Know **Yourself.** Know **The World.**

NOVA CLASSICAL ACADEMY™

2024-2025
Scholar Zone
Program Handbook

Table of Contents

Welcome 3
Registration Information 3
Observed Holidays & Program Closure Days 4
S.O.S. (School-Out-of-Session) Days 4
Billing & Payment Information 5
- Additional Fees 5

General Information 6
- Drop Off & Pick Up Procedures 6
- Items to Bring 6
- Personal Property 6
- Outdoor Play 6

Student Expectations 7
Parent/Guardian Communication 7
Parent/Guardian Concerns 8
Parent/Guardian Code of Conduct 8
Safety & Security 8
Student Health & Wellness 9
- Student Medication 9
- Accidents & Injuries 10

Staff Information 10
Inclement Weather & Building Emergencies 10
Contact Information 10

Welcome

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

Registration Information

You can access our online registration and payment management system for your convenience on our website at novaclassical.revtrak.net. Enrollment is available Monday through Friday on each day school is in session.

The Before School (AM) program begins at 7:30 AM and ends at 8:15 AM when students are brought to the Great Room for dismissal to classrooms for the academic day. Though staff may arrive before the program start time, they are not available to provide care until 7:30 AM.

The After School (PM) program begins at 3:40 PM, when students are dismissed from their classrooms at the end of the school day until precisely 5:30 PM. All students must be picked up by 5:30 PM.

Enrollment Options:	**Before School (AM)**	**After School (PM)**
1-2 sessions per week	$13/session	$17/session
3-4 sessions per week	$12/session	$15/session
5 sessions per week	$11/session	$14/session

Auto-pay is required for payment of all fees. The fees will be charged automatically based on usage for the week at the time of billing. There is a non-refundable registration fee of $50 per student, which does not apply to regular session fees. Registration will remain open throughout the school year. A session is defined as any amount of care time before and/or after school. Sessions are not prorated and session rates apply based on registration, regardless of the length of attendance during a session.

A regular schedule is preferred; however, changes are allowed throughout the year. If a session needs to be added, it can be done by selecting them on the account calendar through the parent portal. For safety reasons, staff/student ratios are closely monitored.

If there is an additional session after billing has been processed for a time period, that request must be done via email to scholarzone@novaclassical.org. Requests made less than 48 hours advance notice are not guaranteed and will require permission from the Program Director. Sessions needed for the current day must be requested no later than 9:00 AM for consideration and approval. Any sessions added less than 48 hours advance notice will include a change fee. More information on this fee is included in “Billing & Payment Information.”

If sessions need to be canceled, please remove those from the account calendar through the parent portal as soon as possible. An email must be sent to scholarzone@novaclassical.org to request cancellation for already invoiced sessions. No refund will be made if cancellation requests are made with less than 48 hours (two (2) school days) advance notice. Parents/ guardians must call or email to inform us if their students will not be attending a scheduled session to ensure proper attendance records for the program.

Observed Holidays & Program Closure Days

Scholar Zone will not be open on the following days during the 2024-2025 year.

2024	2025
September 2	January 1
October 4	January
November 27, 28, and 29	February 14 and 17
December 23-27 and 30-31	May 2 and 26
	June 6 (PM only)

S.O.S Days will be offered for all other non-school days throughout the 24-25 school year (more information below)

S.O.S. (School-Out-of-Session) Days

S.O.S Days are when school is not in session, when Scholar Zone remains open. S.O.S. Day hours of operation are 8:00 AM to 4:30 PM. Fees for late pick-ups will be charged to the card on file. Additional information for S.O.S. Days may be found on our website at www.novaclassical.org/resources/scholarzone.

The dates for our 2024-25 school year S.O.S Days are located below and are subject to availability:

2024

- October 3, 17, 18 and 21
- November 1 and 25
- December 20

2025

- January 2, 3, and 17
- March 7, 10, 28, and 31
- April 1, 2, 3, 4, and 18
- May 23

Please note that Nova Classical's Spring Break is March 31 - April 4, 2024.

The registration fee for each student is $50 per day. Registration for S.O.S. Days must be completed by 11:59 PM, at least eight (8) days before the desired S.O.S. Day. S.O.S. Day fees are non-refundable and non-transferable. Registration in our daily Scholar Zone program for before and/or after-school care is not required to access S.O.S. Day programming.

