

Welcome to the
Jay's Nest
Waseca School Age Care
A program of Waseca Community Education



Jay's Nest

(507) 835-3187

Molly Kopischke - Coordinator

**Caring for children ages 33 months through 6th grade
(must be fully potty-trained)*

**Year round child care learning program*

**Before and after school, non-school, & early dismissal days*

**Educational Summer programming (hands-on learning,
activities & fieldtrips)*

**On-site at the Central Building*

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In operating the school age child care program, Waseca Community Education's goal is to provide a safe, fun, enriching, **quality** program for children that is convenient for parents. We believe that a quality school age care program can provide a positive environment, caring relationships and enriching age-appropriate experiences that contribute to a child's social, physical, and emotional development.

School Year & Summer Program Include...

33 month - 5 Year Old Programming

- *Fosters the developmental skills children need for kindergarten
- *Learning is playful and exploratory

- *Physical games and activities to get the kids' heart rate going!
- *Breakfast and snacks provided free of cost!
- * Lunches available with lunch account at \$2.75/day
- *Arts, crafts, dramatic play, games, activities, reading, etc...
- *Age specific location & peers
- *In-town & out-of-town field trips to various locations
- *Volunteering within the community
- *Local library partnership

Kindergarten - 3rd Grade Program

- *Hands on activities, crafts, and physical education
- *Curriculum review during the summer
- *Reading / homework time in the afternoons
- *Age appropriate organized activities and games
- *Physical games and activities to get the kids' heart rate going!
- *Snacks every day and breakfast on non-school days provided
- *breakfast/lunch provided free of cost through the Summer Food Service Program
- *Unstructured play to stimulate and engage young minds and foster imagination
- *Age specific location & peers
- *In town & out of town field trips (sledding, parks, local businesses, water-park, surrounding attractions, etc.)
- * Volunteering within the community
- * Local library partnership

4th - 6th Grade Program

- *Homework time during the school year
- *Curriculum review, daily reading, phy-ed, arts/crafts during the summer months
- *Physical games and activities to get the kids' heart rate going!
- *Casual area with age appropriate activities (board games, computers, puzzles, etc)
- *Age specific location & peers
- *Snacks every day and breakfast on non-school days provided
- *Breakfast/lunches provided free of cost through the summer food service program
- *Volunteering within the community
- *Educational & Scientific experiments
- *Arts, crafts, group social activities and team building

*Local Library Partnership

THE JAY'S NEST is a place where children can: interact with their peers in a relaxed atmosphere, explore their interests and abilities, choose from a wide range of supervised and self-directed activities, enjoy healthy snacks, work on their homework, or just chill out. Our dedicated staff makes it a priority to teach the children in our care the social skills they need to get along with others.

The goal of THE JAY'S NEST is to provide a high-quality, fun, safe, caring, and stimulating environment for all children. Our center has trained and experienced staff. We appreciate your enthusiasm and ask for your suggestions as we continue to make our program the best it can be for your children. Please feel free to come to us with any questions, ideas, or concerns.

ORIENTATION:

Parents are urged to contact the coordinator (Molly Kopischke, 507-835-3187) to set up a time for an individual orientation.

STAFF:

THE JAY'S NEST staff are skilled professionals who respect and enjoy working with children. Along with professional training and job experience, THE JAY'S NEST staff are able to schedule a wide variety of well planned, carefully supervised activities which complement school experiences.

GENERAL INFORMATION:

DATES: Runs all year round. We are closed New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, and also on Christmas Eve and Day. Depending

on which days holidays fall on, THE JAY'S NEST may be closed the day before or after.

LOCATION: The Jay's Nest is held at the Central Building year round. We occupy rooms 118, 135, 137, and 140 on the first floor, and rooms 222, 228, 234, 235, 236, 237, 239, 240 on the second floor. For morning care a school bus picks up our K-6th grade students at 7:45am and transports them to Hartley, Sacred Heart, Team, or WIS. After school a public school bus brings WIS and Sacred Heart students to SAC at 3:07 and Palmer/Lenz bus lines drop off our Hartley and Team students between 3:00-3:20 (2-3rd grade) and 3:10-3:30 (k-1st grade) most days.

HOURS: The Jay's Nest is open from 6:30am until school starts and 2:45pm until 6:00pm on school days for our K-6th grade program, 6:30 am to 6:00 pm for our preschool child care. During non-school days and summer, THE JAY'S NEST hours are from 6:30am to 6:00pm located at the Central Building.

