



Eagles Nest Summer Handbook
Saydel Community School District -
“Big City Opportunities, Small Town Commitment for Students”

Program Administration Contact Information

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Eagles Nest Location 5817 NE 3rd Street Des Moines IA 50313 (515) 263-3037

Saydel Mission

The mission of the Saydel Community School District is to serve the unique learning needs of each and every student.

Saydel Vision

The Saydel Community School District is a district that has an uncompromising commitment to quality education and has high expectations for student achievement.

It will be a district:

- Providing courses of study, environment and resources for students to acquire the knowledge and skills to become responsible and productive citizens in the 21st century.
- Preparing students to graduate, pursue further education or successfully enter the workforce.
- Enabling students to take ownership of their future.

Educational Equity Statement

It is the policy of the Saydel Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy contact the district's Equity Coordinator, Aimee Rhode, Director of Student Services, 5740 NE 14th Street, Des Moines, IA 50313 rhodeaimee@saydel.net; 515-264-0866. Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661

History and Mission

Eagles Nest

Saydel Community School Districts Before and After School/Summer Program has been serving the Saydel Community for over 30 years. Eagles Nest staff strive to provide the highest quality child care to promote and enhance each child's development, while assuring our parent's peace of mind in the care and services that we provide!

The Eagle Way

The community of Saydel believes in creating a safe, positive, caring, and mutually respectful environment, where all students can learn and are valued for their cultural backgrounds, unique strengths and diverse abilities. We are dedicated to offering a varied and educational program in which all students succeed by exploring personal talents, and developing lifelong learning skills.

Saydel Community School District Policies & Procedures

Eagles Nest will follow the policies and procedures set forth by the Saydel Community School District and our Board of Directors. These policies and procedures may be found in the individual building handbooks. Parents/guardians are encouraged to review these policies and procedures. This is a supplemental document that will provide guidance on routine matters.

*Please note vocabulary in the handbook: Parent - parent or guardian of student, Program - Eagles Nest Program, Staff - any member of Eagles Nest staff, volunteer, parent helper, or SCSD staff member, camper/student- child enrolled in the Eagles Nest Summer Program.

Saydel Eagles Nest Goals

Program Goals

- To provide a safe, caring, and healthy environment for students.
- To provide quality staff who engage with students and activities.
- To plan developmentally appropriate activities for students.
- To encourage and support communication between staff, students, families, other district staff, and the community.

Goals for Families (Parent/Legal Guardian Involvement)

- Families will feel welcome at all times.
- Parents/legal guardians will have access to the program at all times.
- Families will be advocates for their children.
- Families will be actively involved in their child's learning and build positive relationships with staff.

Developmental Goals for Children

- The program provides students the opportunity to learn in a variety of ways (problem solving, exploration, play, music, art, writing, listening, storytelling, community involvement).
- The program plans developmentally appropriate activities for Pre-K to grade 5 students in the areas of social/emotional, language, literacy, math, science, music, and fine motor development.
- The program strives to meet individual student interest and learning needs.
- Children will be supported in a safe and healthy environment.

Program Information

Summer Program

Eagles Nest offers all day child care services during the summer months. These services are provided on an enrollment basis only, and available to all members of the Saydel Community and surrounding areas depending on enrollment availability.

- Hours of Operation: 6:30am - 5:30pm
- Costs:
 - Non - Refundable Summer Registration Fee - \$30
 - Summer Activities Fee - \$120
 - Tuition: \$130 per week per child
- In an effort to keep weekly tuition rates as minimal as possible for all families, no sibling discount is offered for Summer Eagles Nest.
- Eagles Nest will be closed Monday, July 4th in observance of the holiday. July 4th is a paid holiday and should be included with your weekly payment.
- Part-time (i.e., 2-3 days per week) and/or drop-in registration options are not available.

