

# NOVA CLASSICAL ACADEMY SCHOLAR ZONE



2023 - 2024  
*Program Handbook*



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### Scholar Zone Website

<http://www.novaclassical.org/before-and-after-care-scholar-zone/>

### Registration

<http://novaclassical.revtrak.net>

### Scholar Zone email for all communication

[scholarzone@novaclassical.org](mailto:scholarzone@novaclassical.org)  
Email is checked regularly

### Important Phone numbers

**Cell 651.706.2375**

**Drop-off/Pick-up & Emergency\*\* Only**  
(answered only during session times)

**\*\* defined as: health issue or urgent  
change for authorized pick up**

**651.209.6320 ext. 225**

Non-urgent messages only

Online Processing Company  
Regwerks: **1-888-847-9470**

### Director

Nadia Hussain  
[nhussain@novaclassical.org](mailto:nhussain@novaclassical.org)

# Welcome & General Information

Welcome to Scholar Zone! We are happy that you are considering this program for your childcare needs. Our goal is to partner with you by providing a safe, caring environment where children can learn, grow, develop new interests and friendships. We are looking forward to working together with you to make this a wonderful and safe school year!

The information in this handbook, along with our Nova Student/Parent Handbook, outlines staff, parent, and student expectations. You will also find all of our registration information for daily program use as well as the S.O.S (School Out of Session) Days. Our program is designed to help families with their before and after school care needs and many of the days we do not have school.

We are looking forward to working together with you to make this a positive, enjoyable experience. Please read through and be familiar with the content of this handbook, as some changes and improvements have been made.

## General Information

### Items To Bring

Students should bring a morning and/or afternoon snack, a water bottle, and appropriate outdoor seasonal clothing. Please be sure all belongings are properly labeled.

If a student does not have a snack, but needs one while they are in our after school sessions, Scholar Zone keeps animal crackers, goldfish, and pretzels on hand. Parents must supply all up to date food allergy information for us to keep on file. This information is kept with the class at all times and available to all Scholar Zone staff who work with the students. **It is the parent's responsibility to let staff know via email at [scholarzone@novaclassical.org](mailto:scholarzone@novaclassical.org) if they do not want their student(s) to have these snacks.**

### Personal Property

We ask that students refrain from bringing toys, valuables, or other unnecessary items to Scholar Zone. We have toys, games, books, and much more for the students to use while in our care. Scholar Zone and Nova Classical Academy are not responsible nor will be held liable for lost, stolen, or damaged items. *(This would include cell phones, electronics, money, games, etc.)* Weapons are not allowed. This includes toy guns, knives, etc.

### Outdoor Play

Outdoor play is an important part of your children's day. We feel it is extremely important for their total health. We will try our best to go outside every day, weather permitting.

Temperature guidelines for cold weather, when we will stay indoors, are below 0° Fahrenheit, or a wind chill below -4° Fahrenheit. In hot weather, general precautions will be taken to determine outdoor play. Please have students prepared with proper footwear and outerwear. Please label all belongings with child's first and last name. Items that are left behind will be brought weekly to the school's main lost and found area.

# General Program Details

## Hours of Operation

Scholar Zone morning session opens at 7:30AM and ends when students are brought to the supervised Great Room for classroom dismissal at approximately 8:15AM. **Although staff may arrive prior to start time, they are unable to provide care until the official start time.** Our afternoon session begins right after school, at 3:40PM, and ends PROMPTLY at 5:30PM. Care sessions are available Monday through Friday each day that school is in session. **Daily registration capacities are set at 25 students for AM Scholar Zone and 50 students for PM Scholar Zone.**

## Staff Communication

The Scholar Zone email is monitored on all school days from 6AM through 3PM. Communication sent after 3pm will be addressed the following school day. For emergencies during our Scholar Zone times, parents must call the cell phone at **651-706-2375**.