Students must bring their own lunches, snacks, and drinks on S.O.S. Days.

If there is a special treat that students will make or enjoy, parents/guardians are notified in advance via email of all items to be used. 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.

Parents must email scholarzone@novaclassical.org to inform the Program Director of any food allergies or desire for their student(s) NOT to have specific treats as scheduled.

Scholar Zone does not have or provide transportation, and we do not prepare or serve meals, snacks, or drinks on S.O.S Days.

Billing & Payment Information

Billing is completed through our online payment provider, Revtrak, where you will register and manage your account. Auto-pay of registration, service, and session fees is required for all enrollments.

Additional registrations will be accepted at the Program Director's discretion, based on the number of available staff, to ensure proper safety and care of all students. Email scholarzone@novaclassical.org if you need to add additional days to a registration period that has already closed and/or invoiced.

Billing is completed weekly, generally on Tuesday mornings, and includes all care sessions for the upcoming week. This billing will also include any changes made since the previous billing was completed and payment provider service fees. A final billing will be completed the week after school is out to finalize any changes after the billing was complete 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. On Sunday at 12:00 AM, a $20 late payment fee will be assessed on accounts with an unpaid/outstanding invoice.

A student will not be allowed to attend Scholar Zone if an account goes unpaid for three (3) weeks until that account is paid up to the current billing period, including all late fees.

The individual who sets up an account is the “account holder.” An account holder is responsible for monitoring the account to ensure that all invoices are paid and credit card/e-check information is current. There is also a Split Family Rate option in the signup process for instances when a student has two households that share the financial responsibility for the student. The Program Director must be given a certified copy of any official court documentation detailing custody, financial obligation, supervisory roles, etc., if/as applicable. This documentation helps to ensure compliance with the required directives contained therein.

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 Program Director is notified via email at least 48 hours (two (2) school days) in advance. If an illness extends beyond three (3) days, contact the Program Director.

Students must be picked up by 5:30 PM. The clock on the Scholar Zone iPad is the official time followed for program start and end times. If there is an emergency and will be late, please call the Scholar Zone cell at (651) 706-2375 to notify the staff so we can plan accordingly. Late fees will be assessed regardless of circumstances for any late pick-ups.

Once invoicing has occurred, the account holder will not be able to change attendance for the invoiced dates. If you believe an error is on your invoice, the account holder must email scholarzone@novaclassical.org to add or remove a care session on your account for the invoiced dates. Change fees apply to all changes. See the Additional Fees section of this handbook for more information.

Additional Fees

A late pick-up fee of $2/minute will be automatically assessed to each account for any pick-up after 5:30 PM. Childcare may be terminated for repeated occurrences. If you will be late for any reason, you must notify the staff by calling the Scholar Zone phone at (651) 706-2375. If the parent/guardian or the emergency contacts on the account have not contacted us, or staff cannot reach them by 5:30 PM, the St. Paul Police Department will be called regarding their student. The St. Paul Police Department’s non-emergency phone number is (651) 291-1111.

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

General Information

Drop Off & Pick Up Procedures

The Scholar Zone cell phone number is (651)706-2375. Parents/guardians must call this number for drop-off and pick-up of their student(s). This phone is only used for drop-off, pick-up, and emergencies, which are defined as health-related or an urgent change in authorized pick-up during regular Scholar Zone hours (7:30 AM - 8:15 AM and 3:40 PM – 5:30 PM) and on S.O.S Days. For general information and/or questions about the program, please email scholarzone@novaclassical.org. When you call, staff will let you know the most convenient place to pick up based on the group's location. Our general space is the Mezzanine, upstairs from the Great Room, so you will likely drop off and/or pick up at Nova Classical's main entrance (Door 1) or the playground.

There is 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 authorized persons may sign a student out. Other than the start and end times, there is no 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 is best to always call the Scholar Zone cell number upon arrival to determine the best pick-up location.

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 with the student's first and last name.

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/guardians 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. The parent/guardian is responsible for emailing staff at scholarzone@novaclassical.org if they do not want their student(s) to have these snacks.