Registration Procedure

Eagles Nest is open to students who have completed grades PK-5 during the current 2021-22 school year. Registration is required for ALL camp participants, including those who regularly attend the school-year B/ASP. Registration Packets can be found in the Cornell and Woodside Offices, or through email upon request. Please note if our program is at capacity, families will be added to our waiting list. Filling out a Registration Packet does not guarantee an enrolled position within Eagles Nest. To complete registration:

- Parents/guardians must fill out all required documentation, and return to the Director.
- Applications must be approved before the student will be enrolled in the program.

Enrollment & Payment Guidelines

Statement Regarding Funding

Eagles Nest is a self-supporting program financed through tuition fees. The cost of wages, supplies, and other expenses are derived from fee payments. If you are unable to make a payment, contact the Director of Eagles Nest. Failure to make timely payments may result in termination of these services. FEES ARE SUBJECT TO CHANGE BASED ON MARKET FACTOR, PENDING BOARD APPROVAL.

Payment Information

- Fees are due each Friday by 5pm, for the upcoming week of service. Payments may be made by check or money order. Credit card payments may be made, using Revtrak at <https://saydel.revtrak.net>. Failure to pay fees by 5pm will result in a \$10 late fee added to your account.
- Checks and money orders should be made payable to Eagles Nest. Your child or children's name should be placed in the memo section.
- A \$20.00 fee will be charged for returned checks. This may also result in the requirement that future payments be paid by money order.
- Families are responsible for paying for the time reserved, not the time actually used.
- It is not Eagles Nest practice to prorate fees for illness, family emergencies, family vacations, or short-term hospitalization. Children who are partially in attendance and absent for illness or an emergency will be billed for the full week. Families should contact the Eagles Nest Directors at (515) 263-3037 concerning extended absences for hospitalization or family emergencies.
- Fees are not prorated for start dates that occur during the week so families are encouraged to begin Eagles Nest on Monday or the first day that service is offered during that week.
- If families require a split account due to a custody arrangement, a court order must be provided to the Eagles Nest Office. If no such order is provided, the parent/guardian registering the child will be responsible for the total amount.
- If a child is suspended or expelled from the program those days are non-refundable.
- A two weeks' notice is required when leaving the program. You will be charged for service if a notice is not given.

Outstanding Balance

- Week One - Families will be contacted if they have an outstanding balance.
- Week Two - Families who still remain outstanding on week 2 will be notified by the director and discuss a plan for payment.
- Week Three - Families who still remain outstanding on week 3 will be notified that if payment is not received by week four they will be removed from care.
- Week Four - Families will be notified that their balance is outstanding. Families will be turned over to the Business Office. Families will be removed from care until the balance is paid.

Financial Assistance

Families who need assistance with Eagles Nest fees may call the agencies listed below for information and eligibility requirements. Multiple contracts from more than one agency will not be honored. Families are responsible for any fee that a supporting agency does not pay.

Participating Agencies:

- Department of Human Services at 1-866-448-4605
- Polk County Community & Family Services at 286-3611
- Promise Jobs at 281-9665

Families receiving full-time financial assistance must qualify for and use all five school days per week. Part time financial aid contracts will be accepted. However, if 5 days are not covered through financial assistance the family will be held responsible for paying all fees for days not covered by the supporting agency contract, even if the child does not attend the days not covered in the contract. Families must pay weekly fees or may choose not to register and attend until the financial aid contract has been approved and received in the Eagles Nest office.

Attendance

Arrival and Departure

- To ensure the safe arrival and departure of your student each day, parents /guardians are required to sign students in and out of the program.
- Students must be dropped off by 11am in order to have lunch and to attend for the day. If a student needs to be dropped off after that time arrangements must be made in advance. Please make sure your child/children are here on time for field trip days.
- Students may be signed out by an authorized pick-up person during the day for alternate activities and return to the site following with advance arrangements. It is the responsibility of the authorized person to accompany the child into the building to sign him/her back into the program. In the event all staff and students are off-site for a field trip, arrangements may be made in advance to pick-up/drop off the child at the off-site field trip location. Program sign in/out procedures will be followed, regardless of the drop off/pick up location.

