



White Bear Lake Area Schools Community Education

Extended Day

What's Inside

Family Handbook

Welcome to Extended Day.....	2
Program mission/goals	
Parent Orientation	
Hours	
Standards	
Enrollment and Registration....	3
Contracts and Changes.....	4-5
Vacation Credit	
Withdrawing from the Program	
Non-School Days	
Billing and Payments.....	6
Fees and Assistance.....	7
Parent responsibilities	
Communication.....	8- 9
Parent Involvement	
Transportation	
Personal Belongings	
Release of Information	
Child Abuse	
Notification of Diseases	
Emergency Care	
Emergency Closings	
Attendance Information....	10-11
Medication Policy	
Breakfast, Lunch & Snacks....	12
Behavior Management.....	13
Contact Information.....	14



General Information

The Extended Day Program provides a safe, enriching, educational and recreational environment that encourages the development of positive social skills in children of elementary school age. Programs are staffed by trained adults who respect and enjoy working with children. They are required to have a combination of professional training and job experience which enables them to fully understand the developmental needs of children. Programming is designed to offer experiential learning in areas such as:

- Active Play
- Community Service
- Dramatic Play
- Crafts
- Games
- Cooking
- Science
- Field Trips

The Extended Day staff will work closely with school staff to provide the best care for each individual child.

The Extended Day Program follows all Independent School District #624 School Board approved policies including those outlined in the *Student Discipline Code*.

Welcome to the White Bear Lake Area Schools Extended Day Program

Mission Statement

The White Bear Lake Area Schools Extended Day Program provides quality care in a safe and inclusive environment to inspire learning and support families.

Orientation

Parents are encouraged to contact the Program Leader at your child's school to set up a time for an individual orientation. Group orientations will be scheduled during Workshop Week prior to the start of the school year.

Program Hours

The Extended Day Program has several components:

Before School: 6:30 AM until the start of school.

After School: 3:40 PM – 6:00 PM

Kindergarten Extended Day: This component is for children enrolled in half day kindergarten. Children attend the half day for which they are not in school, that is either 9:15 AM – 1:10 PM or 11:45 AM – 3:40 PM. Not all schools offer this option. Please contact the Extended Day Office to check availability.

During the summer and on non-school days the program is open from 6:30 AM – 6:00 PM.

Program Standards

Staffing and program standards are adopted by the White Bear Lake Area Schools Board of Education and are adapted from guidelines of the Minnesota Department of Human Services.

We staff our sites according to the age and number of children in attendance: 1 staff to 15 students in grades 1-5; 1 staff to 12 students in kindergarten. Staff supervision is altered during activities that require lower ratios.

Staff are provided an orientation upon hiring. All sites have staff who are trained in First Aid and CPR.

Enrollment and Registration

The Extended Day Program is designed to serve children enrolled in the White Bear Lake Area Elementary Schools (Kindergarten through fifth grade). Children who are entering kindergarten in the fall may enroll in the summer program.

Enrollment is on a first come, first served basis. Children enrolled for one school year have priority for enrollment for the summer and the coming year, provided necessary forms are completed during the early registration period.

Each elementary school has a before and after school program that is open to any elementary student who attends that building. Some elementary buildings also offer a half day Extended Day kindergarten program. Check with the Extended Day Office for availability.

A child is enrolled in the program when the following have been completed and returned to the Community Services Office:

1. Parent Contract
2. Non-Refundable Registration Fee

No registrations will be accepted from families that have outstanding balances from the previous school year or summer program.

All registration materials and fees must be submitted to the Extended Day Office a minimum of three working days prior to the day you wish to start using the program. Registrations are accepted on a first come, first served basis.

Office Hours: 7:30 – 4:30 Monday – Friday

***The Extended Day Office is located in the White Bear Lake Area Schools District Offices
4855 Bloom Ave.
White Bear Lake, MN 55110***

Contracts and Changes

Parents are required to sign a contract for the Extended Day Program. During the school year parents may choose from a Standard Contract, Variable Contract, Drop-in Only Contract or Non-School Days Only Contract. During the summer parents may choose from a Standard Contract or Variable Contract.