Personal Property

Please label all belongings with the student's first and last name. We ask that students **refrain** from bringing toys, items of **monetary/personal/emotional/sentimental value**, or other unnecessary items to Scholar Zone. Age-appropriate toys, games, books, and much more are available 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. (e.g. cell phones, electronics, money, games, etc.). **Weapons of any kind are not allowed (e.g. toy guns, knives, etc.).**

Outdoor Play

Outdoor play is an important part of your student'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. Items that are left behind will be brought weekly to the school's main lost and found area.

Student Expectations

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

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

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

Scholar Zone strives to maintain a positive approach to managing student's behavior at all times. Staff members establish and enforce clear and consistent expectations for appropriate behavior. Staff members address inappropriate behavior through various techniques including, but not limited to: 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:

The Scholar Zone Director and parent/guardian will discuss specific behavior changes required and consequences for noncompliance.

To ensure a safe, effective program, suspension from Scholar Zone may occur for a student unable to follow these behavior guidelines. The Scholar Zone Director and Lower School Principal will determine the length of the suspension. No fees will be reimbursed due to a suspension.

If behavior is still not corrected after the above steps are completed, the student will be removed from the remainder of the program.

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

Parent/Guardian Communication

The parent/guardian relationship with our staff 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 who cares for your student daily
- Schedule a time to talk with the Scholar Zone Director or email them at scholarzone@novaclassical.org

A Summer event/activity calendar will be provided to you no later than March 18. We will send out a weekly email/newsletter to all participants regarding the upcoming week's events to help you plan. The staff will make an effort to talk about the upcoming activities and events, but please keep track of your student's schedule(s) and what they may need for the planned activities and events so they can fully enjoy each day.

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 student.

Parent/Guardian Concerns

If you have a concern about Scholar Zone, please contact the Scholar Zone Director via email to discuss and/or arrange a meeting at scholarzone@novaclassical.org.

If, after contacting the Scholar Zone Director, you feel your concern has not been resolved, please contact our Lower School Principal, who can be reached at btousignant@novaclassical.org.

We will strive to address any concerns or questions you or your student may have regarding Scholar Zone. Please encourage your student(s) to speak directly to a staff member immediately about any issues they may have. This will allow us to address them promptly. Ultimately, we will always strive to create a safe and inclusive environment for all.

Parent/Guardian Code of Conduct

We strive to promote a healthy atmosphere and have our program represented in a positive manner at all times. To help aid in this goal, parents/guardians must agree to and promote the following Code of Conduct:

- Shall conduct themselves in a manner that represents the virtues we teach at Nova Classical: including honesty, respect, and responsibility.
- Must refrain from using foul language at all times while in the presence of or near the Scholar Zone students and/or staff members.
- Will not show or exhibit derogatory conduct towards any staff member, student, or other parent/guardian.
- The use of drugs, tobacco, alcohol, or other controlled substances is prohibited in and around the school building and the Summer Scholar Zone students and staff.
- Are not permitted to take pictures and/or videos of other students in the Summer Scholar Zone program due to our Nova Classical Media Permission restrictions.
- Are responsible for all communication, concerns, and conduct for authorized individuals who act on behalf of parent/guardian.

Safety & Security

Our program opens at 7:30 AM. Although the staff will arrive before that time, they cannot provide care until the official program starts.

Parents/guardians must call (651) 706-2375 to drop off and pick up students. This phone is only used for drop-off, pick-up, and emergencies, which are defined as health-related or unplanned, urgent changes in authorized pick-up during the regular program hours of 7:30 AM - 5:30 PM. For general information or questions about the program, please email scholarzone@novaclassical.org.

Drop-off/pick-up will generally occur at the main school doors on Victoria Way. If not, when you call, the staff will let you know the most convenient place to meet based on the group's location.

Parents/guardians must accompany their student(s) to a staff member and must not leave student(s) until they are properly and safely signed in and/or out on our iPad and directly 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 the authorized person picking up your student. Your student will be released only to people listed as authorized individuals on your account unless the Program 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 student. 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 everyone'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 Summer Scholar Zone and updated by the custodial parent/guardian. If no court order is on file, all legal parents/guardians will have access to information and to the student.

