



# CAMP FRANKLIN

2023

[franklinmn.org](http://franklinmn.org)



Academy Template

## MISSION

We transform lives by addressing the holistic academic, social, emotional and mental health needs of the neurodiverse community.

## VISION

Enable every neurodiverse person to have an exceptional human experience.

## VALUES

**Courage:** We are never afraid to try new ideas. We stand up for others.

**Creativity:** We innovate, invent, and apply the best thinking in our programs and methods.

**Collaboration:** We work together across disciplines to achieve better outcomes.

**Accountability:** We take initiative, we are factual, we accept feedback humbly, and we assume responsibility.

**Celebrate the neurodiverse:** We tailor our work to meet the unique needs of every person we serve.

**Tenacity:** We persevere with patience.

## **ACCREDITATION**

Franklin Center is accredited through the Minnesota Non-Public Schools Accrediting Association (MNSAA), AdvancED, as well as nationally through the National Federation of Nonpublic School State Accrediting Associations (NFSSAA).

## **EQUAL OPPORTUNITY**

Franklin Center does not discriminate on the basis of age, color, creed, marital status, national or ethnic origin, race, religion, sex, sexual orientation, or genetic information. This policy applies to all areas of student concerns (admissions, athletics, educational policies, financial aid, loan programs, and other school-administered programs).

## **IMPORTANT DEFINITIONS**

The term “**Parent**” means the biological or adoptive parent(s), legal guardians, or other persons who agree to all legal and financial purposes to be individually and severally responsible for the student’s tuition and fees at Franklin Center. The term “**Student**” means the person enrolled in programming. For purposes of this handbook, the singular includes the plural, and the plural includes the singular.

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Dear Families

Welcome to the 2023 Camp Franklin! We are so glad to have you in our community.

The purpose of this handbook is to provide a quick reference guide to our Camp and organization's rules and policies. (Additional information, updates, and forms will be available on our organization website, [www.franklinmn.org](http://www.franklinmn.org).) Please read the handbook carefully and keep it in a safe place for future reference.

At Franklin Center, we know all students can learn. We value each student for her/his unique abilities, talents, and learning style. We are looking forward to partnering with you to foster a sense of community, success, and growth within your student(s) as well as our Camp. Together, we will create a place where each student feels appreciated, celebrated, and accomplished.

We are excited about the 2023 summer programs and all the opportunities they will bring. Please do not hesitate to contact us at [office@franklinmn.org](mailto:office@franklinmn.org) or call 952-737-6900 if you have any questions, comments, or concerns.

Sincerely,



Kim Strandemo  
Principal

## TEACHING AND LEARNING

### ASSIGNMENT TO A CLASS INSTRUCTOR OR CLASSROOM

The class groupings your student is assigned to are determined by a team led by the Principal; therefore, there is no need to request placement with specific class instructors.

### COMMUNITY-BASED INSTRUCTION

Community-based Instruction is a strategy or instructional method that promotes the teaching and use of academic and functional skills in the student's natural environment. Students whose general behavior is not self-regulated may be excluded from the outing. Staff and faculty will stay with students who become dysregulated during a CBI and work with students to de-escalate. Parents will be contacted if a student is unable to regulate and may be asked to procure their student from the outing.

Insurance regulations require written parental approval for each trip on the official form provided by Franklin Center. Students who do not have the signed permission form must stay at home on the day of the scheduled trip because there will not be staff available to supervise. Verbal permission is not acceptable.

Students will travel by the Franklin Center bus unless noted otherwise on the Permission Slip.

***Please note:*** No students may purchase items from any vendor during Community-based Instruction unless it is a part of the instruction and specific to a lesson plan or curriculum.



## FEE-BASED PROGRAMMING

### FRANKLIN ENRICHMENT

Our Enrichment program encompasses all sports, clubs, activity days, tutoring, service learning, Community-based Instruction, Experientials, Owls' Nest, and Camp Franklin. Students who are active participants in Enrichment programming learn how to engage with their peers, develop communication skills, and gain valuable experience in teamwork. We design all of our programming to be a broadening experience for our students by developing skills that cannot always be taught in the classroom. Enrichment programs are extremely popular at Franklin Center, with more than half of the student body participating, and members of the community can participate.

#### *THE OWLS' NEST – EXTENDED DAY PROGRAM*

Before and after school extended day programs are available every full-day programming is in session. The program provides a safe, fun, and productive environment for Franklin Center students while their parents are at work. Owls' Nest consists of structured time for homework help, reading, playing games, and relaxing. Reservations for Owls' Nest must be made at least 24 hours in advance.

If students are not picked up within 15 minutes of the end of the programming day, even if parents have made a phone call to the office, students will go to Owls' Nest.

- Before Camp Hours: 8 am - 9 am
- After Camp Hours: 3 pm - 4:30 pm

With advance reservations, the cost is \$15 before camp, \$19 after camp, and \$25 if utilizing both on the same day. Without advance reservations, the cost is \$25 for before or after hours.