MEALS & SNACKS: During the summer breakfast, lunch, and an afternoon snack will be served (free of cost) almost every day along with ½ pint of milk through the Summer Food Service Program for Preschool-6th grade. The first week of summer and the last week of the summer, children must bring a sack lunch from home.

During the school year breakfast & snack will be provided for preschool (school lunch is \$2.75 per meal) every day. K-6th grade will be served breakfast on non-school days and given snacks every day after school.

SUPPLIES:

Preschoolers – it is MANDATORY that you bring an extra set of clothes (pants, shirt, socks, shoes, under wear) and a rest blanket/towel for your child. **If an extra set of clothes is not brought, you will be called in to bring clothes for your child if they are needed. REMEMBER YOUR CHILD MUST BE FULLY POTTY-TRAINED TO ATTEND THE JAY'S NEST.**

K-6th grade children - Please bring your personal supplies such as your water bottles, swim suits & towels, sun screen (labeled), baseball gloves, etc. Also an extra set of clothing needs to be brought and kept at THE JAY'S NEST. We will provide a locker to store these items for your child/ren. **If an extra set of clothes is not brought, you will be called in to bring clothes for your child if they are needed.**

All Children – Children are allowed to bring toys and electronics from home, but THE JAY'S NEST will not be responsible for loss, theft or damage to personal items. Toys and electronics may only be used during free play. If toys/electronics are used during times other than free play, they will be stored in the office until end of day.

RATES FOR THE JAY'S NEST

- Jay's Nest hours are determined in 15 minute increments per day (e.g. if you pick your child up at 4:01 your time is rounded up to 4:15 for billing purposes).
- Summer rates are \$25/day per child or \$15/per half day per child (five hours or less).
- Registration Fee: \$20.00 per child for summer and school year programs.

ENROLLMENT:

THE JAY'S NEST serves children in preschool and grades K-6. THE JAY'S NEST may be closed due to low enrollment on non-school or summer days. In this event, parents will be given 2-3 days notice to find alternative daycare. Sign up sheets for non-school days will be posted 1 week in advance at the Central Building. **It is the parent's responsibility to sign up their child at least 24 hours before a non-school day.**

To register for THE JAY'S NEST please complete the registration materials given to you and the office will notify you via email upon approval of admittance.

If you plan to have your child attend THE JAY'S NEST all year round (Summer & School Year) you will be required to register them twice per year. One registration packet for the summer and one for the school year. Upon each registration your account balance must be at \$0.00, have a credit on your account, or receive

permission from the Coordinator. If the above criteria are not met, your registration will not be accepted until any previous money owed to THE JAY'S NEST is paid in full.

FIELD TRIPS:

You must sign your child up for a field trip. Most field trips are optional. By signing your child up for a field trip it is assumed you are giving them permission to attend the fieldtrip. If you fail to sign your child up for a field trip they will NOT be allowed to attend because we also need your signature. Information on upcoming field trips will be posted 2 weeks in advance on the parent information board. All fieldtrip costs will be included on the bill. Field trips are typically staffed at a 10:1 ratio for K-6th and 5:1 ratio for preschool.

DEFINITION OF COMPONENTS:

Before School:

Preschool program – THE JAY'S NEST is open for preschool at 6:30 am (breakfast and snacks provided by THE JAY'S NEST – cost of school lunch is \$2.75)

K-6th grade program – THE JAY'S NEST is open before school at 6:30 a.m. at the Central Building. Transportation provided by Palmer/Lenz to school (WIS, Hartley, Sacred Heart, and TEAM) at 7:45AM.

After School:

Preschool program – THE JAY'S NEST closes our preschool at 6:00 pm.

K-3rd grade program – THE JAY'S NEST is located in the Hartley Elementary School gym from 2:45-3:20 pm after school. Children will be transported to the Central Building by Lenz/Clemmons between 3:00-3:30 on two separate busses (first bus 2-3rd grade, 2nd bus k-1st grade).

4 – 6th grade program – THE JAY'S NEST is open after school until 6:00 pm. At 2:55 children are to get on the bus (typically #10 or #11 - subject to change) for transportation to the Central Building at 3:07pm.

Sacred Heart/TEAM students – Students will board the bus at that location and transfer at the Jr/Sr High to bus #10 or #11 and then ride to WIS to pick up students there before arriving at Central by 3:07pm.

Non-School Days:

Attendance for these days is optional. Parents must sign up their children for these days. A sign-up sheet will be posted about 1 week before a non-school day. If you sign up for a non-school day and decide your child will not attend (even if sick), you must cancel the child's registration for this day 24 hours ahead of time.

