



Connections

PARENT GUIDE

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Connections



General Information

Connections LLC is a licensed childcare company contracting with North Lakes Academy to provide childcare before + after school and on non-school days. It is licensed to serve a maximum of 50 students at one time. Our morning session is from 6:15am to 7:30am. Our afterschool session is from 2:15pm to 6pm. On non-school days we are open from 6:15am to 6pm. We are open for care on all of the days that North Lakes Academy is open including teacher in-service days and closed on days that NLA is closed. This includes snow days and holidays.

Purpose

Childhood is such an amazing time in life! We all get just one. It seems so short, yet it has a major impact on the rest of our lives! At Connections we consider it a unique privilege to spend many hours of your students' childhood with them. We look forward to getting to know them and discovering different interests and abilities they have. We can then create engaging activities to help them develop those interests.

Or maybe after a full day of school they feel like they are done learning and just want to play. Great! We can't wait to play with them! Just don't tell them all the learning –socially, emotionally, physically and intellectually- that they are doing as they play!

We at Connections have a pretty sweet deal. We do not have any set curriculum imposed on us. Our goal is to engage your student in things they want to learn, create and provide activities we think they will enjoy and let them play after working hard in school all day.

We want to do all we can to make these hours of your students childhood the best they can be!

Payment Information

Family Rates/discounts

There is a 10% discount for a second child and 20% discount for each child enrolled after that living in the same household.

If you receive free or reduced lunches, talk with the Connections Director about a reduced rate.

Payments

Payments are due on the 15th of the month prior to care received. For example, payment for November will be due on October 15th. If the 15th of a month does not fall on a school day, you will need to pay no later than the next school day following the 15th. Payments should be made by check or credit card. There is a 2% processing fee added for all credit card payments. There will be a \$20 fee for late payments and bounced checks.

Late Pick Up

A charge of \$1 per minute will be added for pick-ups after 6pm.

Registration Process

- 1) Read through this parent guide and become familiar with Connections.
- 2) Fill out the required enrollment forms listed below. Please be sure to fill in all of the questions. These forms are attached to the end of this parent guide and also available at the NLA website www.northlakesacademy.org
- 3) Write a check to Connections for a \$20 registration fee per child, you may also want to pay for your first month of care at this time.
- 4) Either bring your registration forms and check to Upper NLA front desk labeled for Connections or mailed to North Lakes Academy, 308 SW 15th St. Forest Lake MN 55025 addressed in Care of Cheri Jensen.
- 5) Watch for an email confirming your registration

If you have any questions concerning registration or Connections you can contact Shelayne Zeidler Connections Director at 651-788-3430 or zshelayne@gmail.com.

Requirements for Enrollment

Fall Registration must be received by August 15th to guarantee a spot for your student.

Registration Form

The registration form must be completed, be sure to answer all questions.

Registration Fee

A non-refundable registration fee of \$20 per child must be paid with enrollment.

Contract and Signature Form

A schedule indicating the hours needed for care and rates that will be paid for that care.

Immunizations

A copy of your child's immunization records.

Health Care Summary

A Health Care Summary Form (attached) needs to be filled out and signed by your child's physician. This does not need to be completed to register, but needs to be turned in by the first day your child receives care. Your physician may sign it without needing a physical if your child has been in in the recent past. This is a requirement from Washington County licensing.

A Bit about Your Child

Some questions helping us get to know a little bit about your child.

Student Absence

If your child will be absent from care you will need to call or text Shelayne Zeidler (651) 788-3430. This is in addition to notifying the school of the absence.

There is no reduction in rates if a child is absent on a day scheduled for care.

For the safety of your children it is imperative that we know who to expect and not to expect each day. We have only a few minutes at the end of each school day to make sure we do not have any students who should be on the bus and that there are no students on a bus that should be with us. We need to be notified of any changes to your child's schedule regarding after school care especially! **There is a \$5 fee for failing to inform us if your child is absent on a scheduled day if we are not informed by noon of that day.**

Meals and Snacks

Students will wash their hands before eating a meal or snack. If your child is in morning care, they will have a breakfast option through the school at 7:30am, immediately after morning care. If your child is in after school care, they will need to bring a healthy snack from home to enjoy. This should not be something that requires refrigeration as it will be eaten after the school day. If they forget their snack we will provide them with one. There will be coolers to store lunches in on days when care is all day.