## Drop-Off/Pick-Up Basics

The Scholar Zone cell number is **651-706-2375**. Parents must call this number for drop-off and pick-up of students. This phone is only used for drop-off, pick-up and emergencies (defined as health related or urgent change in authorized pick up) during regular Scholar Zone hours (7:30AM - 8:15AM and 3:40PM – 5:30PM) and our S.O.S Days. For general information and/or questions about the program, please email [scholarzone@novaclassical.org](mailto:scholarzone@novaclassical.org). Staff will let you know the most convenient place to pick up, based on the group's location, when you call. Our general space is the Mezzanine so you will likely drop off and/or pick up at Nova's main entrance or the playground.

We use an iPad system for drop-off/pick-up which records attendance, sign-in/sign-out times, and the authorized person at drop-off/pick-up. ONLY an authorized person may sign-out a student. Other than the start time and end time, there is not a strict drop-off/pick-up time during program hours. However, be prepared to meet the staff in a location based on where the class is.

Inclement weather and events at school may cause changes in location. It's best to always call the Scholar Zone cell number as you arrive.

## Holiday/Program Closed Dates

Scholar Zone will NOT be open the following days: Labor Day 9/4, Staff Work Day 9/25, Thanksgiving Week 11/21 through 11/24, Winter Break 12/22 through 1/2, MLK Jr. Day 1/15, President's Day Weekend 2/16 & 2/19, Staff Work Day 4/26, Memorial Day 5/27, Last Day of School 6/6 (PM only). S.O.S Days will be offered for all other non-school days throughout the 23-24 school year (more information below).

## Staff Responsibilities

Staff members are expected to demonstrate responsibility, dependability, and good judgment. We will strive to create an environment where we consistently show care, respect, and concern for the safety of children. Staff members are experienced in working with children. Each staff member has completed a criminal background check and safety training, including First Aid/CPR.

Staff is scheduled based on number of students, with supervision safety as the main concern. The staff will diligently fulfill their responsibilities. These include:

- ⇒ Provide a safe, supportive, & fun atmosphere for the students.
- ⇒ As mandated by law, they must report any evidence or suspicion of child abuse/neglect.
- ⇒ Build a healthy, positive relationship with students & parents.
- ⇒ Address children, parents, & other staff with respect & kindness.
- ⇒ Communicate with parents about students' day.
- ⇒ Be helpful to children with homework.

## Weather/Building Emergencies

The decision to close or delay the start time of school, due to inclement weather or other causes, which will in turn affect Scholar Zone, will be made as early as reasonably possible, but by 6:00am. In the event of a late start, you will be notified of the Scholar Zone hours for that morning, if it is applicable. School closing information will be available from the following sources: • WCCO • KSTP • KARE • KMSP • Homepage on Nova's website • Nova's Facebook & Twitter Pages. We will do our best to contact those who are scheduled in the event a closing would not be obvious. Adjustment of the Scholar Zone fees will be determined based on circumstances.

# Registration Information

There is a **non-refundable registration fee of \$50/student**. This fee will not apply towards regular session fees. Registration will remain open throughout the school year.

Enrollment Choices:	AM	PM
1-2 sessions per week.....	\$13/session	1-2 sessions per week..... \$17/session
3-4 sessions per week.....	\$12/session	3-4 sessions per week..... \$15/session
5 sessions per week.....	\$11/session	5 sessions per week..... \$14/session

The fees will be charged automatically based on usage for the week at time of billing. There will not be lowered adjustments for sessions added after billing has taken place for that time frame.

For your convenience, we have an online payment provider (Revtrak) for registering and managing your account. Auto-Pay is required for payment of all fees.

A regular schedule is preferred, but changes are allowed throughout the year. If you wish to add sessions, select them on the account calendar through your parent portal. For safety reasons staff/student ratios are closely monitored. **If you require an additional session after billing has been processed for a time period, you must make that request via email** ([scholarzone@novaclassical.org](mailto:scholarzone@novaclassical.org)). Requests made less than 48 hours in advance are not guaranteed and will require permission from the Director. Sessions needed for the current day are to be requested by 9AM to be considered. Any sessions added less than 48 hours in advance will include a change fee (see details under “Billing & Payment Information”). If sessions need to be cancelled, remove those from the account calendar through the parent portal. Cancellations needed for sessions already invoiced, email [scholarzone@novaclassical.org](mailto:scholarzone@novaclassical.org) with your request. There will be no adjustments given for cancellations made less than 48 hours (2 school days) in advance. We do, however, need to have accurate counts for attendance so parents must call or email to let us know if your student will not be attending for a scheduled session.