Absentee Reporting

- When students will not be attending Eagles Nest, please notify the director.
- Families are responsible for paying for time RESERVED, not time used. Fees are not prorated for absences.

Authorized Pick-Up

- Students will only be released to designated people on registration materials.
- All authorized persons must be over the age of 16, including siblings/babysitters/nannies/etc.
- If the staff does not know an individual who comes to pick up a student, they will be asked to show identification.
- Please notify the Eagles Nest office should this list need to be modified.

Custody / Visitation Agreements

- Communication with Eagles Nest staff on custody or visitation issues is important.
- A written copy of the custody / visitation agreement must be included with registration materials.
- If custody / visitation agreements change, notify Eagles Nest staff immediately.
- Documented court-ordered changes should be provided to the Eagles Nest staff within 24 hours of execution. Eagles Nest staff cannot hold children from biological or adoptive parent(s) without a specific court order prohibiting such action.

Late Pick-Up

- There is a \$1.00 fee for each minute per child after 5:30 pm.
- If parents or emergency contact can't be reached by 6:00 pm, local law enforcement must be contacted.
- After 3 late pick-ups your child will be removed from the program.
- The late charge will need to be paid the following scheduled day. The child will not be provided care until the fee is paid.

No Drop-in Policy

- Eagles Nest is not a drop-in child care program and it cannot accommodate families that need service only on an occasional basis.
- Friends and siblings of children in Eagles Nest are not to be admitted to the program on a drop-in basis. This includes, but is not limited to, visiting relatives or friends.

Student Behavior Expectations

Students participating in Eagles Nest summer program will follow the same SOAR expectations for conduct that are expected during the school day. All of our expectations put safety first and benefit each child in our program. If a safety issue arises with your child, we will discuss it with you. We will always keep you, as a parent, fully informed of any problems or concerns regarding your child and their behavior. Feel free to speak with our staff if you have any questions or concerns. Depending on the incident's severity, we will work with the family to determine the next course of action for the child.

As a partner in your child's success, we encourage you to share information with us that may affect your child's

behavior in Eagles Nest. We are committed to working with you in the best interest of your child as well as the other children in our care. We do not use or endorse any form of corporal punishment by anyone (including parents). We do not condone biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other means of inflicting physical pain.

We strive to meet the needs of all children by making sure that they have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place, where children can achieve their highest potential.

Eagles Nest sets behavior expectations, guidelines and boundaries. If problems arise, we will use the following procedures to resolve the violation:

- The child will be encouraged to use his/her words to try to solve the situation peacefully.
- The child will be redirected to a new activity.
- The child will be removed from the situation for time to think and/or to fill out a reflection form until he/she is able to rejoin the group. The child completes the reflection form to help them remember problem solving skills.

Suspension

When the severity of a problem is great enough that it could endanger the safety and welfare of a child, staff or the other children in the program, suspension may be effective immediately after the on-site staff have consulted with the Eagles Nest director. Fees continue during the time of a suspension in order to keep your child enrolled in Eagles Nest.

Possible reasons for Suspension from Eagles Nest:

- Elopement-a student leaves Eagles Nest property
- Physical harm-a student causes/threatens to harm another student/staff member with the intent to harm
- Harassment of any kind
- Possession of weapons, drugs, or other dangerous objects
- Inappropriate language
- Theft
- Escaping behaviors
- Destruction of Eagles Nest and Cornell property
- Regular recurring behavior that disrupts the ability to run a quality and safe program and/or puts Eagles Nest out of ratio

In the event suspendable behaviors occur, the following process will be followed:

- One Day Suspension and a conversation with parent/guardian.
- Three Day Suspension and a Parent Conference will be set up to discuss the student's behavior.
- Five Day Suspension and Parent Conference will be set up to discuss the student's behavior.