If your child is in care on a non-school day you may have them eat breakfast before they come or bring breakfast with them. We will have a morning snack time at 9am, lunch at 12pm and another snack time at 4pm. If your child is in care during these times you will need to send lunch and healthy snacks with them. If a child does not have a lunch you will be called and expected to either bring a lunch or have someone bring one for your child.

Inclement Weather Procedure

When school is closed due to inclement weather, Connections will be closed as well. All closings will be aired under “School Closings” on KSTP 5, Fox 9, WCCO 4 and Kare 11 News Stations. There is no reimbursement for these days.

Illness/Contagious Condition

Students who display any of the following symptoms should not come to care.

Fever- 100 degrees or higher. Students should be free of fever for 24 hours before coming to Connections.

Sore Throat/Cold/Cough- If a child has a painfully sore throat, extremely congested head/chest or persistent cough, they should stay home from care.

Rash- A student that has a rash that is draining, has open areas or is causing excessive itching, Should not attend Connections.

Vomiting- A student who has vomited should wait at least 24 hours and be able to retain solid food before returning to care.

Eyes- A student should stay home if they wake with crusty or gooey eyes, have a redness or pink of the eye, have a gooey discharge from the eye or have a gritty/ itchy feeling in the eye. These are symptoms of pink eye and are highly contagious!

Parents will be notified immediately if your child becomes ill during care. You will be expected to come and pick up your child as soon as possible. If you are unable, you are expected to have a backup person who is listed on your registration form that can come in your place. Children who are ill will be separated from the group and rest on a cot, still under supervision of staff, until a parent or authorized person comes to pick them up.

If your child is diagnosed as having chicken pox, ringworm, impetigo, scabies, lice or any other contagious condition or reportable disease you need to inform Connections within 24 hours. The phone number is (651) 788-3430. If there is no answer you can leave a message.

If your child was exposed to a contagious illness or disease you will be notified right away by email. The health authority overseeing health policies of licensing will also be notified within 24 hours of receiving the parents report.

Prescription Medication

If your child has a prescription medication that needs to be administered during care, a written note giving Connections permission to administer the medication needs to come with the medicine. The medication must be in its original container with your child's name and instructions from the licensed physician or dentist clearly printed on the official label. Prescription medication will not be administered after the expiration date on the label. Any unused portion will be returned to you unless you specify to dispose of it. An administration of medicine form will be used to record your child's name, the name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine. A record of this will be maintained in your child's record and available for you to view at the facility at any time we are open.

Prescription medication will be locked in a lock box in the Connections room.

Allergy Prevention and Response

The director will read all of the information on each students' registration form before their first day of care. If the parent indicates on the registration form that their child has an allergy, the director will have them fill out an allergy form. The parent and director will determine if it is a serious allergy where the staff needs special training. Staff will be informed about all allergies that are recorded on the registration forms and they will be trained in avoiding and handling these allergies. They will be trained at orientation, but they will also receive ongoing training in our monthly staff meetings.

If a licensed physician has determined that a child has a special need an individual child care program plan will be written for the child's special needs while in Connections care. This plan will coordinate with reports from the child's licensed physician and be evaluated and signed by this physician and parent at least annually to determine if the special needs of the child are being met.

The Family Child Care Allergy Information Form by the Minnesota Department of Human Resources will be used to create the individual child care program plan.

Pets

There will be no pets on site.

Toys & Electronic Devices

Students are strongly discouraged from bringing toys or electronic devices from home. They will not be able to play with electronic devices during care. Connections is not responsible for lost, stolen, or damaged items brought from home.

Communication

Good communication is key as we work together with parents to make sure Connections is a place where students thrive and parents feel welcome, involved and informed. Some great ways to increase communication are news updates, parent visits, conferences, phone calls, emails and texts.

Connections news updates will be emailed out monthly highlighting recent activities. As a parent/guardian you are welcome to visit the site at any time that we are open. For the safety of all the children it is our policy to require any guest, including a parent to remain is site of lead program staff. Twice per year parents will have the option of a scheduled conference where Connections staff will share how students are doing socially and emotionally, things they are learning and things they seem to enjoy most. This is also a time to share areas that students may need to work on and answer any questions parents have.

The Director Shelayne Zeidler will promptly respond to texts, voice mails and emails Monday through Friday, 6:15am to 6pm. Contact information is at the end of this guide.