A “session” is defined as any amount of care time either before or after school. We do not split sessions or have shorter care sessions for a reduced rate.

If your child attends clubs or after school an extracurricular activity and needs care after it ends for the day, you may schedule those sessions. The Scholar Zone staff will pick students up at the club/activity end time and bring them to Scholar Zone. **Parents need to email, in advance, details for dates & times of club to help ensure proper plans of care.**

## S.O.S (School Out of Session) Days Registration Info

S.O.S Days are the days that school is not in session but Scholar Zone WILL be open. Hours of operation are 8:00AM to 4:30PM. Fees for late pick-ups will be charged to the card on file. Prices are set at \$50/day per child. Families must register online, in advance, for the day(s) they wish to use. It is not necessary for students to be registered in our daily Scholar Zone program to use our S.O.S. Days. Information for each day can be found on our website at <http://www.novaclassical.org/before-and-after-care-scholar-zone/>. The dates for our 2023-24 school year S.O.S Days are as follows *and will be subject to availability*:

- *October 19, 20 & 23*
- *November 3 & 20*
- *December 20 & 21*
- *January 3 & 22*
- *March 8, 11 & 29*
- *April 1, 2, 3, 4, 5 & 10*
- *May 3 & 24*

Registration for S.O.S. Days must be completed by 11:59pm, 8 days prior to the desired S.O.S. Day. S.O.S Day fees are non-refundable/non-transferable. Scholar Zone does not have or provide our own transportation. We do not prepare or serve meals, snacks or drinks on S.O.S Days. Students are required to bring their own lunches, snacks and drinks. In the event there is a special treat that students will make or enjoy, parents are notified via email, in advance, of all items to be used. Parents must email [scholarzone@novaclassical.org](mailto:scholarzone@novaclassical.org) to let the Director (Nadia Hussain) know of any food allergies or wishes for their child NOT to have specific items scheduled. Parents must supply all up to date food allergy information for us to keep on file. This information is kept with the class at all times and available to all Scholar Zone staff who work with students, especially in the areas where the students eat or make treats.



## Billing & Payment Information

For your convenience, we have an online payment provider, Revtrak, for registering and managing your account. Auto-Pay of registration, service fees and session fees is required for all enrollments. Billing is done weekly, normally Tuesday mornings, through Revtrak and will include all care sessions for the upcoming week, changes made since the last billing was completed, and payment provider service fees. There will also be one last billing done the week after school is out, to finalize any changes since the billing was done for that week.

You will receive an email notification, with a copy of your invoice, at the time of billing. All payments are automatically processed at the time of billing. **A \$20 late payment fee** will be assessed on Sunday, at midnight, on accounts with an unpaid invoice.

It is the account holder's responsibility to monitor the account to ensure credit card/e-check information is current, active and invoices are paid.

*A student will be unable to attend Scholar Zone if an account goes unpaid for 3 weeks, until that account (including all late fees) is paid up to current billing period.*

The person who sets up the account is the "account holder" and is the person responsible for payments. Those needing more than one account for the same child must contact the Director. This will allow each parent the ability to view and set up a schedule, update information on the account, and access a year-end tax statement. (If applicable, the Director must be given a certified copy of official court documentation detailing custody, financial obligation, supervisory roles, etc. This will ensure compliance with the required directives.)

Account holders are responsible for all fees incurred for the sessions of care, whether the student attends or not. Fees will not be credited for sick days or other absences, unless the Director is notified via email at least 48 hours/2 school days in advance. If an illness extends beyond 3 days, contact the Director.

