



Eagle's Nest Family Handbook





Code of Conduct

Eagle's Nest is a collaborative program of the Duluth Area YMCA and Duluth Edison Charter Schools to provide safe, fun and academic enriching after school care.

We support the Duluth Edison Charter School's Code of Conduct and School Rules outlined in the Student and Parent Handbook.

The expectations of the students, staff, and faculty at the Duluth Edison Charter Schools can be summed up in three statements.

Be Safe

Be Kind/Respectful

Be Responsible

These are the behavioral standards to which all students will be held.

We also support the Edison schools Mission statement, dedicated to the achievement of academic and personal excellence for every student.

We will provide an environment that is civil, safe, orderly and conducive to learning.



Dear Eagle’s Nest Families,

We would like to welcome all families to the Eagle’s Nest program. We look forward to a great year at all of our sites. Please read and retain this handbook for future reference.

Eagle’s Nest Program

Eagle’s Nest provides a safe and supervised environment for youth to receive educational support and participate in enrichment activities. Program goals include fostering enrichment and learning, development of life skills, promoting regular attendance in school, and providing year-round opportunities for fun and adventure through the following activities:

- Academics
- Creative Arts
- Health and Wellness
- Science, Technology, Engineering & Math (STEM)
- Service Learning Projects
- Homework Help
- Mentoring

PROGRAM HOURS/HOLIDAYS/CLOSURES

Summer Programming:

For the summer 2020, we will not be able to provide Eagle’s Nest programming at Raleigh or North Star due to road construction and other factors. Please consider KEY Zone at Lester Park, Ordean East, Lowell, and Laura Macarthur as an option. For more information, visit <https://www.isd709.org> or contact the main office at 218-336-8900 x2.

School Year:

Tuesday, September 1, 2020 - Thursday, June 10, 2021 (Dates are subject to change)

- Raleigh: Monday-Friday from 3:00 - 6:00 pm
- North Star: Monday – Friday from 6:30 – 8:20 am and 4:00-6:00 pm

Typical Day (varies by location):

	Activity
1.	Check-in, Snack and Physical Recreation
2.	Brain Time Activities/Homework help
3.	Clubs/Enrichment Activities
4.	Choice Time and Check-out

Holidays/Closures:

- Monday, September 7: Labor Day
- Thursday and Friday, November 26 & 27: Thanksgiving
- Thursday, December 24- Friday, January 1: Winter Break
- Monday, January 18: MLK Day
- Monday, February 15: Presidents Day
- Monday, May 31: Memorial Day



SCHOOL YEAR ATTENDANCE

In the interest of safety and for staffing purposes, please complete and submit a monthly calendar to your program site coordinator indicating the sessions in which your child(ren) will attend the program. Notify the program site coordinator, school, and teacher as soon as possible if there is a change in your child(ren)'s schedule.

NON-SCHOOL/HALF DAYS

Non-school information will be handed out throughout the school year. We run program from 6:30 am-6:00 pm with an **additional fee of \$40/full day and \$20/half day for each child. We are only open at North Star on full days.** Parents/guardian must sign their child in and out each day.

For non-school days, Site Coordinators will share specific details about these opportunities with parents/guardians. Online registration must take place at least one week in advance to the date your child(ren) will be attending. Registration in advance helps staff plan accordingly for programming and field trips.

BEFORE SCHOOL DROP-OFF (North Star ONLY)

Program is provided beginning at 6:30am at North Star. Parents/guardians must check their student in at the front table inside the cafeteria. Students participate in games, crafts, and fitness in the gym or outside on the playground. At 8:00am, students clean up and breakfast is served in the cafeteria as buses arrive. At 8:20am, students are dismissed to their classrooms, but must stay in the cafeteria until dismissal. Dance classes and karate lessons are available through a private teacher.

AFTERNOON PICK-UP

The program ends at 6:00 pm. For student safety, parents/guardians must sign their children out of the program each day. Staff will not allow your child/ren to leave with anyone but the custodial parent or other authorized person. Please notify staff in advance if you wish to have your child(ren) leave with a different person.

If an emergency occurs and you are running late, please call the site to ensure proper supervision until you arrive. **Late Fee--A late fee of \$2.00/child for every 5 minutes past 6:00 pm and is to be paid to the staff on duty at the time.** If you receive financial assistance, you will be personally responsible for this charge.

REGISTRATION, PROGRAM FEES AND PAYMENT

A **\$35.00 child registration fee is applied annually.** Fees are due with completed registration materials and are non-refundable.