Termination from THE JAY'S NEST: A two week written notice must be submitted to the coordinator for cancellation of services from the program. If two weeks advanced notice is not given, the full fee is due until the two-week period is satisfied. If your account has a credit of \$15.00 or less upon termination a refund will not be given.

Holidays and Non-Service Days: Fees are not charged when THE JAY'S NEST is closed for holidays or weather related closures. THE JAY'S NEST is closed the following days: Labor Day, Thanksgiving Day and the Friday following, Christmas Eve Day and Christmas Day, and New Year's Day, Good Friday, Memorial Day and July 4th. Depending on which days holidays fall on, THE JAY'S NEST may be closed the day before or after.

Snow Days: THE JAY'S NEST is open (weather permitting) on snow days (school completely cancelled) from 6:30 a.m. until 6:00 p.m. at the Central Building – a sack lunch must be brought from home. THE JAY'S NEST is open until 6:00 p.m. If school is let out early due to weather (unless weather is so severe we need to close early – all parents will be contacted by phone or email) the day will run as normally scheduled. If school has a delayed opening THE JAY'S NEST is open at the Central Building for K-6th Grade until the start of school & again after school from 2:45-6:00 p.m. (weather permitting). *Please – if the weather is getting bad, periodically call the Community Education Cancellation Line to find out if THE JAY'S NEST is closing early! 837-5533*

For THE JAY'S NEST closings or delays tune to 92.1FM. **The most accurate way to find out if THE JAY'S NEST is closed or**

**delayed would be to call the Community Education
Cancellation Line at 507-837-5533.**

FININCIAL INFORMATION:

- 1. County Assistance:** The Jay's Nest accepts County Assistance for payment of services. Families are responsible for contacting Waseca County Human Services to see if they qualify and then must provide documentation to Jay's Nest Coordinator of county assistance information. Families will be billed regular rates until documentation is provided. For Waseca County Human Services information, please call 835-0560.
- 2. A registration fee:** is required upon enrollment in the program. Registration fees for the summer and school year are \$20.00 per child. The fee reserves your child's space in the program, and helps to provide for transportation during the school year, crafts, and supplies. Families must pay registration fee for summer enrollment and again for the school year.
- 3. Absences:** You must CALL the THE JAY'S NEST office (507-835-3187) to report an absence or additional attendance day. You will be billed according to your registration form. You will not be billed for any vacation days you indicated at the beginning of the summer or school year when your form was turned in.
- 4. Payment Policy:** All charges for THE JAY'S NEST will be billed according to the registration form. Bills will be distributed via email the first of the month for the previous month's service. Payment is due within one week or you will be charged a one-time late payment fee of \$15.00 for that invoicing period.
- 5. Legal Actions:** A client whose account requires legal action to have fees collected will also be responsible for all legal fees charged to THE JAY'S NEST. All past due accounts will be

turned over to Advantage Collection Agency upon failure to pay the account in full.

LATE / Non-compliant FEES:

All children must be picked up by 6:00 pm. You will be charged \$1.00 per child for every minute you are late picking up your child/ren (e.g. If you pick up your child at 6:07 you will be charged an additional \$7.00 for the day). After your 3rd late pick-up incident the fee will be \$5.00 per minute per child. THE JAY'S NEST reserves the right to terminate your contract if pick-up time continues after 6:00pm.

If you fail to physically walk your child into THE JAY'S NEST in the morning you will be given one reminder to follow program policies in writing and if it happens a second time your services will be terminated – this is a safety issue.

DAILY PROCEDURES:

1. Please walk your child to their drop off location and check student in with staff. At pickup please check student out with staff.
2. Please check DAILY for any important messages.
3. Please check your file daily upon dropping off or picking up your child/ren.
4. Check with a staff member immediately if you have any questions or concerns.

RESPONSIBILITIES

THE JAY'S NEST Responsibilities:

1. Treating everyone with respect
2. Providing a safe, warm, welcoming environment
3. Providing a variety of interesting activities
4. Informing parents of events, schedules, activities, etc.
5. Keeping accurate records
6. Being a good role model for all
7. Taking the best possible care of your child

Parent/Guardian Responsibilities:

1. Treating everyone with respect
2. Notifying THE JAY'S NEST when your child will be absent
3. Giving THE JAY'S NEST pertinent court documents if necessary for authorization of pick-up.
4. Paying all fees according to the financial policies
5. Supporting the THE JAY'S NEST program, policies and staff
6. Being available immediately to clean up after your child if they have a bathroom accident – THE JAY'S NEST staff CANNOT clean up after your child.

