



2023-2024

Minnewaska Area Schools

SCHOOL AGE CHILD CARE HANDBOOK

ENGAGE EVERY STUDENT, EVERY DAY!

Minnewaska Before School Program (BSP) & After School Program (ASP) is designed to be a safe, welcoming, and enriching environment where children are able to be cared for before and after school. These programs offer a fun environment, professional staff, structured and unstructured play time, gym time, outdoor play, creative learning and social and emotional growth.

The BSP is offered at Minnewaska Area Elementary School from 6:30am-8:00am. The ASP is offered at Minnewaska Area Elementary School from 2:45pm-6:00pm. Both programs are for children in all day preschool through 6th grade.

Rates/Fees

Before School Program (BSP)	\$5.50/day/child
After School Program (ASP)	\$8.00/day/child
Non-School Day	\$30.00/day/child
Late Pick Up Fee	\$5/occurrence/child

Late Pick Up Fee: Parents need to pick up their child before ASP closes at 6:00 pm. Families who pick up after this time will be charged a late pick up fee.

The BSP & ASP uses an online registration system called Eleyo. You can access your account online at: [Eleyo Registration](#)
Minnewaska Area Community Education reserves the right to discontinue or limit participation in the program due to nonpayment. For billing questions, please contact **Audrey Frey @ (320)634-4567** or afrey@isd2149.org.

Emergency Planning

Program staff will strive to be prepared for emergencies. They will bring a backpack which will contain first aid supplies, emergency contacts and child information and will have a cell phone available at all times. BSP & ASP follow the same guidelines as Minnewaska Area Schools.

Weather Policy

If Minnewaska Area Schools are closed due to inclement weather or an emergency, there will **not** be any School Age Child Care offered. If school is running two hours late due to inclement weather, BSP will also be two hours late opening at 8:30am. Should schools close early, ASP will **not** be offered. Should all after school events be canceled at MAS schools, ASP may also close early.

Attendance

Your child must be registered through the website to attend [Eleyo Registration](#). It is the responsibility of the parent/guardian to notify staff **AND** the child's teacher that their child will be attending or absent. A signed note can come in student planners, emails, or by phone calls to the school office. Please email afrey@isd2149.org or send a message via SeeSaw. **In order to receive a refund, the notice of absence must be given a minimum of 24 hours in advance.**

Sign In and Out Procedures

When picking up your child, please come to the main doors. A staff member will call for your child and sign them out. At registration, the name of all persons authorized to pick up your child must be provided.

Please notify us if anyone not on the list will be picking up your child.

If there is anyone **NOT authorized** to pick up your child, we need a copy of the legal documentation. This includes court orders dictating parenting time changes that may fall within the ASP times. If an unauthorized person attempts to pick up your child, the parent will be called. Law enforcement will be called if the situation warrants.

Guests

Guests (students or friends not currently enrolled in the ASP) will **not** be allowed to attend any session of the program, due to liability and staffing.

Communication

Communication with parents will be provided through email and/or the Seesaw app. Seesaw will be used to update parents about special events, and program reminders.

Behavior Expectations

We expect the children to be respectful of everyone, just as the staff respects them. We believe in a positive method of discipline related to acceptable standards of behavior and courtesy. As with all Minnewaska Area Schools Community Education programs, Laker Pride is enforced along with all district rules and policies:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

Parents must take responsibility for their children's behavior as they participate in any community school activity. When children disrupt the activity they are involved in, the opportunity to participate will be forfeited.

Children's Electronic Devices & Valuables: We require children to keep all electronic devices and other valuables at home. BSP & ASP are not responsible for personal property lost, stolen, or damaged.

Discipline Procedures: Failure to abide by the general rules of behavior shall result in:

1. Verbal Warning
2. Time away from the group
3. Loss of privileges (e.g.:group activities, playing outside, field trips or activities)
4. Written discipline report (Stop and Think Ticket): if 3 written reports are received, a meeting will be requested
5. Parent/ Staff meeting
6. If another written report is received, a 2-3 day suspension can occur
7. Termination from ASP

Immediate Suspension: For the safety of all children in the program, BSP/ASP reserves the right to immediately suspend and/or terminate any child who:

- Causes or attempts to cause physical injury to self or others;
- Causes or attempts to cause destruction of property; or
- Leaves the designated Minnewaska Area Elementary School area with the intent to run away or hide from staff. Suspension length will be determined on a case by case basis.

Discontinuance of Service: BSP/ASP strives to meet the needs of all children enrolled, however sometimes our program is not the best fit for a child. Children must be able to function in an active and stimulating environment. We are not able to care for a child who is unable or unwilling to follow the guidelines or Minnewaska Area Elementary School Laker Pride policy (e.g. wandering/running out of designated areas, acting out against others, destruction of property, hurting others verbally or emotionally). We are also unable to care for a child who demonstrates behavior that harms other children, staff, or self (e.g. throwing objects at others, striking out with intent to harm, exploding temper that has potential of causing physical injury).

Dismissal of a child from the BSP/ASP may also occur due to the following:

- The parent refuses to follow program procedures/requirements outlined in this handbook.
- The child is unable to follow the rules.
- There is sufficient evidence that the child is a threat to persons and/or property of the program.
- The parent fails to pay program charges.

Special Needs

Any special needs such as medical concerns, allergies, medications, or special services your child may receive during the school day needs to be discussed with staff so they can determine a plan to meet your child's needs during programming hours. The goal is for all children to be able to independently participate in the program. Every effort will be made to accommodate children with special needs. Staff and parents/guardians will meet to determine if the program is an appropriate placement for the child. Each case will be evaluated on its own circumstances.

Health Policies

BSP/ASP follows the Minnewaska Area Schools policy regarding health guidelines. Children cannot participate in the program unless they have been in school and fever free for 24 hours.

If your child becomes ill or injured during program hours:

1. Staff will have child rest in quiet area
2. First aid will be given as needed
3. Parents may be called to pick up their child. If a parent cannot be reached, the emergency contact(s) will be called

Administration of Medication: If your child requires medication during programming hours, you will need to complete the Medication Permission Form. Upon receiving the Medication Permission Form, Community Education will determine if we can administer the prescribed medication. BSP/ASP do not have licensed health staff on site.

Emergency Medical Care: Parents will be called in the event a child requires emergency care. If the parent is unavailable, emergency contacts will be called. In the event no one can be reached and it is an extreme emergency situation, emergency personnel will be contacted. Note: Minnewaska Area Schools do not carry insurance on students.

Child's Clothing

Parents/Guardians are responsible to ensure their child has appropriate clothing for outside play. BSP/ASP follows the Minnewaska Area Schools guideline that students will participate in recess outside until the temperature and/or wind chill reach -10 degrees.

Non-School Days

We will offer child care on some non-school days (see website for exact dates) if we have enough students registered by a set deadline. **Non-school day care is not guaranteed.**

If there are not enough students registered by the deadline, a notification will be sent two weeks before the non-school day. If you register and choose not to attend a refund will **not** be given.

Non-school day child care will be open from 7:30am-6:00pm. Breakfast and lunch will not be provided. A packed lunch must be sent with your child; however, snacks will be provided. Please ensure your child has appropriate clothing for outside play.