Generally, there is no strict drop-off or pick-up window; however, please be aware of the morning and afternoon schedules and be prepared to meet your student for pickup at an on-premise location determined by Scholar Zone staff, if necessary. Please also be aware that dropping off after the start time or picking up earlier than the end time on an S.O.S. Day may result in your child missing a portion of our daily activity and/or project for the day.

Student Health & Wellness

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

For the safety and health of all the students and staff in Scholar Zone, please do not bring your child if they are ill, especially if they exhibit symptoms of illness. Students are not allowed to be in attendance if they have any of the following symptoms:

- Fever of 100.4° or above
- Vomiting
- Diarrhea
- Eye drainage
- Bacterial infections (strep, etc.)
- Contagious illness (chicken pox, etc.)
- Head lice (presence of lice or nits)
- Flu, RSV, and/or COVID-19 Symptoms (use the most recent Centers for Disease Control (CDC)/MDH guidance)

Parents/guardians must notify the Scholar Zone Director if their student contracts a communicable illness/virus/disease as soon as it is diagnosed. When this occurs, the Director may 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 student appears to be ill, you will be contacted and asked to pick them up within one hour. Your student will be kept comfortable until you arrive. If a parent/guardian cannot be reached, staff will contact the authorized individuals listed on their registration.

Students must be free of fever and symptoms without the use of medication for at least 24 hours before returning to Scholar Zone.

Student Medication

Students 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). An authorization form must be signed by a parent/guardian and/or the prescribing care provider before staff can administer medicine. Medication will be returned to the parent/guardian or destroyed if unused. We do not administer non-prescription medication. Medication is generally given during the school day at the Health Office and not during Scholar Zone hours. Scholar Zone does not have access to the District's Health Office outside of normal school hours. Sunscreen, if needed, will only be administered according to the manufacturer's instructions. All medications & sunscreen will be stored according to the original container.

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

All allergy action plans, signed by a 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 doctor's contact information.

Accidents & Injuries

We follow school policy for minor accidents/injuries. We will keep a record of the incident. For minor incidents, staff will inform parents/guardians at pick-up. For a serious injury, Scholar Zone staff will care for the student, and a parent/guardian will be contacted immediately, allowing you to determine the next steps. If staff members feel it is an emergency situation, 9-1-1 will be called, and paramedics will determine actions to take. If a student is taken in an emergency vehicle, a staff member will accompany that student to the medical facility and remain with them until a parent/guardian or authorized individual arrives.

Staff Information

Staff members are expected to demonstrate responsibility, dependability, and good judgment. We will strive to create an environment that always shows care, respect, and safety for students. Staff members are experienced in working with students, have had a criminal background check, and have had First Aid/CPR training.

Staff are scheduled based on the number of registered students, with supervision safety as the main concern, using the ratio guidelines laid out by the Minnesota Department of Health (MDH).

Scholar Zone staff have many responsibilities throughout their day, which they will diligently fulfill, including but not limited to:

- Providing a safe, supportive, and fun atmosphere for the students
- Addressing students, parents/guardians, and other staff in a respectful and kind manner
- As mandated by law, reporting any evidence or suspicion of child abuse or neglect
- Communicating with parents/guardians about their student's day
- Building healthy, positive relationships with students and parents/guardians
- Assisting with homework completion, as needed

Inclement Weather & Building Emergencies

The decision to close or delay the start time of school or the determination of an early release due to inclement weather or other issues within the building will impact Scholar Zone. These decisions will be made as soon as possible and generally no later than 6:00 AM on the day of the delay or closure. In the event of a late start, parents/guardians will be notified of the hours for Scholar Zone availability or its closure on a case-by-case basis. School closing information is available from the following sources: Nova Classical's website and social media channels and new channels including WCCO, KSTP, KARE, and KMSP. We will do our best to email notice of Scholar Zone closures to families by or before 6:00 AM.

Contact Information

Phone: (651) 706-2375 – Please use **only** for Drop Off/Pick Up & Emergencies
Website: novaclassical.org/resources/scholarzone
Registration: novaclassical.revtrak.net
Email: scholarzone@novaclassical.org – This email is monitored on all school days between 6:00 AM and 3:00 PM.
Non-Urgent Messages: (651) 209-6320 ext. 402
Regwerks (online payment processing company): (800) 847-9470
Program Director: Estella (Stella) Mangan