Publicity/Connections News

On the registration form there is a place to indicate permission to use photos of your child when Connection News is sent out to parents via email and photos for publicity flyers.

We have no plans of involving your child in any kind of research, experimental procedure or public relations activity. If this were to change your permission would be required.

Sunscreen

If you would like your child to have sunscreen, please send it with your child along with a note or email stating if you would like Connections staff to put sunscreen on your child or just oversee them as they apply it. Be sure to label the sunscreen with your child's name. We will keep the sunscreen at the site unless parents give other instruction. Sunscreen is technically considered a nonprescription medication. We cannot administer it without parent consent and we need to keep it out of students' reach.

Parents will be sent email reminders about sunscreen in the spring when the sun becomes more intense during after school hours. Parents will also be asked about sunscreen preferences when registering for all day care during a time when the sun is intense.

First Aid and Emergencies

There is a stocked first aid kit on site at all times. There is also always staff on site who are currently certified in first aid and CPR. The only potential uncertified staff would be new employees. In an emergency 911 would be the first call and parents would be called as soon as possible. The registration forms with parents phone numbers, medical preferences and emergency contacts will be kept in an emergency kit and on site at all times.

Emergency Plan

First Aid and CPR Policies

The license holder/director will ensure that all hired caregivers are trained in pediatric first aid and child CPR within the first 90 days of licensure by informing applicants during the application process that this will be a requirement and will be paid for by Connections. A date to take this training will then be set as part of the hiring process. The director will also make sure to either be on site as certified in pediatric first aid and child/infant CPR, or make sure someone who is certified is on site at all times during care.

Safety Rules to avoid each of the following:

Injuries

- Students will be taught, reminded and expected to be respectful to each other
- Rough housing/rough play is not allowed during Connections hours
- Students need to walk when going to a destination. Running is for outside and indoor games only.

Burns

- Parent instructions for applying sunscreen will be followed
- Shade will be provided during the hot summer months
- We will conduct "Hot Glue Gun Safety Training" Students can only operate a hot glue gun if they are 8yrs or older, wear plastic gloves and have passed the hot glue gun safety training

Suffocation

- Suffocation hazards such as plastic wrap and plastic bags will be disposed of after use
- Students will be supervised at all times and told to stop if they are doing something potentially hazardous

Pedestrian Accidents

- Students are not allowed to be in or near the parking lot while under Connections supervision
- They are also not permitted to go near any roads with potential traffic

Poisoning

- All poisonous cleaning supplies are locked in the custodian's closet
- All medications or potential poisons are locked in a lock box

Choking

- Students need to be seated at all times while eating a meal or snack

Traffic Accidents

- Students will not be transported in vehicles

Lockdown

- Students will sit in the corner of the Connections room or Cafeteria, not close to a door or a window. Connections staff will lock the door and keep it locked until further instruction. This would be used if there were anyone suspicious in the building. Connections staff is able to communicate by walkie-talkie or cell phone.

Daily Inspection

- The on-site supervisor or director will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.

Thunderstorm

- If lightning is spotted students will come/stay inside of the building. Parents can stay at the site until they feel it is safe to drive home during a thunderstorm.

High and low temperatures

- Students will stay indoors if it is above 90 degrees or below zero.

Tornado

- In the event of a tornado warning, Connections staff will lead students to the storage area in the cafeteria. Students will not be released during a tornado warning.

Fire Prevention

-Items that could be considered a potential fire hazard, like incense burners, candles etc. are not permitted at the Connections site

Fire Safety Procedures

-The on-site supervisor or director will initiate monthly fire drills during the first week of each month and record the date of the drills on a fire drill log

-Connections staff will review annually the Fire procedures on page 14 of Keeping Kids Safe Planning Guide by the Minnesota Department of Human Resources.

-Instruction on using a fire extinguisher by pulling out the pin, aiming the spout and squeezing the handle will be illustrated at an annual staff training

-A floorplan is attached showing the primary and secondary exits for each room that Connections will be occupying as well as the evacuation routes

-The floorplan also identifies the doors that need to be shut in order to close off a fire area

-This floorplan showing exits, evacuation routes and doors to close off a fire area will be reviewed at an annual staff training

-The phone number for the fire department in Forest Lake is (651) 464 – 2244

-The on-site supervisor/director is responsible for the evacuation of students in all areas of the school.

-If a fire is seen, Connections staff will sound the fire alarm, grab the emergency kit if possible, lead students out of the building using posted evacuation routes. Staff will then make sure all students are accounted for.