**Students must be picked up by 5:30PM.** The clock on the Scholar Zone iPad is the official time followed for start and end times. **A late pick-up fee of \$2/minute** will be automatically assessed on each child's account for pick up after 5:30PM. Child care may be terminated for repeated occurrences. If you have an emergency and will be late, please call the Scholar Zone cell to notify the staff. (It won't remove the late fee assessment but will let us to know an arrival time.) The staff will attempt to contact parents, then emergency contacts. If there is no communication by 5:45PM the police will be called about your child. Police Department..... 651-291-1111

Once invoicing has occurred, the account holder will not be able to make changes to the attendance for the dates invoiced. You must send an email to [scholarzone@novaclassical.org](mailto:scholarzone@novaclassical.org) to add or remove a care session on your account for the invoiced dates (change fee rule will apply, *see below*). Additions will be accepted, at the Director's discretion, based on the safety and care of the students.

A **schedule change fee of \$5.00** will be assessed on ALL care sessions added less than 48 hours (2 school days) in advance. A **change fee of \$10.00** will be added if we don't receive any notice and students are in our care. There will be no adjustments for sessions removed less than 48 hours (2 school days) in advance, based on session start times.



# Student Expectations

Character development is a vital part of Nova Classical Academy and Scholar Zone. Our goal is to build on the values that are taught at Nova. Our staff will operate a well-balanced schedule to aid in the well-being and character development of each child.

The overall safety of the children in Scholar Zone is our highest priority. To help aid with this, we have some basic rules for our students:

- Follow directions
- Keep your body to yourself
- Use appropriate verbal and body language
- Respect self, others and property
- Stay with the group/staff at all times

Scholar Zone strives to maintain a positive approach to managing children's behavior at all times. Staff members establish and enforce clear and consistent limits and expectations for appropriate behavior. Staff members address inappropriate behavior through various techniques including: modeling, distraction/redirection, adjusting the environment, collaborative problem solving and removal from the activity/area, as a last resort.

When positive behavior is displayed, the consequence is participation and enjoyment. In cases of negative or inappropriate behavior that is not solved through the above listed techniques, the following will take place:

- Program Director and parent will discuss specific changes in behavior required and specific consequences for noncompliance.
  - In order to ensure a safe, effective program, suspension from Scholar Zone may occur for a child unable to follow these behavior guidelines. The director and Lower School Principal will determine the length of suspension. No fees will be reimbursed due to a suspension.
- If the behavior is still not corrected after the above steps are completed, the child will be removed from the remainder of the program.

*If a parent is called to pick up a child, due to behavioral issues, the child must be picked up within 30 minutes. We reserve the right to remove a child for safety reasons at any time, even if the above steps have not all been attempted.*

## Parent Communication & Concerns

The parent/staff relationship is a critical part of the success of our program. We hope to strengthen the quality of this relationship with open communication. We welcome your suggestions, concerns, thoughts and ideas in our effort to continually improve our program. You can share these by:

- Speaking directly to a staff member that cares for your child daily
- Schedule a time to talk with the Director
- Email the Director at [nhussain@novaclassical.org](mailto:nhussain@novaclassical.org)

All information collected through registration for Scholar Zone is kept confidential. It will be shared with program staff, only as appropriate to do so, to assist in providing the best care for your child.

### Parent Concerns

In the event you have a concern regarding Scholar Zone, please email the director, Nadia Hussain, at [nhussain@novaclassical.org](mailto:nhussain@novaclassical.org). If you would like to set up a meeting, that can also be arranged.

After having contacted the Director, if you feel your concern has not been resolved, please discuss with our Lower School Principal, Brooke Tousignant. She can be reached at [btousignant@novaclassical.org](mailto:btousignant@novaclassical.org).

We will strive to address concerns/questions that you or your child may have regarding Scholar Zone. Please encourage your child to speak directly to a staff member immediately about any issues they may have. This will allow us to address them in a timely manner. Ultimately, we will always strive to create a safe and inclusive environment for all.

## Safety & Security

Our program opens at 7:30AM. Although the staff will arrive prior to that time, they are unable to provide care until the official start time.

