



CROWN OF LIFE
learning & tutoring (COLLT)

Parent Handbook 2020-21

4150 Pilot Knob Rd, Eagan, MN 55122
651.452.2114
collt@colwsp.org

Office Hours Mon, Tues, Thur and Friday
8:30 am – 3 pm

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Dear COLLT Families,

Welcome to an exciting year of study and learning at Crown of Life Learning and Tutoring (COLLT).

The staff and community of Crown of Life are excited to offer the learning and tutoring service to the community. We realize that Covid-19 virus has challenged parents. We are here to support your child's learning.

Sincerely,

The Tutoring Team of Crown of Life

COLLT Mission

To give working parents a safe and nurturing place to send their children who are doing at home/hybrid learning this fall, offering a service to our community in a time of need.

COLLT Objectives

- Provide a positive climate for learning using curriculum from students' hybrid or online program.
- Provide assistance to children with academic learning so that parents can remain engaged with jobs.
- Provide an atmosphere of community, respect and caring.
- Provide routine feedback to parents on child's progression and engagement
- Provide a Christian environment demonstrating Christ's love for all people

Program overview

COLLT program will offer tutoring services for children in a caring, safe and structured environment. Children will be in groups with a maximum of 10 students. Group A will meet Monday and Thursday and Group B will meet Tuesday and Friday. Students will bring learning devices and homework from school. Weekly notes will be sent to parents providing feedback as to student participation and any issues for parents. Parents are asked to commit to two days a week until the winter break (Christmas).

Handbook Purpose

This handbook provides information for families about our school's expectations. Crown of Life Learning and Tutoring (COLLT) is a community outreach helping families during the challenging time with the Covid-19 virus. Our learning pod will follow state and local guidelines, which will ensure safety for all students in attendance.

While COLLT will make every effort to keep your school handbook current, the information and policies described in this handbook may be changed in any way at any time at the sole discretion of COLLT due to changes with state and local guidelines.

Enrollment and tuition

Registration fee

There is no registration fee.

Tuition

Tuition will be processed through the Vanco system. Tuition is \$45 per day and will be automatically withdrawn at the beginning of each month. Families will be billed for each day student is expected regardless of attendance. Tuition must be paid before child's first day of attendance and first of the month thereafter. The fall term will go to winter break.

Registration for January through May of 2021 will be completed in November.

Daily Schedule - Arrival/Pickup

Drop off

Students should be dropped off between 8:30 and 9 am at the south east door. Students will have their temperature checked before entering the building.

Late drop off

If students are being dropped off after 9 am, parents should call 651.452.2114 to have someone meet child at door.

Pickup

Parents should pick up students between 2:30 and 3 pm. Parents should remain in vehicle and staff will send student out to vehicle. Parents should pick up child up promptly at the end of each day. If you are going to be late dropping off or picking up, please call 651.452.2114. Family will be charged \$10 for every 15 minutes after 3 pm.

Families should enter the parking lot from Hilltop Lane and exit to Berry Ridge.

After-School Plans

In the event that your child will be picked up by an adult other than a parent on record, a note must be sent to school with specific information and signed by a parent or guardian. Safety of the children in our care is of utmost concern.

Contacting Teachers

Should you need to contact your student's teacher by phone, you are encouraged to call the school before 9 am or after 2:30 pm. Please contact the office if you need to get a message to your student's teacher during school hours. Our teacher's first priority during the school day is their students. If you need to meet with a teacher, please contact them to set up an appointment. Teachers are unable to accommodate walk-in meetings.

Emergency School Closing

COLLT will follow school district 196 for emergency school closing for inclement weather or other emergencies. If district 196 closes early, starts late, cancels or has online only school for the day, COLLT will not meet. If school does not meet on a scheduled day, families will be credited the day for the following month.

Attendance

Regular attendance is one of the most important ingredients in achieving successful learning. Help your child succeed by making sure they attend regularly and arrive on time.