Emergency Shelter

In the event of a tornado, blizzard or other natural disaster, an emergency shelter may be needed. The designated tornado shelter is the storage room of the cafeteria and is indicated on the floorplan of the school (attached).

-monthly tornado drills will be initiated and logged with the times and dates by the director during the first week of the months from April to September.

Missing Child

If it is discovered that a child is missing, the remaining students will be secured with staff and a search will be made for the missing child. The search will start in the immediate area and expand to around the school. If the child can't be located, the parents will be called. They will

be asked if they possibly picked their child up without informing staff or signing out. If not, they will be asked to come to the site and the police will be called to search for the student. 9

Supervision

Students in Connections will be supervised at all times from the time they are signed in until they are signed out with the exception of bathroom privacy.

Sign in/Sign out

When dropping your child off you must come into the building with them and sign in on the sign in form that a Connections staff will have. You also must sign this form when picking up your student.

Unauthorized person attempts to pick up child

-Be sure that anyone, including parents, picking up your child has identification. A driver's license is fine. This is especially important if an authorized person on your registration who doesn't regularly pick up your child is picking them up.

-A child must have written permission from a parent to go home with another child.

-If someone who is not written as an authorized person on your registration form is picking up your child you need to let the director know in writing. This can be a written note or an email or text.

-if an unauthorized person that we have not been told about attempts to pick up a student the parents will be contacted immediately. They must give permission to release their child. If the parents can't be reached the emergency contacts and authorized pick up persons will be called to see if they can contact the parent or come and pick the student up. The student will not be released to an unauthorized person without the parents' permission.

-A person who is incapacitated and attempting to pick up a student will be reported. The child will not be released to them.

-If someone who is suspected of abuse attempts to pick up a child and the suspected abuse has been reported Connections would follow the directives of the county. If the suspected abuse was not reported Connections would report the suspected abuse.

-If no one comes to pick up a child and it is 6pm the parents will be called with all of their contact numbers. If they are unreachable we will call their emergency contacts and authorized pick up people to see if they can contact the parents. If they are unable we will request that one of their named authorized pick up persons come and pick up the student. If that does not work and it is 7pm or later we will call the police.

Emergency Medical Care

-in and emergency Connections will call 911

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Accidents, Injuries and Incidents

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

- The child's parent will be contacted. If they can't be reached the listed emergency contacts 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(s) with insurance.

If there is an accident, injury or incident involving a student in Connections that requires professional medical attention it must be reported on a Child Care Center Serious Injury and Death Reporting Form. Some of the information required for this form is

- name and age of the student involved
- date of the accident, injury or incident
- place of the accident, injury or incident
- type of injury
- actions taken by staff person(s)
- to whom the accident, injury or incident was reported

A serious injury or death needs to be reported within 24 hours to DHS electronically using the Child Care Center Serious Injury and Death Reporting Form.

The accidents, injuries and incident forms will also be filed at Connections and reviewed and analyzed annually by the director. It will then be determined if some policies need to be changed or added based on the analysis.

Handling and Disposal of Bodily Fluids

Disposable gloves, disposable bags and eye protection will be available on site at all times.

Any surfaces that come in contact with potentially infectious bodily fluids, including blood or vomit will be disinfected with bleach solution that is stored in the custodian's closet.

Any material that is contaminated by blood or any other potentially hazardous bodily fluid, will be disposed of in a plastic bag with a secure tie. Clothing or items to be preserved after being washed are to be also stored in a plastic bag with a secure tie and labeled. **11**

A sharps container will be kept on site at all times in a lock box. Any sharp items used for a child with special care needs must be disposed of in this container.

Behavior Guidance

The Golden Rule is GOLDEN!

DO UNTO OTHERS AS YOU WOULD HAVE THEM DO TO YOU.

Students who follow this Golden Rule will find relationships to be more enjoyable and fulfilling. This rule isn't just for students though, it is for all of us working with students and for parents as well. This can be a great foundation for building a nurturing and positive community for all of us to enjoy.

General

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. We will provide activities that interest your child and engage them. Our staff will get to know them and care for them and do all we can to create a loving and safe environment.

Positive Redirection- Staff will help students identify acceptable alternatives to unacceptable behavior and help the students understand the impact of their behavior.

They will also help students find activities to get involved in if they are unengaged or potentially heading for conflict.