Child's Responsibilities:

1. Treating everyone/everything with respect
2. All children must be toilet trained.
3. Cleaning up after themselves (including bathroom hygiene)
4. Sharing/taking care of supplies, equipment, THE JAY'S NEST and school property
5. Being responsible for all personal belongings.
6. Weapons of any kind are NOT allowed

BEHAVIOR MANAGEMENT POLICIES:

We at THE JAY'S NEST want you to know that our main concern is that ALL children have a quality experience. The quality of the experience is lessened for all when someone refuses to cooperate for the good of all. THE JAY'S NEST will not accept behavior that includes profanity, hitting, kicking, biting, or showing lack of respect for any individual or property. If a serious incident such as those just described occurs, it could be grounds for an immediate suspension or expulsion from the program. **It is possible that you, as a parent/guardian, may be called to come and pick up your child.**

DISCIPLINE PLAN:

The logo for WCRB (Wrestling Club for the Restless Boy) is displayed in a stylized, bold, blue font with a red outline and a slight 3D effect.

Jay's Nest's discipline program is called WCRB

(Work-Cooperate-Respect-Belong). All staff (leads, aides, cooks, custodians, and the coordinator!!) support and teach WCRB. We have developed “Above the Line”, “Below the Line”, and “Bottom Line” behavior lists for our classrooms and school. We expect all students and staff to demonstrate “Above the Line” behaviors. “Below the Line” behaviors (Example: name-calling, cheating) may result in “Fix Its” (plans to improve) or incident reports which are put in parent folders, If your child is suspended a total of three times they will be expelled from the program. “Bottom Line” behaviors (Example: fighting, harassment, physical violence, destruction of property, etc.), are written out on an incident report and suspension immediately results for that day. Parents/Guardians will be contacted by phone and given one hour to pick up their child otherwise they will be charged a fee of \$9.50 per hour for one-on-one care until your child is picked up.

ABOVE THE LINE

Be respectful, responsible, polite, safe, cooperative, a hard worker, etc...

BELOW THE LINE

Not listening, unproductive, budging, cheating, uncooperative, name calling, playing with pretend weapons, being disruptive, etc...
- resulting in an incident report'

*** Excessive Below The Line behaviors become Bottom Line Behaviors***

BOTTOM LINE

Three bottom line behaviors may result in expulsion.
 Swearing, vandalism, harassment, bullying, punching, choking, bringing weapons, stealing, touching inappropriately, biting, hitting etc...'**resulting in a meeting with program coordinator to discuss possible suspension or expulsion'**

WORK – *We will come to the Jay’s Nest to have fun and put forth our best effort.*

Work together with all children	Complete all activities
Put forth our best effort	On-task behavior

COOPERATE – *We will work together to create a positive and productive environment*

Be cooperative	Be courteous
Be polite	Be helpful

RESPECT – *We will treat each other's feelings, space, and belongings with kindness.*

Be honest	Respect others
Respect own property and all other's	Be truthful

BELONG – *We share, listen, and accept people's differences. Everyone is an important part of the Jay's Nest.*

Accept differences	Include others
Listen	Share

POLICY FOR RELEASE OF CHILDREN:

If a person other than the parent or a pre-designated person is picking up the child, Jay's Nest staff must be notified and a name and description of that person must be given. That person will be asked to show proof of identification when they pick your child up.

THE JAY'S NEST will not release a child to any person or persons without prior consent by any parent/guardian. If an unauthorized person arrives to pick up a child, any parent/guardian will be contacted by phone for permission.

THE JAY'S NEST cannot legally keep any parents (including step-parents) from picking up a child from the Jay's Nest without having a copy of the restraining order issued by a judge. If there is a restraining order, a copy must be on file with the program. If a parent does break the restraining order and takes his or her child, the police will be called and the authorized parent will be notified.

PARENT GREIVANCE PROCEDURE:

Everyone is encouraged to give input regarding the operation of our program. If a parent has a concern about our

program, the following process has been established to ensure the concern is addressed:

- Discuss the concern with a staff member
- If the concern is not resolved within one week, contact the Program Coordinator (Molly Kopischke) and submit a written description of the concern. Every effort will be made to resolve the issue within five working days.
- If the concern still remains unresolved, submit a copy of the concern to the Director of Community Education: Paul DeMorett
-

Abusive behavior and/or verbal threats by parents toward program staff, children or other parents will be cause for immediate termination.

CHILD ABUSE AND NEGLECT:

State law requires THE JAY'S NEST staff to report suspected cases of child abuse or neglect to the proper authorities.

