consecutive and based on your contract. Consistent Schedule participants who are enrolled in ALL weeks of the summer program are eligible to request up to one week of vacation. The vacation days requested MUST be consecutive.

Up-to one week means...if your child is contracted for:

5 days/week = 5 consecutive days of
summer vacation may be requested.

4 days/week = 4 consecutive days of
summer vacation may be requested.

3 days/week = 3 consecutive days of
summer vacation may be requested.

2 days/week = 2 consecutive days of

summer vacation may be requested.

Vacation requests must be submitted to the childcare business office by the first day of the summer program.

Summer Breakfast and Lunch

Children can purchase breakfast and lunch from Food Service or bring a bag breakfast and lunch from home. Refrigeration/microwave is not available. FLAS Food Service will not be available on occasion due to cleaning. Check your summer site calendar.

More About Steps Ahead...

Parents/guardians are responsible for the information in this entire handbook.

Steps Ahead is a comprehensive pre-kindergarten experience. Children will participate in group activities, guided play and learning activities in language, literacy, math, science and physical/motor development. While building social and personal skills, children will gain independence and confidence as early learners. Steps Ahead uses the HighScope Preschool curriculum and COR assessment.

Toilet Training

- Children must be able to use the toilet independently.
- Children should not be wearing diapers or pull-ups.
- We do not have adequate facilities for changing diapers or cleaning children after toileting accidents. Parents/guardians will be called to pick-up a child after a toileting accident. Please notify staff regarding any concerns in this area.
- A child may be removed from the program because of repeated toileting accidents.

Age Guidelines

School year session - child must be at least 3 years old

Summer session - child must be at least 3 years old

Developmental Screening

Your child must be screened within three months of program entrance. You may schedule an appointment with FLAS Early Childhood by calling (651) 982-8301.

Required Forms for Steps Ahead

1. Immunization Record – required
2. Getting to Know You – required
3. Childcare Behavior Contract – required
4. Authorization for Administration of Medication – if needed
5. Health Plan – if needed

Non-School Days

We also offer care on the days when K-6 school is not in session. Steps Ahead is part of School Age Care (SAC) and follows the school year calendar for elementary students. Steps Ahead is open most days when school is closed. Registering for non-school days is optional and you do not pay for these days unless you register for them. Register online anytime, until the deadline for the non-school day (NSD) which is approximately four weeks prior to the non-school day (NSD).

Rest Time

For quiet time, children are spaced throughout the classroom on their blankets or towels from home. Some children nap, while others read books. The lights are dimmed to create a restful atmosphere. Quiet music is often played during this time. Parents are required to launder blankets or towels weekly.

Assessment and Conferences

Steps Ahead staff gather information about student needs and interests through formal and informal interaction and observation in the Steps Ahead classroom. The HighScope Preschool Child Observation Record (COR) is used to communicate with families the developmental progress of children as well as progress in accordance with the HighScope preschool curriculum goals. Staff record anecdotes while children are involved in daily routines and activities and gather samples of children's work. Staff also ask parents to document observations made at home that focus on the Key Developmental Indicators. Using these observational assessments, staff adjust teaching goals, classroom activities, and the environment to better meet student needs. To ensure each child's success at Steps Ahead, staff use assessment information in making program improvements. The results of the Preschool COR will be shared with the child's parents twice a year and any concerns can be discussed and addressed. Families will be offered an optional conference or will get this information through the COR Family Report. All child files are kept confidential.

Short-term Leave of Absence or Job Layoff

We are not able to hold a place for your child in the Steps Ahead program due to a job leave of absence or layoff. Your options for such situations are:

- You can remove your child from the program. Your child could return to the program if there is space available. You would not have to re-register or pay the registration fee again.
- You can keep your place in the Steps Ahead program by paying the fees for your current contract with Steps Ahead.
- Be sure to contact Early Childhood (651) 982-8349 if you will also be withdrawing your child from Little Rangers preschool due to your leave of absence.

Early Childhood Preschool

Children enrolled in Steps Ahead at the Central Learning Center, during the school year, may choose to attend the afternoon session of Early Childhood Preschool program. A separate preschool registration is required. Childcare (Steps Ahead) and Preschool (Early Childhood) tuitions are invoiced separately. If you choose this option, children will be escorted to and from preschool by staff.