If your child will not be attending on a given day or will be tardy, please call the office before 9 am.

Dealing with COVID

Social Distancing

- Students will be distanced from one another as much as is reasonable.
- Desks/Tables will all be facing the same direction and be spaced 6ft apart.

Face Coverings

- All students will wear a face covering at all times when inside the building except for the reasons listed in Executive Order 20-81.
- All faculty and staff will wear a face covering at all times when inside the building except for the reasons listed in Executive Order 20-81.

Lunch

Students will provide his/her own lunch and snack.

Cleaning

- Crown of Life will have hallway sanitizing stations for when students enter the building.
- Our custodial staff will clean all restrooms and classrooms on a daily basis.

Water

All students are encouraged to bring their own water bottle to school every day. Students should take water bottles home on a daily basis to clean them.

Illness and COVID Policy

WHAT IF - POSITIVE TESTS/SYMPTOMS

If a student, teacher, or staff member exhibits novel coronavirus symptoms during the day, the following takes place:

- The individual is taken to a sick room/quarantine room until they can go home. Your child will need to be picked up within an hour of the call if they need to go home for the rest of the day.
- The individual goes home until the proper quarantine time has passed.

Non-COVID diagnosis that explains the symptoms (strep throat, norovirus, allergies):

- Stay home until symptoms have improved.
- Remain fever free for 24 hours without medication.

Symptoms consistent with COVID (No Test)

- Stay home at least 10 calendar days from the start of symptoms and no fever for at least 3 days (without medication) and improvement of any other symptoms.
- Siblings and household members are to stay home 14 calendar days.

Positive lab test for COVID-19

- Stay home at least 10 calendar days from the start of symptoms and no fever for at least 3 calendar days (without medication) and improvement of any other symptoms.
- Siblings and household members are to stay home 14 calendar days.

Negative COVID test, but no other diagnosis

- Stay home at least 10 calendar days from the start of symptoms and no fever for at least 3 days (without medication) and improvement of any other symptoms.
- Siblings and household members are to stay home 14 calendar days.

HELPFUL LINKS

- MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (PDF) (www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)
- COVID-19 Prevention Guidance for Youth, Student, and Child Care Programs (PDF) (www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf).
- COVID-19 Sports Guidance for Youth and Adults (PDF) (<https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf>)
- Executive Order 20-81 (PDF) (see Executive Orders from Governor Walz: mn.gov/governor/news/executiveorders.jsp)
- 2020-21 Planning Guide for Schools PDF (https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf?fbclid=IwAR0LP4qzBSqNIOXedxYBgg76wnSAqG__T8jSHmiJ6VViiho_22YDcrNlsg)

Other health concerns

Child Abuse

The State of Minnesota, by law, has mandated that teachers who have knowledge of, or reasonable cause to believe that a child is being mistreated (physical abuse, sexual abuse, neglect) immediately report such information to the local welfare agency, police department, or county sheriff. Failure to report is a misdemeanor. If there is a serious injury at home or away from school, parents are asked to notify the classroom teacher.

If your child is ill at home

If there is vomiting, the child must remain home until they are symptom free for 24 hours after the last episode. Children with some illnesses such as impetigo, strep throat, or bacterial conjunctivitis (pink eye) must be treated for 24 hours before returning to school. A child should be fever-free for 24 hours before returning to school (this is without the use of over-the-counter meds, such as Tylenol or Motrin). Disease prevention and control guidelines consistent with the national standards put forth by the American Public Health Association and the American Academy of Pediatrics will be followed. In some cases, a physician's note may be required for re-entry to school.

Medication Guidelines

Medications (prescription and non-prescription) must be sent to school in the original container labeled with the student's name, prescription number, directions for administering, and the doctor's name. This includes Nebulizers. They must be accompanied by a Medication Permission form as well. For safety, students cannot carry cough drops, pain relievers, or other medicines to be administered themselves. These can be brought into the office with the proper information and be administered at school.