LATE PICK UP:

All children must be picked up by 6:00 pm. If you know you will be late, please make arrangements for someone else to pick up your child before closing time and inform the staff. You will be charged \$1.00 per child for every minute you are late picking up your child/ren (e.g. If you pick up your child at 6:07 you will be charged an additional \$7.00 for the day). After your 3rd late pick-up incident the fee will be \$5.00 per minute per child.

If a child is left in THE JAY'S NEST care later than 6:30pm and SAC/CAMP COOL has not been contacted by the child's parents/guardians or family relatives/friends, human services will be called and the child will be taken into their custody.

UPDATE OF EMERGENCY INFORMATION:

All information on the registration papers must be kept current. It is the responsibility of the parents to inform THE JAY'S NEST of changes in the following information:

- Parent(s)/guardian home address; home, work and cell phone numbers.
- Child's physician, address, and phone number
- Persons authorized or not authorized to pick up the child at our location
- Persons to contact in a medical emergency if a parent cannot be reached.

If an accident occurs and THE JAY'S NEST is unable to contact parents/emergency contacts, THE JAY'S NEST will call an ambulance to pick up your child and a staff person will go to the hospital if it does not compromise our 15 – 1 ratio. **Additional staffing charges for this situation will apply.**

MEDICAL EMERGENCY OR ILLNESS:

If you are going to be away from your place of work or home for the day, be sure to leave a phone number where you can be reached in the event that your child is involved in a medical emergency. A child cannot be admitted to THE JAY'S NEST with any of the following symptoms:

- Severe Cold
- Fever of 100 degrees or more
- Lice
- Sore Throat
- Sever Coughing
- Undiagnosed Rash
- Vomiting
- Diarrhea
- Pink eye
- If a student is observed by staff to be unable to participate in activities due to illness related symptoms, they will be sent home from Jay's Nest.

Parents need to notify THE JAY'S NEST staff of any contagious diseases (e.g. strep throat, head lice, chicken pox, pink eye, etc). When a contagious disease has been reported, a notice will be posted. A child should be free of fever/vomiting (vomiting for any reason) for 24 hours before returning to the program. **If a child is too sick to go outside, the child is too sick to attend THE JAY'S NEST. If a child is dropped off with any of these conditions, it may be grounds for immediate suspension or removal from our program for not following THE JAY'S NEST's written policies.**

If a child becomes ill, whenever possible, the child will be isolated from other children. Parents or emergency contacts will be notified to pick up the child as soon as possible. Parents/Guardians will be contacted by phone and given one hour to pick up their child otherwise they will be charged a fee of \$9.50 per hour for one-on-one care until your child is picked up.

There is NO NURSE on staff monitoring any situation that may arise. In the event of a medical emergency or accident, THE JAY'S NEST staff will administer first aid. When necessary, 911 will be called and the child will be transferred by ambulance to the nearest medical facility. Staff will immediately make every effort to notify the parent or persons on the registration papers. The parent or guardian is responsible for all medical charges.

INSURANCE:

Medical insurance coverage for children is the responsibility of the family. THE JAY'S NEST assumes no responsibilities for injuries or illnesses which children may sustain as a result of participation in activities (e.g. jumping, climbing, running, swimming or other activities that involve inherent risk).

BILL PAYING ONLINE:

- go to www.waseca.k12.mn.us/
- click on the Community Education link toward the top-left of the page
 - o Click "School Age Child Care" on the left hand side of the page
 - o Click on Pay Invoice
 - Under the 'Cost' column click 'view options'
 - o Select a period (month – choose current month) and enter payment amount.
 - Click 'add to cart' and 'ok' (to register for this class)

- A prompt will come up saying the class has started, click “ok”
- Click ‘checkout’

You will have to sign in or create a New User account (follow directions/steps) or if you are a Returning user (just sign in). This will track all of your payments and family information within Community Education.

MEDICATION:

There is absolutely no dispensing of prescription or over-the-counter medications at THE JAY’S NEST without a completed medication form filled out and handed in to the THE JAY’S NEST office.

MOVIES:

The Jay’s Nest will watch movies. We will not show any movies rated PG-13 or above. The ratings of movies we will show are G and PG. Please let the Coordinator know if your child is not allowed to watch G or PG movies. We will find alternative entertainment for your child/ren during this time.

This is our commitment to your child's future. With our experienced staff and stimulating programs unlike any other, we provide your child with an outstanding learning experience. Your child will discover that learning is fun, while making new friends and building strong relationships with teachers who partner with you in your child's education.

Thanks,
THE JAY'S NEST staff