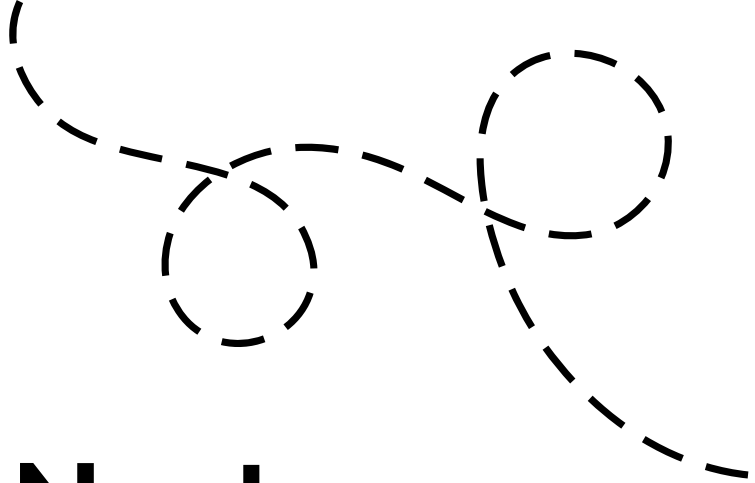




**Wabasha-Kellogg**  
Public Schools  
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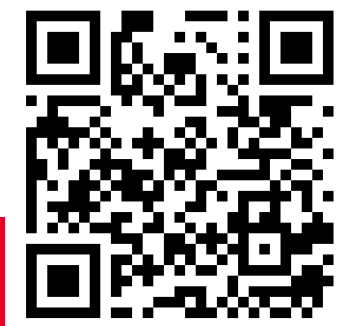


# Falcon Nest

*School Age Care With Your Child in Mind*  
*June 15 - August 21*

**OUR MISSION:** To foster the emotional, social, and physical growth of our children registered Age 3 thru 5<sup>th</sup> 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.





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**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](mailto:thefalconsnest@wkfalcons.org) or [csartain@wkfalcons.org](mailto: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.

## **SUMMER INFORMATION**

**Hours: 6:30 a.m. - 6:00 p.m. We reserve the right to adjust our hours of operation to the needs of our families**

Closed:

- Monday, May 26
- Thursday, June 19
- Friday, July 3
- Workshop Days prior to start of school

## **FEES**

Registration: \$20 per child/\$40 family maximum

Full Day: \$34.00

Half Day: \$20.00 (5 hours or less)

Transit: \$2.50 one way

Bluff Country Bussing: TBD (Some activities have a fee)



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## **PROCEDURES**

### **Billing:**

Bills are completed on a weekly basis. They are placed in your family folder on Mondays and payment is due by Friday of the same week. A \$5.00 late fee will be added the following Monday if the bill has not been paid.

Your bill will be mailed to you if your child is not scheduled to attend the program within a week's time. Payment will be due immediately upon receipt.

If you do not pay your bill in full each week and a payment plan has not been set up with the coordinator, you may be notified after your bill is two weeks past due, that your child will not be able to attend the program. Once payment has been made in full, services may continue as long as your account stays current.

Some of our local trips, we use the Transit bus, there is a fee of \$2.50 per trip. There may also be a small bus fee for out of town trips.

**ALL BILLS FOR THE SUMMER PROGRAM NEED TO BE PAID IN FULL BEFORE THE START OF THE SCHOOL YEAR. IF IT IS NOT PAID, YOU WILL NOT BE ABLE TO ACCESS THE SCHOOL YEAR PROGRAM UNTIL THE BILL IS PAID IN FULL.**

**Summer Supplies Needed for Each Child:** *all items need to be labeled with your child's name*

- Sun Screen
- Bug Spray
- Bag (to carry items)
- Swim clothes & towel (pool days)
- Water Bottle
- Change of clothes

### **Calendar:**

Monthly calendars are due by the 20<sup>th</sup> of each month for the following month. Blank calendars will be available in the family folders. Once your schedule is submitted and if you have a change, please notify Falcon Nest staff immediately. LATE CALENDARS will result in your child not being able to attend the program for two days after your calendar is received and a late fee of \$5.00 will be charged to your billing statement. Falcon Nest staff will not be contacting parents for missing calendars.

### **Communication:**

If your child will not be attending on a scheduled day, you need to notify Falcon Nest staff as soon as possible. The best form of communication is Falcon Nest email. If staff is not made aware that your child is not attending, you will receive one warning. If a no show happens after the one warning, you will be charged for the scheduled time (full or half day per your monthly calendar).

### **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



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responsibility to keep track of all of their belongings. Falcon Nest is not responsible for any lost, stolen, or broken items. Staff will not keep track of your child's belongings. Each family will have a locker available to them at the school to keep their child's items in.

**Drop Off/Pick Up:**

Parents/Guardians are REQUIRED to drop off and sign in your child into the program every day. Please do not let your child come into the program by themselves. A staff person needs to acknowledge that your child is present and will not sign in or sign out your child.

Please make contact with a staff member so that we know your child is being dropped off/leaving. Please contact Falcon Nest if someone who was not listed on your registration form will be picking up your child. If you pick your child up after 6:00 pm, \$5.00 will be added for every 5 minutes you are late.

**Family Folders:**

Each family will have a family folder in the Falcon Nest room. Please make sure you are checking this folder at least once a week at a minimum. All information needed regarding the program will be placed in the family folders.