Supplies

Each student will bring learning device from school district along with any assigned homework. Students will be given access to the internet. Students should also bring a notebook, pencils and pens which will be kept in backpack unless needed.

Dress Code

Students learn best when they come clean and dressed appropriately. Clothing should be comfortable and allow kids to move freely. Active learning can get messy so kids should wear clothes that could get messy or dirty. Because students spend time outside each day, clothes need to protect students' bodies. For safety reasons, wheeled shoes and flip flops need to stay at home.

Please make sure your child's footwear is easy for them to put on and remove independently. Sweaters and sweatshirts are recommended for use during the school day by students who may feel chilled. Please label all outerwear with your child's name, such as jackets and snow pants, so we can return lost clothing to the owner.

We ask that students leave hoods down. A hood can make it hard to see the child's face in profile or identify them from behind, which makes it harder for adults to keep them safe and their peers to interact with them.

Recess/Outdoor Education

Students at COLLT go outside everyday weather permitting. All children must be dressed properly for the weather conditions of the day. Physical movement and recess are an important part of the day at COLLT and as such all students are expected to participate.

Outdoor/Recess Attire: Boots, scarves, jackets, waterproof mittens, snow pants, rain boots, raincoats, (no umbrellas), and other appropriate seasonal clothing is required. Please mark your child's outerwear with their name for identification purposes. We go outside rain or shine!

School Visitors

- For the beginning of the school year, we kindly ask that caregivers refrain from entering the school building. If something is needed from the teacher, please communicate electronically when able.
- The staff will have their temperatures checked every morning
- Doors will be locked from 9:00-2:30 for the safety of students

Behavior Expectations

We expect students to be willing to learn. We expect students to be respectful to parents, staff and each other. Students are also expected to be considerate, kind, and courteous toward each other at all times. COLLT does not tolerate foul language or any abusive behavior.

A student's fulltime job is learning, so to minimize distractions, toys, trading cards, games, or electronics not used for school should be left at home.

Upon enrolling a child at COLLT, a parent gives the teachers the authority to carry out the disciplining of the child while attending COLLT. Parents may expect that teachers will discipline their children properly in the spirit of Christian love and concern. In extreme cases, a student may face suspension at the discretion of the COLLT education committee, in consultation with the classroom teacher.

Suspension and Expulsion Students who do not respond to due admonition from their teacher(s) will be suspended and/or expelled from school. Some situations may require more immediate action. This policy is in effect for the welfare of all children enrolled at COLLT. If a child continues poor behavior after due admonition from the teacher and after his/her parents have been contacted, he/she shall be suspended from COLLT until the parents and student have met with the teacher and pastor. If this consultation results in a favorable response on the part of the parents and student, and close cooperation with the school is promised, the suspension shall be lifted, and the child may return to school. If no change of behavior is made or if behavior reoccurs, the child may be expelled permanently with no refund for tuition.

Bullying Prohibition Policy

The purpose of this policy is to maintain a safe learning environment to prevent the incidences of bullying and hazing by being proactive before incidents take place. It is also the commitment of the staff to respond appropriately when incidents have been reported by investigating, remediating, and disciplining those acts of bullying and hazing.

Definitions

Bullying is any act that is intended to cause or is perceived as causing distress to one or more students, and substantially interferes with another student's or students' educational opportunities or performance.

Behaviors include, but are not limited to:

- written or verbal expressions of threats, taunts, teasing, or name calling.
- physical acts or gestures, including hitting, pushing, kicking, intentionally tripping, pinching, restraining, making faces, or displaying obscene gestures.
- intentionally excluding someone from a group;
- instigating or spreading rumors about another;
- misuse of technology;
- a pattern of behavior over time.

Hazing is committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with an organization, or for any other purpose.

General Statement on Bullying

Bullying and hazing of any kind or variety is not in keeping with the mission of COLLT and is an unacceptable behavior.

