

Wellington Elementary Compass Zone

Parent Handbook

Changing Enrollment Status or Withdrawal from the Program

Enrollment Status

- If you withdrawal from Compass Zone and want to return during the same school year, you must notify the school office and it will be determined if there are openings available at that time. If there is an opening, your child may be reenrolled and the price of the registration fee will be assessed for reenrollment. If there are no openings, you child will be placed on a waiting list and you will be notified when there is a spot available.
- You may change your status from full time to part time and vice versa only with **prior permission from a director and one month's notice.** Changing status more than one time during the school year will only be approved for extenuating circumstances.

Withdrawal

- You may withdrawal, **with one month's notice**, from the program at any time during the school year. It is the parent's responsibility to inform the student's classroom teacher about new transportation arrangements by sending in a note with a parent signature.
- There are no refunds for early withdrawal during any given month. For example, if your child leaves the program on the 7th day of the month, you will not be refunded the balance for that particular month.

Student Pick-Up

Please enter through the front door and come into the front office to check your student out of Compass Zone. The receptionist will radio the appropriate group for your child to be dismissed. All parents and guardians will need to wait in the office area for their child.

Please have a photo I.D. readily available. Your child's safety is our number one priority.

Your child will only be released to persons listed on the release form. No exceptions can be made to this rule without a signed note from the parent/guardian.

All students must be picked up no later than 6:00pm. Any parent/guardian picking up a child later than 6:00pm will be charged an additional \$2.00 per minute, per child. This amount will be added to your next month's fees and will be withdrawn automatically.

In the event school dismisses early due to weather, Compass Zone will remain open for 3 hours after the official dismissal time if it is determined we can safely continue to remain open. If the LFUCG determine that city offices need to close, we close at the time they determine. Any pick-ups after this determined time will be considered late pick-ups and parents will be charged accordingly.

Picking up your child late more than 3 times may be grounds for your child's removal from Compass Zone.

Behavior Management

Compass Zone will use a positive and proactive approach to behavior management. Students will know what is expected of them and counselors will guide students in making appropriate decisions. In order to provide a safe and comfortable after school environment, all students will be expected to follow the Compass Zone's guidelines:

- Follow staff directions
- Show respect for other people and property
- Use hands and feet appropriately

Behavior Referrals

In the event that a student is having difficulty following Compass Zone's guidelines, verbal prompts will be utilized to shape the behavior. If repeated prompting is unsuccessful in changing the behavior, a "Behavioral Referral" will be completed by the director. The Behavior Referral will have the guidelines listed and the area of difficulty will be marked on the referral. Behavior Referrals will be on hand for parents/guardians to review and sign during pick up. If you have any questions or concerns, you may ask to see the director on duty.

3 referrals – suspension for 1 day from the program

4 referrals – suspension for 2 days from the program

5 referrals – removal from the program for 6 months

- If your child is removed from Compass Zone for behavior, your tuition will not be refunded for the current month.
- After 6 months, you may reenroll if there's availability in your child's group. If not, you will be placed on the waiting list.

Emergencies

Effective emergency and crisis management is recognized as an essential element of safe school planning. Our staff has received training to be prepared for emergencies should they occur. The students and staff will follow the same disaster and emergency plans as used during the school day. Should there be a need to evacuate the building parents will be contacted. Our relocation area is Jessie Clark Middle School (3341 Clays Mill Rd.) If we must evacuate, normal pick up procedures will be followed at the evacuation site.

Homework Club

The after-school program will allow time for your child to work on their homework assignments. **Homework Club does not replace parent involvement in the homework process.** We feel homework allows students to develop responsibility, as well as keeping parents involved in their child's daily learning. If your child uses this time wisely, they should have the opportunity to complete their daily homework requirements. **We do not have the staffing to check individual homework assignments or tutor. It is the parent's/guardian's responsibility to review homework for corrections and completion each evening.**

Sick Child Policy

Your child will not be allowed to participate in the after-school program if he or she presents any of the following:

- Temperature of 100 degrees or higher (your child must be fever-free without the use of fever-reducing medications for 24 hours before returning)
- Vomiting or diarrhea during the school day or after school
- Head lice
- Rash with fever or behavior changes
- Diagnosis of a contagious disease (must be on prescribed antibiotics for 24 hours prior to returning to the after-school program).

We appreciate your cooperation in ensuring all of our children are provided a safe and healthy after-school environment.

Fees

\$11 per day – full-time students (4 or 5 days per week),

\$12 per day – part-time student (2 or 3 days per week)

A \$30.00 non-refundable charge will be required to enroll each student or \$40 per family.

The following price schedule is for the 2019-2020 school year:

MONTH	FULL TIME	PART TIME
	4-5 DAYS/ WEEK	1-3 DAYS/WEEK
AUGUST	\$143	\$94
SEPTEMBER	\$231	\$150
OCTOBER	\$220	\$144
NOVEMBER	\$187	\$122
DECEMBER	\$154	\$100
JANUARY	\$209	\$137
FEBRUARY	\$209	\$137
MARCH	\$209	\$137
APRIL	\$220	\$144
MAY	\$165	\$108

Monthly charges cover the cost of snacks, art supplies, crafts, most enrichment material, and staffing.

**Fees are approved by FCPS and could change after the May FCPS Board meeting.

- * Compass Zone is **NOT** in session during days in which school is closed. If snow days occur, your monthly payment amount will not change. Charges will simply be transferred to the additional make-up days later in the school year.
- * **All charges are automatically withdrawn on the 5th of each month.**
- * Charges are not refunded due to sickness, vacations, family emergencies, availability of another childcare provider, or removal from the program.
- * **There is a late charge of \$2.00 per minute, per child for anyone leaving their student(s) later than 6:00 p.m. This charge is due at the time of pick up, not with the next month's tuition.**
- * Contact will be made **ONE TIME** in an effort to collect tuition when an automatic withdrawal is returned for insufficient funds or a closed account. You will be asked to pay your tuition in cash for the returned automatic withdrawal. After 10 days, the payment will be handled by CHECKredi services.
- * **Two (2) payment returns for any reason (insufficient funds, account closed, etc) will result in removal from the program.**

Families are provided with a monthly and yearly statement upon request. FCPS tax identification number is 61-6001059. Please keep this number in a safe place along with each month's tuition receipts.

CHILDREN AND PARENTS RIGHTS

Pursuant to KRS 199.898 Rights for children in child-care programs and their parents, custodians, or guardians -- Posting and distribution requirements.

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Effective: July 15, 1998

History: Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. -- Created 1992 Ky. Acts ch. 57, sec. 1, effective July 14, 1992.Rev. 05/2013