Termination of a Student's enrollment is the final step in our behavior management system. We do not take the termination of a student's enrollment in our program lightly. However if a student's needs cannot be satisfactorily met within the Eagles Nest program, termination may be necessary.

Termination of Eagles Nest Services

Enrollment in the Eagles Nest program may also be terminated for the following reasons if attempts to resolve the actionable issue fail:

- If a child's behavior is severely or chronically disruptive to the functioning of the program, his/her enrollment may be terminated the remainder of the current school year.
- If the severity of a problem is great enough that it endangers the safety and welfare of the child, staff or other children in the program, the Eagles Nest staff will consult with the Directors to determine if termination of service should occur immediately.
- If a child has three suspensions from Eagles Nest and displays another suspendable behavior, his/her enrollment may be terminated for the remainder of the current school year.
- A family member or guardian who does not follow Eagles Nest policies and procedures or displays disrespect or belligerent behaviors towards Eagles Nest staff, children or other participating families may lose the privilege of remaining in Eagles Nest.
- Participation in Eagles Nest may be terminated if a child is picked up after the 5:30 PM closing time three times.
- Participation in Eagles Nest may be terminated if a family is continually behind two or three payments.
- Participation in Eagles Nest may be terminated if a family repeatedly does not communicate about the student's daily schedule (absences due to activities or illness).

Eagles Nest reserves the right to terminate service at any time without notice, should it be necessary. It is our first responsibility to provide a safe, caring, supportive and peaceful environment for ALL children entrusted to our care. Anything that interferes with that cannot and will not be tolerated. In such a situation parents may be called to immediately pick up their child, or the child may be separated from the group for the safety of all. Eagles Nest parents are expected to treat staff with the same respect we require of our students. It is our privilege and our pleasure to be here and to care for all the students in the Saydel Eagles Nest program.

Medication Management

Eagles Nest is committed to the prevention of injury/accidents, and we want our students to have fun, while having safe preparation for any event that could impact their day. For some, that means safely receiving medications on time during Eagles Nest.

Medication Guidelines:

- Medication will only be given if it is in its original packaging with a physician's prescription label on the bottle/ package, and a medication form is filled out and signed by the parent or guardian.
- Medication is part of an emergency care plan.
- Medication should not be left in a child's backpack.
- Topical medicines such as sunscreen, ointments, creams, etc., may only be applied with written permission from the parent.

In the interest of safety, all prescriptions and over-the-counter medications will be stored in an inaccessible locked medicine box in the Director's office.

All medication administered to students will be recorded in the medication log and signed by the Director. Eagles Nest will not administer fever reducing medications. If parents forget to collect medications at the end of the school year, Eagles Nest will contact the parents. Any unclaimed medications will be properly discarded.

Health, Safety, and Illness Policy

For the childrens' safety, all of our staff are trained in First Aid and CPR. Any accident or injury will be reported to you with proper documentation. In the event of a serious injury or life-threatening emergency, staff will contact 911 emergency services immediately and follow their instructions. Staff will then notify parents of the injury.

If a child needs to be transported in an emergency, an Eagles Nest staff member will always go with your child. We will only transport by ambulance. If it is not a serious injury, the parent would be responsible to transport the child.

Eagles Nest cannot accept children when they are ill. Staff will observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care.

- Vomiting within the past 24 hours
- Fever of 100°F
- Draining rashes
- Eye discharge or pink eye
- Diarrhea
- Sore throat/difficulty swallowing
- Mouth sores
- Uncontrollable coughing
- Difficulty breathing or wheezing
- Headache/stiff neck

If your child develops one or more of these symptoms after drop off, parents will be contacted, and asked to come pick up their child within 1 hour of notice. We will separate your child from the other children until pickup. If the parent/guardian cannot be reached, emergency contacts will be called.