Option 1: Standard Contract

Parents commit to a regular schedule. There is no minimum number of days per week during the school year. However during the summer you must commit to a minimum of three days per week. You must contract for the same days every week. Fees are charged based on enrollment, not on attendance. **No credit is given for absences.**

Option 2: Variable Contract

Parents with a variable contract are required to submit a monthly calendar to the Extended Day Office *one week in advance of the date when the schedule is to start.*

During the school year you must commit to 5 days per month. During the summer you must commit to 15 days throughout the summer. Once a calendar is turned in it may not be changed. **No credit is given for absences.**

Calendars are e-mailed to parents each month, can be downloaded from our web site (www.whitebearextendedday.org) or you can request that they be mailed to you. You must indicate on the calendar which days your child will be in attendance and what components of time they will be using on those days.

Failure to turn in your calendar one week in advance of the start of the schedule will result in having to pay the drop-in fee until the calendar can be processed.

Parents wishing to FAX in their calendars must have their credit card information on file in the Extended Day Office.

The Variable Contract Option is not available for kindergarten students.

Option 3: Drop-in Contract

If you only need child care occasionally you may contract for Drop-in Care. Services will be provided on a space available basis. To make a reservation, you must call the Program Leader at your child's building at least 24 hours in advance. **Drop-in care is not available for the Kindergarten Extended Day block of time, during the summer or on Non-School Days.** Parents using the Standard or Variable contract options may contract for additional days using the Drop-in option. Arrangements must be made in advance with the program leader and fees must be paid on the day of usage.

Option 4: Non-School Days Only

This option is for families that only need care on non-school days. Please refer to the Extended Day web page (www.whitebearextendedday.org) for a complete list of the days Extended Day is open and those days the program is closed. It is the parents' responsibility to download the forms from our web page or pick them up at your child's school and turn them in by the deadline.

Changes to your Contract

Any change to your contract requires a two week written notice to the Extended Day Office. A \$10.00 fee will be charged each time a contract is changed. Telephone calls or notification to the site staff are **not** acceptable notification. You are responsible for tuition according to your old contract until the change goes into effect.

Vacation Credit

In order to receive vacation credit, the Extended Day Office must be notified in writing a minimum of two weeks in advance. During the summer families are limited to one week of vacation credit. Any days in excess of one week will be billed at the regular weekly fee. Failure to give a two week written notice will result in being charged the normal weekly fee.

Withdrawing from the Program

A two week written notice is required to withdraw from the program. The contracted daily fee will be charged for two weeks following the date written notice is received. Telephone calls or lack of attendance is not an acceptable method of withdrawing from the program. You will be responsible for all charges incurred throughout the two week period.

Non-School Days

Please refer to the Extended Day web page (www.whitebearextendedday.org) for a complete list of those days Extended Day is open and days the program is closed. Parents may select which non-school days they want to use. Non-school days are contracted separate from the school days.

Registration forms for non-school days will be available at the Extended Day sites, in the Extended Day Office and on line approximately three weeks prior to the non-school day. It is the parent's responsibility to pick up the forms, complete them and return them by the assigned deadline.

If forms are not returned by the deadline, parents may turn them into the Extended Day Office and be placed on a waiting list. Parents will be notified if an opening occurs.

If you register for a non-school day and then have a change of plans, please let us know as soon as possible. If it is before the registration deadline we will not charge you. If it is after the registration deadline you will be charged for the day.

Parents who are behind in their payments will not be allowed to register for non-school days until all payments are current.

Billing and Payments

Meeting payment deadlines is your responsibility.

The Extended Day Program is self supported by user fees. Therefore it is imperative that all fees be paid on time. Delinquent accounts are subject to removal from the program, as well as possible collection and/or legal action and their associated fees.

Monthly Billing For Standard Contracts

Tuition is billed in advance of services. You may choose to pay your monthly bill in full on the first of the month or you can pay half of your bill on the 1st Monday of the month and the second half on the 3rd Monday of the month.

A late payment fee of \$10.00 will be assessed for payments more than three business days overdue.

Consistent late payments may result in termination of your contract. No child's fees will be allowed to fall more than two weeks behind.

E-mail Bills

Bills are e-mailed the last week of each month. E-mail bills are formatted in HTML. Be sure your e-mail is formatted to accept this format. If you do not receive a monthly bill please consider the following possibilities:

- Have you recently changed your e-mail address?
- If you've listed your work e-mail address, does your employer have security filters that block our communication from being delivered?

Since timely payment of your bill is required we ask that you contact the Extended Day billing clerk immediately if you have not received your e-mail bill, 651-407-7511.