North Star:

Contract Option A	Before School Only	5 days/week	\$65/month/child
Contract Option B	Afterschool Only	5 days/week	\$70/month/child
Contract Option C	Before and Afterschool	5 days/week	\$140/month/child
Contract Option D	Flex	*12 sessions/month	\$55/month/child

*Sessions can be before school, afterschool, or a mix of both.



Raleigh:

Contract Option A	Afterschool Only	5 days/week	\$125/month/child
Contract Option B	Flex	12 Sessions/month	\$80/month/child

Please note, August and June fees will be prorated based on the number of program days during those months.

Registration: All registrations are required to be completed online on the Duluth Area Family YMCA: duluthymca.org/registration (search for Eagle’s Nest). All families will have to complete all registration forms and fees before child can begin at the program.

If you do not have access to the internet or need assistance with registering online, please contact your Site Coordinator (list on last page of handbook) for assistance.

Billing/Payments: All bills will be emailed out on the 15th of each month for the next month. All payments are due prior to service on the 1st day of the month. If you are not paid in full by the 25th of the month of service, we will email you a reminder that your child will not be able to come starting the first day of the next month unless your bill is paid in full.

It is required that fees are paid through an automatic payment system. Families can set up payments with a credit card or bank account when registering online for the program. Families can choose weekly or monthly payment schedules. Cash and checks will not be accepted at the program site. For assistance with the automatic payment, registration, or billing, please contact the Duluth Y’s Accounts Receivable Specialist at 218-722-4745 X170 or jmass@duluthymca.org.

If a payment is missed because of non-sufficient funds in the account, a paper invoice will be mailed. Past due fees must be paid within 30 days or enrollment in the program may be discontinued.

Child Care Assistance Program (CCAP): We will send you an updated bill at the beginning of every month. The mailed bill will reflect all periods of service that we have received payment on from the county. All CCAP families must fill out a “CCAP Families Payment Agreement.” It is the parent/guardian’s responsibility to:

- Know what you have been awarded from the county.
- Know your co-pay amount.
- All communication with the county is the responsibility of the parent/guardian.
- The county is not allowed to share information with us beyond your awarded amount of coverage.
- Pay balance in full.

Please do not hesitate to contact the Duluth Y’s Accounts Receivable Specialist at 218-722-4745 X170 or jmass@duluthymca.org.



SUPPORTING OTHERS/DONATIONS

Please consider supporting other families who need a scholarship to participate in our program. To make your gift to support youth in our community, please go online at duluthymca.org/give/ways (select the Community Services Campaign) or mail your cash/check (checks payable to the Duluth Area Family YMCA) donation to the Duluth YMCA at 302 West 1st Street, Duluth, MN 55802 along with details about wanting the funds to support our out of school time programs.

WAITING LIST

Due to our state certification and ratio requirements, youth may be put on a waiting list until new staff are hired and we are safely able to run program at the site. Once we are able to enroll more youth into the program, parent/guardian will be contacted. Generally, any school year registrations after August 1, 2020, youth will be placed on a waiting list until staffing can be confirmed.

SCHEDULE CHANGES:

Changes to your students' schedule must be communicated to the site coordinator by 12:00pm on the Friday prior to the week of the program when the change will take place. Changes communicated by the deadline will result in credit towards the next bill or a refund. If changes are not communicated by this deadline, you will be billed for the dates as scheduled. Refunds will not be issued if the student does not attend a scheduled date.

WITHDRAWALS:

We require a two week written notification of withdrawal from our program. Without such notice, two weeks' tuition will be charged. If you voluntarily leave care and then choose to re-enroll within three months (if there is space available), you will not be charged an additional registration fee. An absence of longer than three months will be considered a new enrollment.

If families leave our care owing a balance and do not pay within 15 days of departure, we reserve the right to turn the balance over to our collection service

STAFF TO STUDENT RATIOS

The Eagle's Nest Program will meet the state guidelines for staff/child ratios at each site. There should be a 1:12 staff to student ratio for youth in grades K-2, 1:15 for youth in grades 3-6 at all times during Eagle's Nest programming.

Families who have children with special needs are welcome to register and attend the Eagle's Nest program. If the child requires a Para during the school day, parent/guardian will need to make arrangement for have a PCA available at program each day the child attends. Our program is not able to provide one-to-one care.

STAFF TRAINING

Eagle's Nest staff are trained annual on the following items: health and safety standards, child development, and emergency preparedness. All new staff are provided orientation within 14 days of start date. Before the completion of orientation, a staff person must be supervised while providing direct care to a child. Staff are also requested to be certified in CPR and First Aid.