We will report communicable diseases to the local health agency. We will also post a notice on the parent communication board, so that all may take appropriate action to protect their children.

Eagles Nest staff, volunteers, and visitors are subject to following the same illness policy listed above.

Transportation & Field Trips

Eagles Nest participates and attends field trips throughout the summer to many local events, facilities, parks, and recreational areas.

- All transportation for these trips are provided by the Durham School Services, and the children are accompanied by Eagles Nest staff members at all times.
- Review the site calendar for weekly field trips, departure and return times.
- Field trip costs are included in the activity fee.

Nutrition

- The district's Food Services provides all meals at no cost to the families.
- Nutritious breakfast, lunch, and snacks from the district's Food Services are provided to the children at no additional cost. Federal regulations require that all meals and beverages provided by Eagles Nest must be consumed on-site in the Eagles Nest area and may not be taken home or away from the site.
- If a child has a food allergy, please give the Eagles Nest Directors a written statement from the child's physician which states the nature of the allergy and the foods that are or are not acceptable for the child to eat. This information must also be given to the District's Food Service Department so alternative snack arrangements can be made.
- Breakfast begins at 8:00 am. If you plan to arrive after this time, you may want to send breakfast with him/her to be eaten at camp.
- If you choose to send a sack lunch, please send one that DOES NOT need to be heated or chilled. **Please avoid sending candy, gum or soda with your camper.**
- Always send your camper with a bottle of water each day labeled with their name.

Emergency Plans

The Eagles Nest Directors will use the plans for evacuations in case of fire, tornado or other emergency situations set forth by Cornell Elementary. Emergency plans are posted at each camp location in a conspicuous and visible area to all staff, students, and parents. All program staff are Mandatory Reporters and are under legal obligation to report any suspected abuse or neglect. The Eagles Nest Directors will ensure that practices are done monthly and include plans for all the various rooms that the children may use during program hours.

Immediate Threat: In the event of a threat within the building Eagles Nest will follow the **E.L.F.** Protocol.

Evacuate - From the nearest exit and move to designated rally point.

Lockdown - If staff are able, they will call 911 and leave an open line so dispatch can hear. If we cannot safely get out we will lock down the area we are in. Staff would then implement ALICE protocols.

Fight - If there is no other option and the threat is in our area, the staff will fight with anything available to protect the students.

Shelter-in-Place: School is secured from an outside threat in the community. Activities inside the building may continue as normal OR students/staff will move to designated areas. PA or in person announcements will be made informing staff of shelter-in-place beginning, nature of the incident, and special directions.

Lockdown: School is secured from interior threats by locking offices, classrooms, and other occupied rooms. A lockdown effectively interrupts all inside activities until the threat is removed. Lockdowns are used for hostile intruders, active shooters, barricaded captor/hostage situations, and may be needed for on-campus weapons, or incidents of riot.

Bomb Threat: In the event of a Bomb Threat, we would follow the evacuation plan.

Hazardous Materials Exposure: Students would be moved to an area out of immediate danger/exposure to materials, Building administration notified of possible exposure, close off area exposed, or implement evacuation plan.

Exposure to Bodily Fluids: If a child is exposed to bodily fluids, staff will wash the area immediately with soap and water, report exposure to school nurse and supervisor, complete injury report, follow up.

Fire: Students will be taught what to do in the event of a fire and will practice drills so that if they become separated or scattered, they should meet outside at a specific location away from the building.

Tornado: The Directors will instruct staff to familiarize themselves with the tornado shelter areas in the building. Each building has a weather radio which remains on during program hours so staff may be alerted about severe thunderstorm and tornado watches and warnings. Tornado drills will be practiced monthly to ensure students reach the designated tornado shelter in a timely fashion in the event of an actual tornado. Staff members will know their duties in the event of severe weather, including how to respond to severe weather while on a field trip away from Cornell.