Modeling: Staff and peers provide positive modeling of appropriate behavior. Students learn to take responsibility for their actions when they see leaders who they respect doing it.

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

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

As Connections looks for qualities in potential staff we look especially for a positive attitude and an ability to be a positive role model for students. 12

Staff will respect the different ages of students when correcting them for a behavior. For example they may tell a kindergartener to remember to speak kindly to friends, but be able to engage in a deeper conversation with a fifth grade student.

Staff will intervene if a student is doing something that is potentially harmful to him/herself, other students or staff. They will report any sort of potential hazard they notice to the on-site supervisor/director. They will have students maintain a safe distance from a student who may be upset and display behaviors that may be harmful to others.

Staff will provide immediate and directly related consequences for a child's unacceptable behavior. Students will "Do it right or do it twice". If they are running when they ought to be walking they will need to go back and walk. If they walk right through the middle of a big puddle, they will need to go back and walk around it. If they put a station away in a very sloppy fashion, they will be told to go back and do it neatly. Staff will use a kind and pleasant tone of voice remembering the consequence belongs to the student, they earned it. There is no need to be upset with them. When they have "paid" the consequence staff will redirect them into something constructive and have them move on.

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.

-Students displaying harmful or inappropriate behavior will need to fill out a "Think About It" sheet explaining their behavior. This will be filed in their student file and their parents will be informed.

Persistent Unacceptable Behavior

If unacceptable behavior persists or is frequent, the director will meet with the student to talk about ideas to improve this behavior and the consequences if it does not improve. Any unacceptable behavior by this student will then be recorded (as well as intervention from the staff) and reviewed with the student. If behavior does not improve the parent will then be called in for a meeting. A plan addressing this behavior will be formed. Staff will continue to document behavior of this student and their response to it. This will be shared with the parent.

Consequences of this behavior not improving will be discussed. Depending on the severity of the behavior this may or may not include suspension or leaving the program. **13**

Connections provides a quality experience for most children. However, it may not be the most appropriate child care experience for every child, or for the same child at different stages of his /her development. When it is determined that a child's needs cannot be met in Connections, including but not limited to a determination that a child poses a threat or danger to themselves, others, or property, care will be terminated. Children who have been suspended from school may not attend Connections during the period of suspension.

Dismissal from Connections

We reserve the right to dismiss students from care due to harmful/inappropriate behavior or if we are unable to meet the needs of a student.

Withdrawal from Connections

To withdraw your child from Connections, the change can be submitted in writing to Shelayne Zeidler the Director at least two weeks prior to the effective date. All outstanding balances must be paid in full by the effective withdrawal date.

Prohibited Actions

The following actions are prohibited by staff and could lead to termination of employment or being reported to licensing.

- | | | |
|-----------------|-----------|-----------|
| -rough handling | -shaking | -pinching |
| -shoving | -slapping | -hitting |
| -hair pulling | -kicking | -spanking |
| -ear pulling | -biting | |

Subjecting a child to emotional stress is also prohibited. This includes but is not limited to:

- name calling
- ostracism
- Shaming
- making derogatory remarks about a child or a child's family
- using language that threatens, humiliates or frightens the child

Other prohibited actions include-

Separating a child from the group except within the separation rule requirements.

Punishing a child for a lapse in toileting.

Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.

The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.

The use of mechanical restraints, such as tying.

Separation from the Group

Students shall not be separated from the group unless

- less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- the child's behavior threatens the well-being of the child or other children in the program
- A child who requires separation from the group must:
 - remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
 - the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
 - the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

If a child is separated from the group due to unacceptable behavior, a Separation Report must be filled out and the on-site supervisor or director notified.

The Separation report includes the following information: The Child's name, the staff person's name, time, date, information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three or more times in one day, the child's parent shall be notified by the on-site supervisor/director and the parent notification shall be indicated in the child's record.

If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in for Persistent Unacceptable Behavior must be followed. 15

Connections Program Plan

Students who are a part of Connections will be in kindergarten through 5th grade. We are anticipating around 30 students though the number of students we will serve is not known at this time. We will meet at North Lakes Elementary School before school begins from 6:15 to 7:30. Students will then be dismissed to either their classroom or breakfast. We will meet after school from 2:15 till 6pm on school days and we will meet on teacher workshop days from 6:15am to 6pm when the school is open. We will not meet on holidays, winter/spring break or snow days when the school is closed.