ORIENTATION

Orientation to the Eagle's Nest program will be handled through the Family Handbook. All communication will be via email and/or weekly newsletters. Parents/guardians are welcome to visit their child's site at any time during program hours. If you ever have any questions, concerns or input, please do not hesitate to contact the Site Coordinator (contact information on the last page) at your child's school.

PARENTAL ACCESS

An enrolled child's parent or legal guardian must be allowed access to their child at any time while the child is in care. Parents/guardians are welcome to come visit program at any time. If you would like to view program for a longer period of time, contact the Site Coordinator prior to the date of arrival.

DATA PRIVACY PROVISIONS

Eagle's Nest, True North AmeriCorps (TNAC) and other community programs (4H) are collecting information about children enrolled in their program(s). We will use this information to understand the impact out-of-school time programs have on children. This is part of our evaluation process, which will help with program planning and grant funding, so we can continue to improve our programming in the future. The information will be coded so that no names of children or families will be included. When the results are reported, they will be describing a group of children and not any one child. It is possible that we will use some examples of how children change. **No names or identifying information will be used.**

You have the right to decline this information sharing and program evaluation on your child's registration. Your child can still participate in all activities of the program and will not be in the evaluation. Your consent is voluntary and may be withdrawn at any time.

Your child may also be participating in tutoring and homework help. Our staff and/or AmeriCorps members may need to discuss academic support that your child needs with teachers, counselors, case workers, and principal.

FIELD TRIPS

Periodically, your child will have an opportunity to participate in field trips and activities sponsored by or related to Eagle's Nest. You assume all risks and hazards incidental to such participation (including transportation) and release Eagle's Nest (including all staff members, event sponsors, participants and volunteers) from any claims arising from an injury to my child. It is understood and acknowledged that you are responsible for your child's insurance coverage and will not hold Duluth Edison Charter Schools or Duluth Area Family YMCA liable for any accident or injury which may occur during the above stated activities.

Going on a field trip is a privilege. If your child does not follow our behavioral expectations, they may not be able to attend the field trip with the group.



TRANSPORTATION

Transportation will be provided for offsite field trips by the local bus company. It is the parent’s/guardian’s responsibility to transport their children home each day after program. During our summer program, parents/guardians or other authorized adult will be responsible to drop-off and pick-up their child each day of attendance.

PLAYGROUND SAFETY

The students are aware of these rules as they are the same rules they are expected to abide by during their school day recess time. Please remind our students to follow these **general rules:**

- Students are to speak and show respect for self, other students and playground staff at all times. Be kind to one another, and no bullying.
- No food or drink is allowed on the playground.
- Follow directions given by staff the first time given.
- No throwing/kicking dirt, sand, bark, sticks, snow or ice.
- Students are to keep their hands, feet and bodies to themselves. No rough play is allowed. This includes hitting, tripping, pushing, shoving, kicking and unwanted chasing.

GROUP SAFETY AND BEHAVIOR

Eagle’s Nest staff work to help all students feel comfortable and confident, and to keep the program physically and emotionally safe for all children. In the event an intervention is necessary, the following steps are taken:

- **1st Time:** *Verbal Warning.* The child will be reminded of the expectations and guidelines for behavior.
- **2nd Time:** *“Think Time.”* The child will be asked to sit out of the activity and will be reminded of expectations and guidelines. Redirection or guidance into a more positive activity will be provided. The child will remain supervised at all times.
- **3rd Time:** *Removal from program area.* The child will be removed from the activity area for the day(s) and parents/guardians will be notified.

Potentially dangerous or inappropriate behaviors will result in immediate removal from the program and the parent/guardian will be called to pick up the child. A conference with the parent, student and Site Coordinator will be arranged to discuss behavior, expectations and consequences. Duluth Edison Charter policies related to bullying and other behaviors are outlined in the School Discipline Policy, available at <http://www.duluthedison.org>. Eagle’s Nest group safety and behavioral expectations a line with the Duluth Edison Charter School disciplinary actions.