Personal Belongings

Please leave all personal belongings in your child's locker. Eagles Nest does not allow toys, materials, or games from home. Special days and activities will be posted for the families to acknowledge and participate.

Any valuables, including many of these items can be lost, broken or stolen while at camp. Program administration and staff will not be responsible for valuables which students bring to school.

We ask that you keep these items at home unless a special permission is shared:

- iPod/iPad
- Cell phones
- Portable gaming systems

- Money, gum and candy
- Jewelry or personal sports equipment
- Trading cards
- Weapons of any kind
- Any electronic devices

If a student is observed with personal belongings during Eagles Nest hours and without permission, the following actions will be taken:

- Students will be asked to put personal belongings away in approved locations.
- If observed again, the belongings will be taken by a staff member and returned to the student at the conclusion of the Eagles Nest day.
- If observed again, the belongings will be taken by staff member, returned to parent at pick-up
- Lastly, if observed again the belongings will be taken by the Directors and returned to the parent with a conference to follow. A suspension may occur if items are observed again.

Parent/Staff Communication

A great program requires a partnership between staff and parents. We invite you to become familiar with the staff and encourage you to visit. If you need to pick up your child early from Eagles Nest, or from a field trip destination, please make arrangements in advance with the Eagles Nest Director.

Please share any concerns involving a child’s daily routine or experiences with staff as quickly as possible. Staff welcomes conversations regarding your child and his or her experiences. It is sometimes difficult to discuss such information at arrival or dismissal. Please feel free to schedule a time with the Director at any time throughout the day. They are available onsite and through email at champlinmeagin@saydel.net

In order to have a great year, Eagles Nest will be staffed with engaging, skilled employees. We take pride in ensuring that our staff are presented with annual professional development training and monthly staff meetings to help them continually build upon their skill sets and keep up with best practices and all DHS regulations and guidelines. We develop our staff to provide a safe and nurturing experience for our students.

Students will develop relationships with staff and may wish to connect with them outside of our programs. Eagles Nest does not condone or encourage contact between students and staff after hours or outside of the program. The structure and safeguards that are available at licensed childcare centers may not be present outside of the program.

Unapproved outside of Eagles Nest program contact includes: Phone calls, email, gaming, texting, instant messaging, social network sites, personal websites, and blogs.

We recommend that the staff are not invited to join your family for social activities. Eagles Nest staff members are not permitted to transport students to or from programs in their personal vehicles. Staff are not permitted to be listed as an authorized pick-up person, even with parent permission.

Summer Camp Curriculum & Daily Schedule

Eagles Nest Summer Program offers weekly themes that will challenge the campers, while continuing to develop their academic skills throughout the summer months. The daily summer schedule is below. The schedule is subject to change depending on activities, field trips, and weather.

- 6:30 - 8:00 AM -- Arrival; Free play
- 8:00 - 8:30 AM -- Breakfast
- 9:00 - 10:00 AM -- Small group activities
- 10:00 - 11:00 AM -- Outdoor activity
- 11:00 - 11:30 AM -- Lunch
- 12:00 PM - 2:00 PM -- Large group activities/field trip
- 2:00 - 2:30 PM -- Snack
- 2:30 - 4:00 PM -- Outdoor Activity
- 4:00 - 5:30 PM -- Free play, departure & closure

Appropriate Summer Wear

Dress your camper for physical activity and for appropriate weather.

- Please send a jacket daily.
- Tennis shoes are to be worn daily. Flip flops or other sandals should not be worn. This is for the safety of your child as students will be participating in a variety of recreational games and activities. Failure to wear appropriate footwear will not prevent students from participating in activities (exception: water days), but the activity may not be as enjoyable for the student.
- Children shed their clothing layers during the day, so please mark all of your children's clothes for easy identification.
- Watch the schedule of activities for days you need to bring special items (i.e. swimming suits, sandals, and towels).
- Please provide an extra set of clothes for your child to keep at camp in case of an accident as Eagles Nest has a very limited supply of extra clothes available. In the event a child has an accident and extra clothes are not available, the parent will be called for pick up or to deliver a clean set of clothes within 30 minutes. For safety and sanitary reasons, no child will be able to remain in the program in soiled clothes.