Easy Ways To Pay

Billing Questions Call 651-407-7511

Credit Card Payments

From your e-mail bill you will be able to make an automatic payment by clicking: **Pay your bill online**. A secure web site will open allowing you to make a payment with your Master Card or Visa Card.

You may also have your credit card information on file in the Extended Day Office and we will automatically charge your account half of your bill on the 1st Monday of the month and the second half on the 3rd Monday of the month.

Check or Cash Payments

Checks can be mailed or dropped off at the Extended Day Office.

Extended Day

4855 Bloom Ave.

White Bear Lake, MN 55110

Please do not mail cash.

Tuition payments will not be accepted at the Extended Day sites.

When a check is returned from the bank for any reason a \$25.00 fee will be charged along with any charges incurred from late payment. More than 2 NSF checks will result in future payments having to be made by cash or certified check.

Fees

Please check with the Extended Day Office or web page www.whitebearextendedday.org for current fee information. **All fees are subject to change.**

Child care fees are due whether or not a child is in attendance. Credits will not be given for absence, late arrival or early pick-up. Please call the Extended Day Office immediately if you have questions regarding credits.

Fee Assistance

Partial or total fee reimbursement may be available to qualifying families through Ramsey or Washington Counties. For further information call Resources for Child Caring at 651-641-0332.

Parent's Responsibilities

- Observe the rules and procedures of the Extended Day Program which are outlined in the Family Handbook. Know the terms and conditions of your contract.
- Notify the site staff if your child will not be attending Extended Day. Notifying the school office is not sufficient.
- Get to know your child's site staff. Learn where the Parent Information Table is located, where the Family Files are located and where to look for announcements and notices.
- Notify the Extended Day Office in writing of any contract changes at least two weeks in advance.
- Share your concerns with a staff member if the program is not meeting your child's needs.
- Listen to concerns the staff members have about your child and work through an agreeable solution to any problems that have occurred.
- Pay fees on time.
- Sign your child in and out daily.
- Respect the program opening and closing times.
- Keep your child's records up to date.
- Dress your child for indoor and outdoor play daily.
- Label personal belongings and leave valuable items at home. Extended Day is not responsible for lost or damaged personal items. We encourage responsibility.

Extended Day Rules

Be Safe

Be Kind

Be Fair

Communication

Communication with parents is handled through periodic newsletters and notices posted on the parent Board at the sign in/out table. Please watch for these announcements.

Each family will have a Family File. Non-school day registration information, site news letters and calendars, and notices from staff will be placed in your Family File. Please check it regularly.

Parents may also receive information via e-mail.

In order to address your needs at the most appropriate and effective level we suggest that you first speak with your Program Leader. If concerns persist or are not resolved, please contact the Program Coordinator (651-407-7510).

Parents are welcome to request a conference with site staff to address concerns.

Parent Involvement

We encourage parents to participate in the program. Please feel free to offer suggestions that you feel would enhance the program. Parent volunteers are always welcome.

If you have a skill or talent you would like to share with the children or staff, please talk to your program leader. All parent volunteers will need to complete a background check before they can work with children.

Parents are invited to visit the Extended Day site. To schedule a conference, an appointment should be made with the program leader.

Transportation

Parents are responsible for transportation to the site for before school care and back home at the end of the day.

Parents whose children attend the kindergarten program on a part-time basis will be responsible for their child's transportation on the days they do not attend the program.

District 624 policy prohibits employees from transporting children.

District busses are used to transport children for field trips.

Personal Belongings

Children should be dressed appropriately for inside and outside play each day. Children will be involved in active play and should wear play clothes. A paint shirt should be provided for messy projects. The Extended Day Program will not be responsible for soiled clothing.

Outerwear, backpacks and lunch boxes should be labeled to avoid mix-ups.

Valuable items should not be brought to the program. The program is not responsible for lost items. We do not discourage sharing. We encourage responsibility.

Release of Information

State Law classifies all data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order or certain state statutes authorizing access.

Child abuse and neglect

Under Minnesota State Law, all professional staff that work with children are required to report all abuse or neglect of children to authorities.

Notification of Diseases

Parents will be notified in the case of infectious or communicable diseases. After conferring with the school nursing staff concerning the severity of the disease, Extended Day staff will follow policies and procedures as set by the school health office.