Out of School Time Discipline Rubric for Repeated Behaviors

*SC=site Coordinator

Behavior	Step 1	Step 2	Step 3
Mild Behaviors	--Conversation about behavior/choices using the Y	--Conversation about choices.	--Removal from program area



<p>(Any behavior that demonstrates a lack of respect for the feelings and well being of others)</p> <p><i>Repeated incidents such as:</i> name calling, mocking, put downs, rude gestures (eye rolling, dirty looks, sighing), taunting and related behaviors.</p> <p>(School Day behaviors are also taken into consideration)</p>	<p>model (looks like, sounds like, feels like)</p> <p>--Conference with victim</p> <p>--Same Day Action:</p> <ul style="list-style-type: none"> • Remind child of Y chart expectations • Move child out of regular room and into "Buddy Group" for the day • Child Writes Fix-It Plan • Staff documents incident in binder • Staff talks face-to-face with parent about repeated behaviors and go over Fix-it-Plan and all parties sign form <p style="text-align: center;"><i>SC Facilitates</i></p>	<p>--Action:</p> <ul style="list-style-type: none"> • Take a Break from Activity • Review Fix-It Plan • Logical Consequence (wherever incident is happening, loss of privilege for day, Ex: disobeying rules that group set up; going up slide the wrong way and can't go on slide for remainder of day.) • Move child out of regular room and into "Buddy Group" for the rest of day and following day • Staff documents incident in binder • Staff talks face-to-face with parent about repeated behaviors and go over Fix-it-Plan and all parties sign form <p style="text-align: center;"><i>SC Facilitates</i></p>	<p>--Call to Parents</p> <p>--Action:</p> <ul style="list-style-type: none"> • Removal from Program for remainder of day, Staff calls parents to pick up child from program • Letter of apology • Personal Behavior Plan developed by student, parent and SC • Referral to School Resources • Staff documents incident in Binder • Staff talks face-to-face with parent about repeated behaviors and go over Fix-it-Plan and all parties sign form <p style="text-align: center;"><i>SC Facilitates</i></p>
<p>Moderate Behaviors</p> <p>(Any behavior that may cause injury)</p> <p><i>Repeated incidents such as:</i> damaging property, incidents of rough play, exclusion, gossip/ spreading rumors, insults, negative written notes, negative behaviors toward specific person, and related behaviors.</p>	<p>--Student with moderate behaviors should have a Fix-it-Plan in place already</p> <p>--Action:</p> <ul style="list-style-type: none"> • Review Fix-It Plan • Removal from Program for remainder of day, Staff calls parents to pick up child from program • Letter of apology • Personal Behavior Plan developed by student, parent and SC • Staff documents incident in binder • Staff talks face-to-face with parent 	<p>--Action:</p> <ul style="list-style-type: none"> • Review Personal Behavior Plan • Removal from Program for remainder of day plus 1-2 days depending on severity of incident, Staff calls parents to pick up child from program • Referral to School Resources • Staff documents incident in binder • Parents and SC must meet before child can return to program. 	<p>--Action:</p> <ul style="list-style-type: none"> • Child is removed from program until the following school year • Staff documents incident in Binder • Parents and SC must meet before child can return to program. Depending on age/maturity of child, they will be included in meeting.



	about repeated behaviors and go over Fix-it-Plan and all parties sign form <i>SC Facilitates</i>	<i>SC Facilitates</i>	<i>SC and Program Director Facilitates</i>
<p>Severe Behaviors (Any behavior that may cause injury)</p> <p><i>Repeated incidents such as:</i> biting, harassment (racial, ethnic, gender or religious), stealing, hitting, kicking, punching, repeated/chronic failure to comply with rules, spitting, vandalizing, verbal or written threats, slapping, grabbing, hair pulling, kneeling, damaging property and related behaviors.</p>	<p>--Student with severe behaviors should have a Personal Behavior Plan in place already</p> <p>--Action:</p> <ul style="list-style-type: none"> • Review Personal Behavior Plan • Removal from Program for remainder of day plus 1-2 days depending on severity of incident, staff calls parents to pick up child from program • Referral to School Resources • Staff documents incident in binder • Parents and SC must meet before child can return to program. <p><i>SC Facilitates</i></p>	<p>--Action:</p> <ul style="list-style-type: none"> • Removal from Program for remainder of day plus 3-5 days depending on severity of incident, staff calls parents to pick up child from program • Staff documents incident in binder • Parents and SC must meet before child can return to program. <p><i>SC and Program Director Facilitates</i></p>	<p>--Action:</p> <ul style="list-style-type: none"> • Child is removed from program and is not able to return • Staff documents incident in Binder • Parents and SC should meet. <p><i>SC and Program Director Facilitates</i></p>

Please note:

- ✓ Threats of harm to self or others will be dealt with immediately on an individual basis in relation to severity.
- ✓ The severity of each incident will be individual evaluated and may warrant variance from the rubric as determined by Site Coordinator.
- ✓ Multiple infractions in close proximity may result in additional consequences as determined by the Site Coordinator.
- ✓ Staff retains the right to remove any participant from program or call 911 if safety of program/ program participants/staff is in jeopardy.