You will be billed for Owls' Nest on your Smart Tuition account at the end of each month. If you have questions and/or would like to make a reservation, please contact our office at [office@franklinmn.org](mailto:office@franklinmn.org), 952-737-6900 with questions.

### GOT IT! TUTORING

Franklin Center offers individual tutoring with a class instructor in math and/or language arts skills for **any student** in grades K – 12. Tutoring is available year-round; days and times are flexible and subject matter is selected based on the student's needs. Tutoring is available 1:1 or in small groups. Contact us for more information at [office@franklinmn.org](mailto:office@franklinmn.org).

## FRANKLIN THERAPY SERVICES

Franklin Center has established a unique, one-of-a-kind mental and behavioral health clinic to come alongside students who require more intensive services than are included in our traditional therapeutic school day. Students currently enrolled in Franklin Center who choose to or are requested to receive clinical therapy services while attending any part of the programming day will be responsible for payment of both clinical services and tuition as per their enrollment contract.

Franklin Center provides Outpatient Therapy, Intensive Behavior Intervention, Testing and Assessments to individuals and families in the metro area. The purpose of Outpatient Therapy is to provide individual and family therapy that addresses the social-emotional needs of families whose loved one struggles with mental health. The purpose of the Intensive Behavior Intervention is to provide medically necessary early intensive intervention that targets the functional skills and core deficits of people with ASD and related conditions, as well as:

- ❖ *Educate, train, and support students, parents, and families*
- ❖ *Promote students' independence and participation in family, school and community life*
- ❖ *Improve long-term outcomes and quality of life for students and their families*

## OCCUPATIONAL, SPEECH, AND PHYSICAL THERAPY

Capernaum Pediatric Therapy will be on-site at Franklin Center during the programming day to provide therapy based on a medical model. Occupational Therapists, Speech-Language Pathologists, and Physical Therapists will work with students in one-to-one therapy sessions and will consult closely with the Franklin Center class instructors and BTs to ensure the carryover of learned skills into the classroom. Evaluations and therapy sessions can be scheduled through Capernaum at (952) 285 - 2840.

## PIANO

Piano lessons are offered on Tuesdays during the summer. If you have any questions, please contact Allison Barosko, Program Manager, at [allison.barosko@franklinmn.org](mailto:allison.barosko@franklinmn.org).

## ACADEMIC-YEAR PROGRAMS

All Camp Franklin participants are highly encouraged to participate in our academic-year programs. We offer a number of programs to keep students engaged and learning throughout the school year. Complete information on Franklin Center's school program can be found on the website: [www.franklinmn.org](http://www.franklinmn.org).

## CLIMATE FOR LEARNING

## MORNING ARRIVAL

The office is open between 8:00 a.m. and 4:30 p.m. on the days when programming is in session.

## SUMMER CAMP HOURS

- ❖ Before Camp Hours: 8 am - 9 am
- ❖ Summer Camp hours are 9:00 a.m. to 3:00 p.m. Owls' Nest is available for before and aftercare needs. Please refer to that [section](#).
- ❖ Doors open at 8:55 a.m. Franklin Center does not assume responsibility for students left to wait outside the building prior to the opening of the doors at 8:55 a.m.
- ❖ All students will be greeted by a staff member at the front entrance.
- ❖ Do not get out of your car in the carpool line. If you have business in the building, park your car and come into the office.
- ❖ After Camp Hours: 3 pm - 4:30 pm

### Important

Students who arrive without parental supervision before the door opens or who stay after dismissal will be sent to the [Owls' Nest](#) - Extended Day program. Parents will be billed accordingly.

## AFTER CAMP DISMISSAL

- ❖ Students are dismissed at their designated time.
- ❖ ***Please note that students will only be released to persons designated on the student emergency contact form or authorized by a parent via phone call, in-person communication, or with an authorized release form. Pick-up persons may be required to show proper identification before the student can be released.***
- ❖ Students remaining on the Franklin Center grounds 15 minutes after dismissal from summer programming will go to [Owls' Nest](#) - Extended Day program. Parents will be billed accordingly.

## PARKING / CARPOOL SYSTEM

### DROP-OFF

Enter Franklin Center from 10th Avenue on the South side of the Center if using the driveline. Continue to travel on the West side of the building going North until the corner of the building where you will turn right. Continue to travel East until you reach the designated stopping point. For efficiency reasons, please pull as far forward as possible (please pay close attention to the

staff working the driveline) to allow a steady flow of traffic. After your child has entered the building, please exit onto Boone Avenue.

If you would like to walk your child to Camp, we ask that you enter from Boone Ave. We ask that you park in the designated spaces in the parking lot on the North side of the Center and use the painted crosswalks and/or sidewalks to escort your child into camp.

[See Appendix B for Diagram](#)

## **PICK UP**

At the beginning of programming, you will be given a card with your child's driveline number on it. This number should be displayed/hung on the rearview mirror so it is visible to staff. Enter the driveline pick up just as for morning Drop Off. Pull up in front of the designated spot, and our staff will enter your number. Once your number has been entered into the system, it should not take more than 10 minutes for your child to arrive. If your child is not with you at the designated time, a staff member will let you know the status of your child. As the driveline moves ahead, please keep moving forward to allow more cars to enter the line. Please do not get out of your vehicle - your child will come to you.