All staff and consistent volunteers will have a background check. Guest volunteers will always be in sight of the on-site supervisor.

Students in Connections will be supervised at all times.

This Child Care Program Plan was developed by the director and teacher of Connections. It will be formally reviewed annually to better meet the needs of students.

Program philosophy

Connections does not follow a specific curriculum. The activities are guided by the interests of the students. Our goal is to engage students in learning. The topic of that learning is most often their choice. Our staff will provide a variety of activity choices that have either been requested by students or that staff/program director think will be enjoyed by students. The Students will then often have a choice to do a staff led activity or a child initiated activity. We will also be inviting volunteers to come and lead or join students in activities. Volunteers may be older students or adults.

Connections Spaces

Morning care will always be held in the cafeteria. After school and all day care will take place in a number of different areas. Connections will have its own classroom to use. We will enjoy the outdoor playground areas. We will also be in the cafeteria and occasionally the gym. On nice days we may have all the groups go outside for part or all of the time (still doing the planned activities for the day, just doing them outside).

Morning Care

6:15 – 7:30 Arrival, Activity Bins, Staff Led Activities

Morning Care will take place in the cafeteria. There will be three main areas in the cafeteria for students to occupy. One is a soft area with foam mats where students can sit or lay, an open area where they can run and play and table space for activities done best at a table. In the

morning there will be bins containing supplies for student initiated stations that students can choose from. Connections staff will also read a story, lead a game requiring large muscle movement and lead a craft, table game or other activity with students. Students will be given the choice of what activities they would like to participate in.

After School Care

2:15 – 2:30 check-in

2:30 – 3pm Group – snack, discussion, activity

3pm – 4:30 Choice and Activity Bins

4:30 – 5pm DEAR – silent read or listen to staff read a story

5pm – 6pm Activity Bins with Connections staff

Students will be assigned a group leader and a group of not more than 12 peers to meet with right away after school. This will be a very similar group each day so students will have greater opportunity to get to know one another and their leader. Students who bring a snack will eat it at this time. At the beginning of this group time students will be informed of all of the activity options for the day and their locations. Students will give their 1st and 2nd choices of areas they would like to be in. At the end of group time they will be told which area they will be in based on their preference. In each area there will be a guided activity option and student initiated activity options.

During group staff leaders will encourage discussion and have students share about their day and ask questions of each other or answer questions their leader has prepared. The group will then do an activity together. Depending on the day this may be a challenge activity where they compete against another group or a task they must work together to accomplish or a challenge activity found in the Guinness book of Connections records or trying out a new game or activity bin together. Group time will go till 3pm.

Students will have choices that they have chosen for the day. There will be staff and possibly volunteer led activities in each area as well as bins containing student initiated activities.

All Day Connections Care

6:15 – 8am arrival, optional breakfast (brought from home), activity bins

8 – 9am Group Activity

9 – 10:30am Choice Activity

10:30–10:45	Wash hands, Snack (brought from home)
10:45-11:45	Outdoor or Gymnasium Play
11:45-12pm	Wash hands, get drinks, bathroom break
12pm-12:30	lunch
12:30-1pm	DEAR - silent read or listen to story staff reads
1pm-2pm	Group
2pm-3pm	Choice
3pm-3:15	Wash hands, Snack (brought from home)
3:15-4pm	Outdoor or Gymnasium Play
4pm-4:30	Guinness Book of Connections Records
4:30-6pm	Choice

All day Connections care provides great opportunity to do projects that are more involved. It would be a great time to have the kids plan, organize and set up their own track and field day or carnival or party with a piñata, decorations and confetti poppers! Or maybe a sporting tournament, real sports or silly sports or a card game tournament. How about a game of Jeopardy or Family Feud or Pictionary. We could bring a storybook to life complete with a set and record it. Maybe older kids would come and set up a station with nail painting and hairdos or maybe some athletes could put on a sports clinic. The possibilities are endless!

Students who register early for All Day Connections Care will be consulted and have a say in the activities offered for the day. The schedule above is a general one. It may change depending on the main activities that are chosen for the day. Each day however will contain some time for activity bins, group time, 2 snacks, lunch, outdoor play (weather permitting) or gym time and DEAR (drop everything and read).

