

Personal Belongings

All students can bring and store their personal and school-day belongings in their designated pod. Please remind your child(ren) that if they choose to bring items from home, that they risk them being broken, lost, or stolen. **Zone is not responsible for lost or stolen items.**

ProCare Childcare

The Zone program uses the ProCare app to keep you informed and students safe. At pick up, authorized persons will need to sign out with a Zone staff member. This is to ensure the safety and well being of our students and to limit confusion. After registration and a simple download, you will be connected to us and your student through the ProCare app. By viewing sign ins, sign outs, pictures during their time with us and having the ability to message us in real time, we can create a safe and enjoyable experience for all involved.

Late Pick up Policy

We very much want your child to participate in the Zone program, however, we must make you aware that we have experienced issues in the past with children not being picked up on time, and it is school policy to not leave a child unattended. Therefore, we will be charging for children needing supervision after 5:15 p.m. The fees will be assessed as follows:

- \$10 for every 15 minutes (after 5:15 p.m.) will be assessed. The late fee policy will accumulate (Ex: child gets picked up at 5:40 p.m. will result in a \$20 charge).
- Parents arriving **after** 6:00 p.m. will be assessed an additional \$30 plus accumulating fees (Ex: child gets picked up at 6:05 p.m. will result in \$60 charge).
- Repeated tardiness offenses may result in a loss of the privilege to attend Zone for an amount of time or permanently.

Parent Participation

Parents are encouraged to express concerns and/or offer suggestions as they arise. Parents should let the Zone Coordinator or their child's teacher know if there are certain tasks/homework they would like to see staff work on with their child. Please keep in mind that our tutors are here to provide homework help in the time allotted with as much accuracy as possible, but there is no guarantee that all homework will be completed by the end of the day – we will do our best!

Staff

Cody Hickman—Zone Program Coordinator
chickman@morris.k12.mn.us | 320-585-2231

Tony Reimers—Morris Area Community Education Director
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University of Minnesota—Morris Students—Zone Staff

Each staff member brings a unique set of talents, qualities, and background experiences, but all of them have the same strong passion for working with children. In cooperation with the Zone Coordinator, each Zone staff member will work directly with the students. They are excellent role models, active learners, and future leaders.



School Age Child Care Program Parent Information Handbook

Zone After School Program Purpose

The primary purpose of the Zone program is to provide a safe and fun learning environment for students grades K-6 during after school hours at Morris Area Elementary. While at Zone, students will enjoy a healthy snack, move their bodies, explore creativity, and expand their knowledge through a structured, yet flexible daily schedule.

With guidance from the Zone Coordinator, classroom teachers, and parents, the Zone staff provides a relaxed learning environment where students are able to work on their homework, but also work on other targeted concepts as needed. Additional academic, recreational, and enrichment activities are provided for students in case they have no homework. All activities provided will be age/skill level appropriate. University of Minnesota-Morris tutors assist students with their homework to increase academic achievement, especially in the core areas of reading, writing and math. The program also allows time to promote and acquire skills which will assist youth not only during school, but also in the community and throughout life.

Extended Zone

On early dismissal days, students can attend Zone from 12:30 p.m.—5:15 p.m. During this time, students will play outside, work on their homework, hang out with their friends, and enjoy free time. Please pre-register with appropriate Zone materials.

Enrollment

The following things are needed before registration is complete and your child can start attending:

- 1) Student Information/Family Information Form, Zone Calendar, and the **Allergy Health Form** (if necessary).
- 2) Paid Zone registration fee and the first month's contracted days.
- 3) Read and understand the content of the **Parent Handbook**.

Information on the Student Information enrollment form includes: Identification data, person(s) authorized to pick up your child, medical information, emergency contact information, and signatures from both a parent/guardian and the student. Permission and release information is also included.

Pricing

There is a one time **non-refundable** registration fee upon enrollment. This registration fee may not be used to pay a Zone bill balance. Limited financial assistance is available, based on need.

School Year Registration Fee: \$15

Zone's daily charge is to cover snacks and extracurricular activities. Money must be placed on your family's Zone account in advance and may be done at the Morris Area Community Education office. It is your responsibility to register and pay for your days at least one month in advance to ensure your child's spot at Zone.

Zone Daily Fee (3:00—5:15 p.m.): \$5.90

Program Dates and Times

Zone is in session Monday through Friday, 3:00 p.m. – 5:00 p.m. during the school year. Zone is **not** in session during the planned school holidays and no school days. If there is school on a make-up day, we will host Zone. Zone will **not** be held on weather-related early dismissal days or when school is cancelled. Extended Zone is planned Wednesdays from 12:30 p.m.—5:00 p.m. during the school year.

Facilities

Zone will take place in the Morris Area Elementary School. Children should be dressed adequately for both inside and outside play. After outside time, the students will move to their assigned pods for homework time. After homework time is finished, students will have free time and sign out.

Check in and Check out Procedures

When a student arrives at Zone, they are responsible for signing in at the iPad with staff. Please communicate with the Zone Coordinator **and** your child's classroom teacher if he/she will be attending Zone. Students can be picked up from the front doors of the Morris Area Elementary School. If you will be picking up your child before 4:45 p.m., please buzz in at the front doors and check in at the MACE Office. If you are picking up your child between 4:45 p.m.—5:00 p.m., please remain with your vehicle in the pick up lane and a staff member will bring your child to you. All children must be picked up by a parent or other authorized adults. **Only those persons authorized on their registration form will be allowed to pick up the child.** If someone other than an authorized person will be picking up your child, the Zone Coordinator **must be notified.** We will not release a child to any person not listed on the registration form. The Zone staff is not responsible for a child's welfare after he/she leaves the Zone program. Healthy snacks meeting the USDA's Smart Snacks guidelines will be provided daily. Please make note of any food allergies your child(ren) may have on the Student Information Form.

Leaving for Another Program

If your child is participating in another after school program that is on school grounds (gymnastics, football, art, volleyball, etc.), our staff will be responsible for getting them to their designated area. Knowing about your child's extracurricular schedule is appreciated. If the event is not on school grounds (soccer at Green River Park or something at the University) our staff will **NOT** be able to take them, as we can only be responsible for the students while they are on school property. Please make arrangements for these instances.

Discipline

Zone will utilize a 3 Strike Policy in addition to the discipline policy established by Morris Area Schools. We teach students to respect themselves, others, and the property at Zone.

Actions which may result in disciplinary actions may include, but are not limited to: disruption of normal program activities; misuse or damage to school property; physical or verbal assaults and threats; possession or use of weapons and illegal substances; and failure to follow directions of staff members.

Disciplinary actions may include but are not limited to: timeouts; a conference with the student and/or parent; and loss of privilege to attend Zone for a period of time or permanently. Parents will be notified in all discipline situations.

Participation at Zone is a privilege. Children will be assisted in finding solutions to current situations, understanding consequences, and developing self control.

The 3 Strike Policy is listed below:

Strike #1: Verbal confirmation with the student and Zone staff. The student will be assisted in finding solutions to the current situation and understanding the consequences associated with the current situation.

Strike #2: Our goal is to have a conference with the student and parent/guardian and Zone staff. The student will be assisted in finding solutions to the situation while working to create a joint plan to avoid further strikes. The group will also work to help the student understand the consequences associated with the current situation.

Strike #3: Loss of privilege to attend Zone for the remainder of the school year. The Zone program and Morris Area Community Education reserve the right to make "strike" and discipline decisions based on this policy and the severity of the situation. **The Zone program and MACE reserve the right to terminate care immediately should there be a severe act of aggression toward students, staff, or property.**