ILLNESS

If your child develops a fever or becomes sick while attending the program staff will contact parent/guardian to make arrangements to take your child home. Your child will rest under supervision until you or the person you designate to pick them up arrives.

If your child has a contagious illness, please keep them home until a medical professional determines they are no longer contagious. Please alert the Site Coordinator of a contagious illness so we may notify other participants in the program.



MEDICATION

Ideally, prescription and nonprescription medication will be given to child(ren) by the parent or School Nurse prior to attending the program. If your child needs to take medication while attending the program, please contact the Site Coordinator to make these arrangements.

Medication must be sent to the site in its original container, **accompanied by a medication permission slip**. If your child has an EPI pen, please provide one to be kept at the program

ALLERGIES

If your child suffers from any type of allergy, please share this information on the registration form along with the **additional required allergy form**. Please include the following information:

- A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction
- Procedures for responding to an allergic reaction including: medication, dosages, and a doctor's contact information.

MISSING CHILD

Afternoon program children who do not arrive on scheduled day ARE considered missing. If you know that your child will not be attending program, please call the Site Coordinator.

- Staff will check with school office and/or child's teacher to see if the child was absent, picked up early from school, or was sent home on the bus.
- Staff will ask friends or siblings where the missing child might be.
- If no information is found, Site Coordinator will contact the parent/guardian immediately. We will call all numbers listed, including emergency numbers.
- Parent/guardian will be contacted within 15 minutes of school dismissal time.

RUN AWAY POLICY

If a child leaves the designated area without permission from the staff, these procedures will be followed. When possible, staff should stay with student or keep them in visible line of site to ensure other students are safely supervised. If unable to leave the space, they will contact Site Coordinator or lead staff for additional support.

If child's location is unknown, a staff person(s) will look for the child in logical places around the school/site (bathrooms, playgrounds, classrooms, etc). If a child cannot be found, staff will contact Site Coordinator immediately, who will then contact the parent and then call 911 if necessary for assistance in locating the child. A complete description should be put together. Expand search using available staff on foot, car, etc.

When child is found, staff will explain the seriousness of the matter and consequences and problem solve with student. When possible, allow the child to return to the class.



If student refuses to return to room, the parent/guardian will be notified and asked to pick up the child. If child leaves the building, staff should try to keep student in sight. We will then contact parent/guardian immediately.

It is up to the discretion of the Site Coordinator and Program Director as to whether the child should be dismissed from the program or if further action is required for participation within programming.

CHRONIC HEALTH CONDITIONS

Staff must be aware of any children with chronic health conditions (i.e. asthma, diabetes, etc.). Please note any special conditions on registration form so staff members are aware.

POISONING

All poisonous substances will be kept out of the reach of children. This includes medications, cleaning substances, and toxic paint and chemicals. All medications and toxic substances must be clearly labeled containers listing the ingredients and the necessary precautions and antidotes. In case of a suspected poisoning, staff will call Poison Control at (800) 222-1222.

MINOR INJURY REPORT

A minor injury is one that can be handled by our staff without the need to call for help.

Staff will do the following:

- Apply First Aid as needed. Be sure that any open cut or scrape has been washed with soap and warm water.
- Apply an ice pack to any minor bump. Staff will report any bumps to supervisor, and parents/guardians.
- A "Notification" slip will be sent home with the child and communicated with parent/guardian of the accident at pick-up.

MAJOR INJURY REPORT

A major injury is one that requires a call for help or the need for a doctor's visit or any injury that is beyond the skills of the staff.

- We will call 911 if we feel it is necessary.
- We will do our best to bring the injury under control and make the child as comfortable as possible.
- We will call the parent/guardian. If unable to reach the parent/guardian, we will call the other authorized people on the child's emergency card.
- We will do our best to keep the child calm and have another staff person keep the other children away and busy.
- Site Coordinator will call child's parent/guardian during evening hours to check on status of the child.

ACCIDENTS

Eagle's Nest staff are trained in First Aid and CPR. Should an accident occur, First Aid will be given immediately and, if necessary, the child will be transported to a hospital, accompanied by a staff person. ***Please be sure Eagle's Nest has your current work, cell and home phone numbers on file so you can quickly be notified of an***



emergency. Please be sure to have updated numbers for Emergency Contacts as well.