Activity Bins

There will be a wide variety of activity bins that will be rotated around the different Connections areas for students to enjoy on their own, with friends or with volunteers and staff. Our activity bins fit into 8 categories as follows:

Creative Arts and Crafts- paint, paint brushes, paper on a roll, watercolor paper, construction paper, pipe cleaners, markers, colored pencils, crayons, hole punch, scissors

Construction- legos, planks, plastic cups, Lincoln logs

Dramatic or Practical Life Activities- racecars, dinosaurs,

Science- STEM challenges with supplies

Music- keyboard with labeled keys and music sheet, home-made drum with supplies and picture instructions, home-made guitar with picture instructions

Fine Motor Activities- puzzles, snap-its, magnet fun, beads

Large Muscle Activities- Hula hoops, parachute, tug of war rope, foam mats, Gator balls, kick ball, ping pong, jump ropes, exercise spots,

Sensory Stimulation Activities- slime, play dough, clay, water beads, kinetic sand, shaving cream, rice,

This is just a start! These will be added to and rotated throughout the year. There are so many possibilities!!

Choice Activities

Choice activities are led by a Connections staff or a volunteer. They require instruction. A student who is proficient in a skill and has practiced leading may also be able to lead a Choice Activity.

Again the possibilities are endless and the ones we choose will be the ones students show most interest in. They will likely have many ideas themselves. This list is sure to grow and grow throughout the year! We will utilize tutorials and volunteers for skills that we as a staff do not know well enough to teach.

A starting list for Choice Activities:

Face painting, cartoon drawing, origami, hair braiding, sewing, balloon animals, juggling, fancy paper airplanes, making a candle, painting a flower, magic tricks, card games, basketball football soccer lacrosse any sport skills, nail painting, self-defense, performing a skit, play a song on a keyboard or recorder, making jewelry, knitting, skateboarding, rollerblading, gymnastics, any craft, make slime or play dough, power point presentation, write a story or skit, calligraphy, plan a learning activity, bring a storybook to life, plan a party, make stuff with duct

tape, make pottery, make a bird house, make a bird feeder, science experiments, derby cars, paper Mache, home-made flashlight, Chinese jump rope...

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Group Activities

Discussion starters- ice breaker games, ask good questions, one minute talk, jokes and riddles are also good for this time.

Group competitions- Minute to win it type competitions, wheel barrel races, something silly, clothes pin in a jar etc.

Group challenges- STEM activities like building a sturdy tower with spaghetti noodles and gumdrops.

Learn a new game- Taboo, Chinese-Checkers, Dutch Blitz, Mancala, Boggle, Banana grams, Monopoly, Ticket to Ride, Yahtzee, Chess, They may not have time to finish but they will learn how to play. If they like it they can play with friends later.

Personal challenges- Connections has a three ring binder that tracks the top student in each personal challenge. If a student wants to add a personal challenge to the list they must submit their idea to the director. Examples of personal challenges are longest hula hooper, most free throws in a row, fastest to say the alphabet back words, fastest to do a page of math facts etc.

Group Activity- Make art together, do a craft, follow a recipe, make slime, do something together as a group

Outdoor and Gym activities

Long jump, races, tag (all different kinds), parachute, tug of war, hula hoops, kickball, jump ropes, long jump ropes, play on playground equipment

Questions/Concerns/Grievances

We want to do all we can to make sure your child has a great experience with us before, after school or on non-school days. If you have ideas of things we can do to make your child's experience a better one, please call and let us know! If you have concerns, grievances or just want to get our view on how and what your child is doing set up a time for either a personal or phone conference. Open communication is essential in making your child's experience as good as it can be. A common goal we all want to accomplish!

I check and respond to my phone voicemail, text messages and email frequently on weekdays between 6am and 6pm. If you call, text or email during this time you can expect that I will get back to you promptly.

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If you have a concern that you did not feel was addressed adequately when brought to the attention of the director, you can bring your concern to Beth Ann Peck. She is the NLA Elementary Coordinator her email is bpeck@northlakesacademy.org. If you still do not feel that your concern has been addressed adequately you can call the Department of Human Services (DHS), Division of Licensing at (651) 431-6500.

On your child's first day of care you were given a form called "Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs". This form has phone numbers for reporting grievances as well. This form is also available upon request.

Attachments

2019 – 20 Connections School Year Rates form

Registration form

Contract/ signatures form

Health Care Summary Form

A Bit about Your Child Form

Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs Form

Contact Information

Shelayne Zeidler (651) 788–3430

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