Emergency Care

Parents will be called in the event a child requires emergency care. If parents are unavailable, the person(s) indicated as emergency contacts on the registration information will be notified. In the event none of the above can be reached and it is an extreme emergency situation, the child will be taken by the police or paramedics to the nearest emergency medical facility.

For safety reasons it is important that you provide current emergency contact information on your child's registration. **Should changes occur during the year please inform your Program Leader immediately.** All phone numbers need to be local numbers.

Emergency Closings

Extended Day closings will be announced as part of the White Bear Lake Area School District information. Announcements of emergency closings, late starts and early dismissals will be made on local radio and T.V. stations, the District web page (www.whitebear.k12.mn.us), insta-alert, and the School Closing Hotline (651-407-7540).

In the event school is closed because of severe weather or utility emergency, there will be no Extended Day.

In the event the start of school is delayed, the before school session of Extended Day will be cancelled.

In the event that school is dismissed early in the day, parents will be notified and asked to pick up their children as soon as possible. If parents cannot get away to pick up their children they should have arrangements made so their child can go home with another student or an authorized adult. The after school session of Extended Day will be cancelled.

Attendance Information

Children are to remain under the supervision of staff at all times. The Extended Day Program is responsible for children from the time they are signed in to the time they go to school or are signed out.

Signing In and Out

In order for us to accept legal responsibility for your child, you or an authorized adult or sibling must sign your child in and out of the program daily. Parents of kindergarten children who wish to have their child ride the bus to or from school must notify the Extended Day staff in writing.

Early Arrivals

Extended Day children and parents may not enter the building prior to 6:30 AM. No child should be left in the Extended Day area without an adult present to supervise.

Late Pick-Ups

Parents are expected to pick up their children by 6:00 PM. A late charge will be assessed for pick-up after 6:00 PM. It is the parent's responsibility to have the late payment ready upon arrival and payable to the staff person present. Staff do not have change available.

Staff will remain with children until 6:30 PM. If the staff has not been contacted or is unable to reach anyone listed as an emergency contact, the child will be released to local law enforcement.

Parents should plan ahead for emergency pick-up by having a friend or relative prepared to cover for them. Consistent tardiness in picking up your child could result in termination from the program.

Sick or Absent Children

The Extended Day Program assumes responsibility for children when school is over each day. ***Parents must notify the program leader if their child will be late or absent.*** The elementary schools do not notify Extended Day of absences. Attendance is taken daily and a missing child causes concern. If a child does not report to Extended Day as intended at the close of the school day, the parent will be notified. A finder's fee may be charged if a child is repeatedly absent in the afternoon without notification to the staff.

Sick children should not be brought to Extended Day. Bringing sick children causes further inconvenience to the parent and possible exposure of illness to other children. It is important that communicable diseases such as strep throat, chicken pox, impetigo and conjunctivitis be reported to the Extended Day staff.

Please inform the staff if your child has any chronic health conditions which may require regular medication or which may impact their involvement in activities.

Parents will be notified by telephone from the Extended Day staff of any symptoms of impending illness (e.g. headache, fever, vomiting, etc.). Parents will be expected to pick up a child who appears to the staff to be too ill to remain in the program. Until the parent arrives, the child will be excluded from the activities with other children. The child will rest in a "quiet area" secluded from the main area and supervised by a staff person.

Release of Children

Upon registration the name of the person(s) authorized to pick up the children must be given. If someone other than the authorized person(s) will be picking up a child, the Program Leader must be notified in writing. If an unauthorized person attempts to pick up a child, the parent will be called. If they cannot be reached, the child will be held until the proper guardian arrives. This policy is not meant to be an inconvenience but rather designed to protect the child.

Staff will ask for identification from persons they do not know. If a child is to be released to go to a meeting, club, activity or to help a teacher, a note from the parent is requested.

Enrichment and Outside Activities

Families who have registered for enrichment and outside programs such as but not limited to Summer Academy, summer camps and clinics, music lessons, Bible School, scouts, etc. need to inform the Extended Day staff in writing that your child will be leaving the program to attend these activities. Please include the dates, times and names of the individuals who will be picking up your child and returning them to the program. It is your responsibility to be aware of the Extended Day schedule and plan around it. Transportation to and from these activities is the responsibility of the parent. On field trip days we do not leave staff on site.