**Field Trips:**

Falcon Nest is planning on taking field trips throughout the summer. Permission slips will need to be signed prior to the field trip or your child will not be able to attend. There will not be Falcon Nest staff available if your child elects not to go on the field trip. You will be billed for any additional costs related to the field trips. Please do not send cash for the field trip cost. These amounts will also be indicated on the permission slips. Please make sure your child has proper attire/shoes for the scheduled field trip.

If your child has behavioral issues while on a field trip, you may be contacted by staff to come to the location of the field trip to pick up your child, no matter the location. You will be billed for the entire scheduled time your child would have attended that day. Field trips are a privilege and not a right for the children. If we feel that your child with be a safety concern, we may ask that they not attend field trips until we can get the behaviors under control.

**Inclusion of Students with Specific Needs:**

SACC values children with disabilities as an integral part of our diverse community. Our program will make reasonable accommodations as needed to make physical and social inclusion successful. If your child has a specific need, such as a disability, diagnosis, health condition, or has an Individual Education Plan (IEP) for special education services, please indicate so during registration. It is important to disclose your child's specific needs so that SACC may provide the necessary accommodations to support your child. Before starting with the program, a team meeting will need to take place.

**Snacks/Lunches:**

You will be responsible for providing a lunch and a drink for your child on the days they attend summer Falcon Nest. Please NO pop or candy. We do have a microwave/freezer/refrigerator available to store lunches. However, do not send microwavable lunches and make sure your child's lunch has an ice pack or something that will keep their lunch cold on field trip days. We try to encourage healthy eating habits. A morning and afternoon snack will be provided. This snack is designed to curb your child's appetite – not fill them up.



## **MEDICATION, ILLNESS AND INJURY**

### **Allergies**

Parents or guardians must advise the Coordinator of Falcon Nest program directly of any allergies. This must be done prior to your child attending the program. The Coordinator will obtain documentation regarding the allergy that will be stored 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/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 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.

### **Illness**

Please do not bring your child to Falcon Nest if they have experienced a fever of 100 or greater, vomiting, diarrhea, or indicate any other type of illness at home. If your child should become ill while at Falcon Nest, parents will be notified immediately. You must pick them 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.

### **Immunizations**

All children attending 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.

### **Infectious Disease**

Children may NOT attend or remain at 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 that 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; and 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 the Falcon Nest room.

**Please be courteous and mindful of your child's illness for the health/safety of Falcon Nest staff and other children who attend the program.**

## **BUILDING AND PREMISES**

The area used by The Falcon Nest will be clean and in good repair. Each summer, the program will close for one week for routine inspection, maintenance and cleaning. Sharp objects, medicines, cleaning supplies and chemicals will be locked and secured at all times.

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 dispose 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. 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 members are trained as mandatory reporters through the Wabasha-Kellogg School District annually. All staff must comply with these reporting requirements. Mandatory reports are made directly to the 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 childcare center. Falcon Nest staff are responsible for reporting any observed incidents and will not shift responsibility of reporting to another staff member or to the coordinator.

The Falcon Nest Coordinator will keep documentation of all training pertaining to Mandated Reporting. The DHS 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 must be submitted to DHS as documentation of any incidents meeting the criteria.

## **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 that meets the expectations of Falcon Nest program and 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 behavior incident report will be filled out and a plan for dealing with the behavior will be developed. Since the children are supervised in a group setting, their behavior is not expected to routinely require one-on-one supervision.

### **Discipline Steps & Protocol**

- 1<sup>st</sup> Step - Child receives a verbal warning for inappropriate behavior. A fix it plan may be implemented. This will be discussed with the child and parent and both will be asked to sign it as an acknowledgment. You will be provided with a copy of the plan.
- 2<sup>nd</sup> Step - Child will be removed from the situation and discussion/mediation will follow.
- 3<sup>rd</sup> Step - Consequences, such as a loss of privileges, will be determined and enforced.
- 4<sup>th</sup> Step - Child will be asked to fill out a Behavior Incident Report and have a discussion with the Coordinator.

### **Behavior Incident Report**

If a child reaches the 4<sup>th</sup> step in the Discipline Steps & Protocol or when behaviors and/or student actions are serious in nature including but not limited to the following:

- Violent outbursts with or without profanity
- Leaving the room/building/group without permission
- Willfully hurting other children or staff
- Stealing
- Damaging property or throwing objects or verbal or physical abuse towards staff or children
- Inability to conform to the rules of the program
- This may result in removal from the program for the remainder of the day and will result in a Behavior Incident Report to be completed.

A completed Behavior Incident Report will be signed by your child, the parent/guardian and the coordinator.

**1<sup>st</sup> Behavior Incident Report:** Parents, child, and staff will discuss the behavior to resolve the situation.

**2<sup>nd</sup> Behavior Incident Report:** Parents will be notified. The child will be asked to take a 1-3 day leave of absence from the program, depending on the severity of the incident.

**3<sup>rd</sup> Behavior Incident Report:** Parents will be notified. The child will 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.

- When families are notified that their child needs to be removed from the program for the day they will need to make arrangements for the child to be picked up within one-half hour of the phone call. Families will also be billed for the entire time your child was scheduled to be in the program for that day.



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\*If a child takes off running from staff, parents will be notified and it will be an immediate dismissal from the program for the rest of the day. This is a safety issue for your child and the other children in the program. You will be billed for the entire time your child was scheduled to be in the program for that day.

**Dismissal from the Program:**

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

*Thank you for choosing Falcon Nest and for giving us the opportunity to get to know you and your child. If you have any questions or concerns, please contact the coordinator at any time. We are happy to have you here!*