- This policy applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission of COLLT or the safety or welfare of the students, teachers, or staff.

- This policy also includes the misuse of technology including, but not limited to conduct that is:
 - teasing,
 - intimidating,
 - defaming,
 - threatening, or
 - terrorizing.
- No student, employee or other personnel of COLLT shall plan, direct, encourage, aid or engage in bullying and/or hazing.
- No employee or other personnel of COLLT shall permit, condone, or tolerate bullying and/or hazing.
- Apparent permission or consent by a person being hazed does not lessen the consequences contained in this policy.
- It shall be a violation of this policy to retaliate against any person who:
 - Makes a good faith report of alleged bullying or hazing,
 - Acts as a witness in any fact finding or investigation
- Submission of a good faith complaint or report of bullying or hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
- Any student or employee who supplies information in a complaint or investigation that is determined to have been falsely or maliciously supplied shall be subject to discipline. – COLLT will investigate all complaints of bullying or hazing.
- COLLT shall discipline or take appropriate action against any student, employee or other personnel who is found to have violated this policy.

Responsibility

Notice of this policy will be given to all students, parents, and COLLT staff.

Snacks and Lunches

Students will bring in their own lunches and morning snack. When choosing foods for lunch or snack, we recommend limiting sugar snacks to no more than one per day. Sugary snacks can cause bursts of energy followed by fatigue. This effects student learning.

Waste-Free Lunch

In an effort to both reduce waste and help you as parents monitor what your child does and does not eat, COLLT will do "Pack it in, Pack it out" program with respect to lunches and snacks. What does that mean? It means that food waste and trash will come home in your child's lunchbox. Why, you ask? The goal is to encourage washable, reusable containers, napkins, and utensils for food and allow parents to see what and how much kids do (and do not) eat. If kids have a "just right" amount of food that they like to eat, there should be little food waste coming home. Reusable containers can simply be washed and used again. Please help us reduce our "waste footprint"!

Water Bottles

Reusable water bottles are required for the classroom. It is important that children stay hydrated. Water bottles should be reusable, not recyclable. Powdered flavorings for water are not allowed in the classroom. Students will be allowed plain water only. Milk or juice can be sent for students to drink at lunch.

Food Allergies

Due to a number of students who have severe food allergies such as peanuts & tree nuts, COLLT has peanut-free zones where students can eat their snacks and lunches.

Internet Policy

Access to the Internet will be for specific educational purposes only.

Deliberately accessing inappropriate websites that contain objectionable, offensive or obscene material, including reviewing, or downloading, messages that are obscene, vulgar, sexually explicit or that use language that offends or tends to degrade others is prohibited.

Personal Technology Devices

Students are NOT permitted to have cell phones or any other personal technology devices powered on or in use during the school day. If a student brings a phone to school, the teacher will collect the device until end of school day.

Transportation

- Parents will provide transportation to and from COLLT.
- Children will remain on campus at COLLT during the school day.

Art

COLLT will provide students the opportunity to engage in art projects. Parents should be aware the students will be using washable paints. Students are welcome to bring a shirt to put on over their regular clothes.

Outdoor Education

COLLT students spend a portion of each day outdoors. Students go outside for play and for learning. While our physical education does not include organized sports, it does include running and strategy games, endurance, strength, and team building. We do not have traditional playground equipment but encourage running, imaginary play, and cooperative games. Fresh air and open-ended play are the order of the day during recess at COLLT.

With time spent outdoors in all seasons, COLLT students can naturally get a little dirty. We encourage students to dress equipped for the weather.

Handbook Signature Page

We ask parents to read COLLT Student Handbook. After reading, sign and return this page.

As a parent or guardian, I have read the COLLT Student Handbook and have discussed it with my child. We agree to follow the handbook to the best of our ability.

Student name

Parent/Guardian name

Parent/Guardian signature

Date