Sunscreen and Bug Spray Policy

During outside activities and on field trips, children may spend hours in the sun. In order to minimize the effects of prolonged sun exposure, we encourage parents to do one or more of the following:

- Encourage your child to wear a hat to protect the face.

- Educate your child regarding protecting his or her skin as well as the early signs of enough sun.
- Appropriately apply and use sunscreen.

Sunscreen and bug spray are considered over-the-counter medication; therefore, written and signed authorization from parents is required. Eagles Nest is not responsible for children receiving sunburns, bug bites, or experiencing an allergic reaction to sunscreen, or bug sprays.

Please send your child with sunscreen and bug spray daily, clearly labeled with their name. The staff will remind campers to put on sunscreen/bug spray twice daily or based on specific activities. Campers are required to put on their own sunscreen/bug spray unless authorized by parents. We recommend you send your child with the “no tears” kind; however, we strongly encourage you to apply sunscreen on your child BEFORE they arrive at camp each day.

Aquatics Rules/Permissions

WE DO NOT LET ANY LEVEL OF SWIMMERS USE THE DIVING BOARD.

Access to Eagles Nest

Eagles Nest is responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

- Any person in the center who is not a staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio. ***It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
- Persons who do not have unrestricted access will be under the direct “**supervision**” and “**monitoring**” of a paid staff member at all times and will not be allowed to assume any child care responsibilities.
- Eagles Nest staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Directors or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non Staff persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
- A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - Shall not operate, manage, be employed by, or act as a contractor or volunteer at Eagles Nest.
 - Shall not be on the property of Eagles Nest without the written permission of the director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from Eagles Nest.
 - The director is not obligated to provide written permission and must consult with their DHS licensing

consultant first.

- If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - The precise location in Eagles Nest where the sex offender may be present.
 - The reason for the sex offender's presence at Eagles Nest.
 - The duration of the sex offender's presence.
 - Description of how Eagles Nest staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

***“Unrestricted access”** means that a person has contact with a child alone or is directly responsible for child care.

***“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

***“Monitoring”** means to be in charge of ensuring proper conduct of others.

Eagles Nest Parent Consent Form

Facility: Eagles Nest - Saydel Comm. School District, 5817 NE 3rd. St. Des Moines, IA, 50313

Name of Child: _____

Consent is given for the items initialed below:

_____ Walking Trips to the following: neighborhood parks, neighborhood walks, etc.

_____ Durham School Services to transport to the following: parks, pools, community events, libraries, etc.

_____ Child restraint system to be used: _____

_____ Special needs of child during transport: _____

_____ Permission to use slides at local pools.

_____ Sunscreen Application: Brand: _____

_____ Bug Spray Application: Brand: _____

Photo Release:

_____ My child may be photographed while in Eagles Nest. Photos may be used in newspapers, Facebook, Saydels website, or other media for the purpose of publicity or shared with other families whose children attend the child care program.

_____ Decline Photo Release: Do not photograph my child while in the program.

Signature of Parent: _____ Date: _____

Eagles Nest Parent Handbook Acknowledgement Form

I _____, the Parent/Guardian of _____, acknowledge that I have read and received the Eagles Nest Parent Handbook for the Saydel Community School District. I agree to follow all of the above guidelines, policies, and regulations set forth by the Saydel Community School District, and Eagles Nest.

Sign: _____ Date: _____

Resign Dates:

Year 1: _____ Date: _____

Year 2: _____ Date: _____

Year 3: _____ Date: _____

Year 4: _____ Date: _____

Year 5: _____ Date: _____