



Parent Handbook 2022-2023

Contact Information:

Eagle Ridge Academy
11111 Bren Road W.
Minnetonka, MN 55343

TEL Office Voicemail: (952) 746-7760 Ext: 3100

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Purpose of TEL

The purpose of TEL is to offer Eagle Ridge Academy families high quality after-school care during the academic calendar year. In order to best meet the needs of ERA families, we ask that you follow the policies and procedures in this handbook.

What is provided during TEL?

- Character development through the Eagle Ridge Pillars
- Snack
- Homework assistance
- Physical education (outside when weather permitting)
- Hands-on activities in arts, crafts, STEM, and more
- The ability for students to choose their activity and/or activities each day

Hours Of Operation

Regular School Days: 3:00-6:00 p.m.

Two-Hour Early Release Days: 1:00-6:00 pm \$25/student

Fall Break (Pending Approval) 7:30 a.m. - 6:00 p.m. \$40/student

Spring Break (Pending Approval) 7:30am-6pm

The last day of TEL is Monday, June 5.

How much is the Annual Enrollment Fee?

- From July 1-August 12 and the annual enrollment fee is \$20/student or a max of \$40/family.
- After August 12, the annual enrollment fee is \$30/student or a max of \$60/family.

How much does TEL cost per day?

Families are only charged for the days their student(s) attends TEL. Bills are sent through SmartCare on the 1st of each month. Payments are due on the 8th of each month and can be paid with cash, credit, or directly from a bank account. There is a convenience fee of 3.49% when paying with a credit card.

Standard Daily Attendance Rate: \$15 per enrolled student

\$17 per unenrolled student

\$8.50 per enrolled student coming from a club/activity

Two-Hour Early Release Day: \$25 per student

Fall/Spring Break: \$40 per student

A \$10 late-payment fee is automatically charged to your account if payment is not received on time.

What Is SmartCare?

TEL uses a managing software program called SmartCare. All student account, billing, and messaging information will be through the SmartCare App. When creating a SmartCare account or simply updating an old one, please be as thorough with your information as possible. We would rather have extra information than not enough. Every family wishing to enroll a student must create or update an existing SmartCare account using the enrollment link (included on page 5).

STANDARD POLICIES AND PROCEDURES

Silent Dismissal

Eagle Ridge Academy uses a Silent Dismissal system at the end of the day. At the end of the school day, teachers watch for the Silent Dismissal system to indicate whether students go to the bus, carpool, or TEL after school. Guardians must login to their student's Silent Dismissal account and indicate which days they should be dismissed to bus, carpool, or TEL. Enrolling in TEL does not automatically change your students' Silent Dismissal settings.

Student Pick-up

Students can be picked up anytime. When picking up your child, you can contact the TEL staff by calling the TEL cell phone at (612)-483-5431. If you have made arrangements for another person to pick up your child, you will need to notify the TEL supervisor. **We will not** let students go with another adult unless we have confirmation from the legal guardian. We may ask you to show your driver's license or ID to the TEL staff until the TEL staff gets to know you.

Late Pick Up

- After 6:00 p.m, a \$5 Late fee will be applied for each student still at TEL.
- After 6:15 p.m, an additional \$10 fee per student.
- After 6:30 p.m, the TEL Coordinator may choose to call Social Services.
- If a guardian is consistently late picking up a child from TEL, the TEL Coordinator may choose to suspend TEL Services for that student.
- If charged a late pick up fee, you will see the extra fee on your bill via Smartcare.

Dress Code

Uniforms are required for students during TEL. Please have tennis shoes and winter/outdoor attire. **We try to be outside all year round as often as possible.** Please pack sunscreen during warm weather and boots for snow.

Weather Related Closures

TEL **will not** be open if school is dismissed early due to severe weather or if school is canceled. Please make other arrangements in these situations and discuss the plan with your children ahead of time.

Prescription Medication

When a child requires medication during activity hours, employees will administer medication only if written instructions and authorization is given through the school Health Office. All prescriptions must be current and prescribed specifically to the child in the original containers and paperwork completed with the Health Office.

Snack

Every day after school, all TEL students will be offered an optional snack that could include a variety of chips, pretzels, crackers, popcorn, granola bars, etc. If you need snack accommodations, please contact TEL via email (tel@eagleridgeacademy.org) or voicemail (952-746-7760 Ext: 3100).

Allergies/Medical Emergencies/Illness

Parents will be notified and asked to pick up their child in the case that a child becomes ill. If your child receives a minor injury during the activities, he or she will be given first aid and you will be notified when you pick up your child. In the event that there is a medical emergency, staff will take normal first aid procedures, contact emergency personnel, and contact the child's parent or guardian. If your child has special care needs, please make note of any needs or accommodations when completing the enrollment form.

Behavior Policy

TEL focuses on the Eagle Ridge Academy Pillars with the hope of instilling these values in our students. These pillars include Citizenship, Integrity, Perseverance, Honor, Excellence, and Respect. When these pillars are not followed, the TEL Staff will verbally redirect the student and give them a warning as to what could happen if the inappropriate behavior continues. If the behavior is not corrected, TEL staff may take action in any of the following ways:

- Remove the student from the activity (time-out), giving the student time to reflect on the consequences of their actions before rejoining the activity.
- A one-on-one conversation with the Student Program Specialist about their inappropriate behavior.
- Remove the student from all TEL activities for the day, and require the student to call home to explain the issue to their guardian.
- Give the student a Fix-It form to fill out with a TEL Staff member.

Inappropriate language or violent physical contact is not tolerated at TEL. Depending on a student(s) grade level and the extent of their behavior, the Student Program Specialist can address inappropriate behavior using any combination of the following actions per the recommendation of ERA's Code of Conduct:

- Suspension from TEL (Temporary)
- Terminate TEL Enrollment (Permanent)

Whenever necessary, the Student Program Specialist and/or other Administrators will initiate communication between TEL staff and guardians to discuss solutions and consequences due to inappropriate behavior at TEL.

How To Enroll My Student

- Enrollment for the 22-23 Academic Year begins **July 1st, 2022**.
- Use this link to set up a SmartCare account or login to an existing one:
<https://enrollments.smartcare.com/telafterschoolcare>
- Follow the instructions on the SmartCare website. We highly recommend downloading the SmartCare App on your phone or other frequently used electronic devices.
- We process the enrollment forms in the order they were received in August. Your family's enrollment status may indicate "received" or "waitlisted" until it has been fully processed. Once it has been processed, the status will change to "enrolled."

2022-23 Academic Calendar

	<p>July 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>January 2023</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>16 No School, MLK Day 19 End of Quarter 2 20 No School, Grading Day/ Inclement Weather Make-Up Day 23 No School, Staff Development 24 Start of Quarter 3</p>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
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<p>9 Early Release, Staff Development 19-30 No School, Winter Break</p>	<p>December 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>June 2023</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> <p>6 Last Day, SoG (K-5) 7 Last Day, SoL/SoR (6-12) 8 Staff Development</p>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30															
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