Field Trips

Field trips may be planned on non-school days. Parents will be notified of the location and time of any field trip. A form granting permission for a child's attendance on a field trip must be signed by the parent. Any additional cost for the field trip will be billed to the parent. When a field trip is planned, everyone goes unless otherwise stated. No staff is left on site during a field trip.

If a child's behavior is unacceptable on a field trip, they may be denied the privilege of attending the next field trip or non-school day.

Affirmative Action

It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.

Medication Policy

In order for the Extended Day staff to administer medication, a completed *Medication Permission Form* must be on file with the Extended Day site. If the medication is to be given for more than ten days, a doctor's signature is required on the form. Staff is not allowed to administer **any** medication including over the counter drugs without a *Medication Permission Form* on file. Changes in medication dosage will require that an updated authorization form be completed.

Medication must be in the original prescription container.

Breakfast, Lunch and Snacks

The Extended Day Program follows the district's guidelines for health and nutrition.

School Year

Breakfast

A school breakfast program is available at all elementary buildings. Parents may purchase a breakfast for their child.

Lunch

Kindergarten children enrolled in the Extended Day kindergarten Program will eat their lunch at their Extended Day site. Children may bring a bag lunch or purchase a school hot lunch. Those who bring a bag lunch may purchase milk.

Children will be given a PIN (Personal Identification Number) to access their school food service account. It is the parent's responsibility to make sure there are sufficient funds in their child's account.

Snacks

A snack is provided during the after school session at all sites. Snacks also will be provided on non-school days both in the morning and the afternoon.

Snacks from Home

In the event that a child would like to share a treat with the children in the program, it is required that all treats be individually wrapped and commercially prepared. Items not meeting these specifications will not be distributed.

Summer

Breakfast, lunch and an afternoon snack will be provided daily. A menu will be posted at the site each week. Children may bring food from home to supplement a meal if they wish.

Special Dietary Needs

Parents should provide the Extended Day staff with any pertinent information about children with modified or therapeutic diet needs. If these needs require a rigid diet, food must be supplied from home.

Behavior Management

Children will have a clear understanding of the authority and rules of the Extended Day Program. Children will be helped to understand their responsibility to other children, the staff and the program environment. It is our goal to promote a positive approach to all children and the management of behavior issues.

The Extended Day Program follows all Independent School District #624 School Board approved policies including those outlined in the *Student Discipline Code*.

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child.

Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior on self and others. Children are expected to: respect self, other children and staff; accept each others' individual differences; accept the consequences of their behavior; let staff know their needs and respect others' equipment and property.

A serious behavior problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention; inflicting physical or emotional harm on other children; physically abusing staff; or otherwise unable to conform to the rules and guidelines of the program.

When conflicts over the rights of other people and property develop, it is our goal to work with the individual children, listening to what each has to say and helping to resolve the conflict through effective communication.

If a conflict continues to exist:

- A child may not be allowed to participate for a period of time in the particular activity where the conflict exists.
- If the problem is re0ccurring, the program leader will request a conference with the parents to discuss ideas on solving the problem.
- If the unacceptable behavior continues, the child may be suspended for up to two weeks.
- If the situation continues, parents will be expected to remove their child from the program.

Extended Day Rules

Be Safe

Be Kind

Be Fair

Program Information

Extended Day operates as one of the programs of the
White Bear Lake Area School District #624 Community Services and Recreation Department
4855 Bloom Ave.
White Bear Lake, MN 55110

Pat Riebau, Coordinator.....651-407-7510
Mary Woodrich, Billing & Registrations.....651-407-7511
Anne Vail, Project Coordinator.....651-407-7512
Fax.....651-407-7502

Program Locations

Birch Lake
1616 Birch Lake Ave.
White Bear Lake, MN
651-653-2784

Hugo
14895 Francesca Ave.
Hugo, MN 55038
651-653-2802

Lakeaires
3963 Van Dyke St.
White Bear Lake, MN 5110
651-653-2817

Lincoln
1961 Sixth St.
White Bear Lake, MN 55110
651-653-2823

Matoska
2530 Spruce Place
White Bear Lake, MN 55110
651-653-2855

Oneka
4888 Heritage Pkwy.
Hugo, MN 655038
651-288-1853

Otter Lake
1401 County Rd H2
White Bear Lake, MN 55110
651-653-2834

Vadnais
3645 Centerville Rd.
Vadnais Heights, MN 55127
651-653-2865

Willow
3375 Willow Ave.
White Bear Lake, MN 55110
651-773-6184