MANDATED REPORTING

We are mandated reporters. Anyone who knows, has reason to believe, or suspects abuse or neglect is occurring is obligated to make a report to the St. Louis County Human Services. It is a misdemeanor to fail to make a required report.

INCLEMENT WEATHER/SCHOOL CLOSING

When schools close due to inclement weather Eagle's Nest programs close as well. School closings are announced on the radio, TV stations, the Duluth News Tribune website and at <http://www.duluthedison.org>.

If weather conditions become poor during the school day and school afternoon activities are cancelled, Eagle's Nest remains open, but may close early (about ½ hour after school is dismissed). Staff will contact parent/guardian regarding the early pickup.

Shelter-in-place: Students are kept inside the building because of severe weather or other identified emergencies. During a lockdown, students are secured in areas within the building because of danger inside or outside. Only law enforcement is allowed to enter or leave the building.

Evacuation off site: When the school building or grounds are unsafe, students are moved to an alternate location. When students are moved, they are under staff supervision. Please listen to local TV/Radio alerts stations or look online for up-to-date information and directions. Staff will try to call families to inform them of the new location.

COMMUNICATION

Eagle's Nest staff are committed to providing open, two-way communication with families. Face-to-face is generally the best way to communicate, but when we want to share information with all parents, it is more efficient to email or send letters home. From time to time, Eagle's Nest may also communicate through the school newsletter.

Our communication will be in a respectful tone and will be shared in a timely manner. We all want what is best for your child, and the best way for us to do our job is if we have open and respectful communication with our families. We also expect that our families are open and respectful with our program staff.

Please feel free to speak with Eagle's Nest staff any time with questions, feedback and ideas. The Eagle's Nest staff will be happy to talk with you. We value your thoughts and opinions about our program, and we want to make your child's experience as positive and fulfilling as possible.

Teachers and Eagle's Nest staff will connect on a regular basis to ensure academic support is tailored to individual student needs. Feel free to talk often with teachers and Eagle's Nest staff regarding your student. Eagle's Nest will also use school and program newsletters to share information.



If at any time you have a concern regarding issues that happen at your child's program, first contact the Site Coordinator at your site to discuss the issue. If the issue does not get resolved, the Site Coordinator will then direct you to his/her supervisor.

PERSONAL ITEMS (toys, cards, electronics)

Please leave valuable toys and other items at home. If Site Coordinator gives permission for personal items to be brought to program, clearly label those items with your child's name. Leave cell phones, handheld games, iPods or other electronic devices at home. If they're brought to the program, a staff member will hold them until the end of the day and return them to the parent/guardian.

Eagle's Nest is not responsible for items lost, stolen or damaged when brought to the program.

SNACK/ WATER BOTTLES

Eagle's Nest provides a healthy snack funded by the USDA at the beginning of the afternoon program during the school year and summer. Notify the site coordinator and indicate on the registration form if your child has dietary restrictions or allergies. Students are encouraged to drink plenty of water. Please send a labeled water bottle with your child.

SUNSCREEN/BUG SPRAY

When necessary, please apply sunscreen to your child(ren) prior to program. For reapplication purposes during the summer, provide spray on sunscreen for your child. It's helpful to label your child's supply and talk with them about being responsible with this resource.

Bugs are livelier at different times and locations throughout the year, especially during the summer. Provide bug spray for your child if you'd like them to wear it. It's helpful to label your child's supply and talk with them about being responsible with its use.

USDA Nondiscrimination Statement (for snacks/lunch program)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

FACEBOOK

Find us on Facebook for program updates, closing notices, announcements and pictures:

Eagle’s Nest After School Program.

EAGLE’S NEST CONTACT INFORMATION

Contact information is listed below. Please do not hesitate to contact us if you have any questions or concerns.

Site/Staff	Phone/Email	Address
North Star	(218) 728-9556 x5316	3301 Technology Drive
Raleigh	(218) 628-0697 x3012	5905 Raleigh Street
Anne Rawlins, Director Program Questions	(218) 722-4745 x124 arawlins@duluthymca.org	28 E. Village View Drive
Jenn Mass Billing and Registration	(218) 722-4745 X170 jmass@duluthymca.org	302 W. 1 st Street

For more information about the Eagle’s Nest Program, please visit duluthymca.org and/or duluthedison.org.

Thank you, again, for being a part of Eagle’s Nest. We look forward to a great year!