The Scholar Zone cell number is **651-706-2375**. Parents must call this number for drop-off and pick-up of students. This phone is **only** used for drop-off, pick-up and emergencies (defined as health related or urgent change in authorized pick-up) during regular hours. For general information or questions about the program, please email [scholarzone@novaclassical.org](mailto:scholarzone@novaclassical.org).

**Parents must accompany their children to a staff member and must not leave children until they are properly and safely signed in and under staff supervision.**

For the safety of each student, we will use an iPad system for sign in/sign out each day. This system records the sign in/sign out time and authorized person picking up your child. **Your child will be released only to people listed as authorized individuals on your account, unless the Director has been notified otherwise via email.** In an emergency, you may call to inform the staff if someone else will need to pick up your child. We will need their name and a phone number for them. The staff is required to ask for photo identification. This is not to cause offense, but rather to ensure children's safety.

If there is a court ordered custody agreement, we are legally bound to respect the order of the legal document. It is the responsibility of the guardian who holds the legal custody to provide us with a certified copy of the most recent court order. This copy must be on file with Scholar Zone and updated by the custodial parent. If no court order is on file, both legal parents will have access to information and to the child.

Generally, there is not a strict drop-off or pick-up window, however, please be aware of the morning and afternoon schedules and be prepared to meet up with the group at their location, if necessary. Please also be aware that dropping off later or picking up earlier on an S.O.S Day may result in your child missing a portion or all of our daily activity/project planned for that day.

# Illness Procedures & Protocols

Please be sure to keep your child's emergency information current. Scholar Zone does not have access to school health information, so families need to keep us updated on information.

For the safety and health of all the children and staff in Scholar Zone, please do not bring your child if they are ill, especially if they are exhibiting Covid-19 symptoms. Please notify the staff of their absence and note any important details related to the illness as contact tracing may need to be done on a case by case basis. Children are not allowed to be in attendance if they have any of the following symptoms:

- Fever of 100° or above
- Vomiting
- Diarrhea
- Eye drainage
- Bacterial infections (strep, etc.)
- Contagious illness (chicken pox, etc.)
- Head lice (presence of lice or nits)
- Covid-19 Symptoms (use latest CDC/MDH guidance)

Parents must notify the Director (Nadia Hussain) if their child contracts a communicable illness/virus/disease, including COVID-19, as soon as it is diagnosed. When this occurs, the Director will notify other families in the program on a case by case basis, via email, so they are aware to watch for symptoms. Confidentiality will be a top priority.

If your child appears to be ill, you will be contacted and asked to pick them up within 30 minutes. Your child will be kept comfortable until you arrive. If a parent cannot be reached, staff will contact the authorized individuals.

**Children must be free of symptoms for at least 24 hours prior to returning to Scholar Zone.**

# Medications & Accident/Injuries

## Medication Information

Children are not allowed to have any medication in their possession. Our policy is that the staff may only dispense prescribed medications in the original container to the student named, with the original label (name, dosage, directions, and not expired.). A parent authorization must be signed before staff can administer medicine. Medication will be returned to parent/guardian, or destroyed, if unused. We do not administer non-prescription medication. Medication is normally given during the school day, through the Health Office, and not during Scholar Zone hours. Sunblock, if needed, will only be administered according to manufacturer's instructions. All medications & sunblock will be stored according to the original container.

For medical safety reasons, Scholar Zone staff members do not administer insulin shots, Diastat, or other medications requiring similar administering procedures. We will do our best to work with the parents to find a safe and reasonable accommodation, if this is needed.

All allergy action plans, signed by parent/guardian will be on file and must include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction and procedures for responding to an allergic reaction including medication, dosages and doctors contact information.

## Accidents/Injuries

We follow school policy for minor accidents/injuries. We will keep a record of the incidents. For minor incidents staff will inform parents at pick up. For a serious injury staff will care for the student, and a parent will be contacted immediately, allowing you to determine the next steps. If staff feels it is an emergency situation, 911 will be called and paramedics will determine actions to take. If a child is taken in an emergency vehicle, a staff member will accompany that child to the medical facility and remain with them until a parent or authorized individual arrives.