If, for some reason, you need to enter the building, please enter the driveline from Boone Ave. and continue to the parking lot. Park in the lot, and you are welcome to enter the building from the North entrance.

## **EARLY PICK-UP**

All students leaving Camp early must be physically signed out at the front desk. In the event that your child contacts you directly, please notify the office at 952-737-6900. Only programming staff should contact the parent in the event the child should be picked up early.

## **LATE PICK-UP**

Students who have not been picked up 15 minutes after their designated dismissal time will go to Owls' Nest – an optional, fee-based, before-and after-camp program that is available every full day Camp Franklin is in session.

There is a three-day minimum per week, and a consistent schedule is required. With advance reservations, the cost is \$15 before camp, \$19 after camp, and \$25 if utilizing both on the same day. Without advance reservations, the cost is \$25 before or after hours.

## **ALTERNATE CARPOOL ARRANGEMENTS**

Your student's safety is paramount. If your regular pick-up arrangement or person changes,

***we must be notified prior to dismissal.*** You should send a written notice or email ([office@franklinmn.org](mailto:office@franklinmn.org)) no later than 2:00 pm when possible. **Pick-up persons may be required to show proper identification before the student can be released.**

### STUDENT PARKING

Student parking is available on the North side of the building. Any student who drives to Franklin Center and uses the parking lot must complete a Franklin Center Parking Permit Form and turn it in to the main office ([office@franklinmn.org](mailto:office@franklinmn.org)). Once reviewed and accepted, the student will obtain a Franklin Center decal, which must be placed on their vehicle.

### ABSENCE / TARDY PROCEDURE:

- ❖ If a student is absent, late, or leaving early, please call or email the Franklin Center office ([office@franklinmn.org](mailto:office@franklinmn.org)).
- ❖ Parents of late students will sign their child in at the front office.

### SCHOOL CLOSINGS

While we will always try to keep Franklin Center open whenever we are scheduled to be in session, there are occasions when we may have to cancel programming, have a delayed opening, or early dismissal.

The determining factor is safety, and the decision usually rests on the ability of staff and parents to get to and from the organization safely. When the weather invites such consideration, parents should always exercise their own best judgment regarding the safety of their children when deciding whether to bring them to programming. If parents opt to keep their child at home, please notify the Franklin Center office ([office@franklinmn.org](mailto:office@franklinmn.org)).

When programming administration has determined that programming will be canceled, have a delayed opening, or close early, you will receive an email and text alert by 6:00 a.m. Additionally, we will post our notification on:

- ❖ Television Channel WCCO TV (Channel 4)
- ❖ Television Channel KARE 11
- ❖ Online at <http://wcco.com/cancellations> and <http://kare11.com/closings>
- ❖ Franklin Center Website Homepage and Facebook Page

When a late start is required, there will be no before Owls' Nest programs. Correspondingly, if there is an early dismissal, there will be no after-Owls' Nest programs. **In the case of early dismissal, parents pick up their children from Camp Franklin as soon as possible so that staff may also return home safely.**

## PERSONAL AND SOCIAL GROWTH

### CLASSROOM EXPECTATIONS

Franklin Center has well-defined behavioral expectations for the classroom. The class instructor will review expectations with children during the first week of programming.

### BEHAVIOR SUPPORT MODEL

Franklin Center is committed to creating a positive teaching-learning environment that promotes respect for the rights of others and supports the development of individual responsibility. We strive to provide a safe environment where the children's capabilities are nurtured.

We believe that children behave well if they can. We focus on understanding those underlying issues that may influence the child's behavior and seek to develop positive behavioral supports that address these issues (i.e. sensory regulation, emotional regulation). The child's team will focus on addressing the unique needs of our children while fostering communication, relationships, skill development, and structure. The child's team will accomplish this by first looking at ourselves and our learning environment. We will work collaboratively with any support services to identify and provide the necessary level of support to meet the individual child's needs.

Children displaying behaviors that jeopardize the safety of themselves, other children, and/or staff may be asked to go home for the remainder of the day, or the next day, not as a disciplinary measure, but for the safety of self or others. Children who continue to display disruptive behavior after the above-listed interventions may be asked to stay home for the remainder of the camp. Continued disruptive behavior is defined by a child's needs requiring more than one hour collectively of one on one support from a behavior therapist or teacher for at least two days in a row. If disruptive behavior jeopardizes the safety of self or others or interferes with the Camp's ability to support the child's needs, the student may be subject to dismissal.

### POSITIVE BEHAVIOR APPROACH

*The goal of discipline is self-discipline, where the student freely chooses one form of behavior over another. Through Collaborative Problem Solving, we help students learn that **with choice comes the responsibility of accepting the consequences of that chosen behavior.***

Our staff utilizes a positive approach to help guide student behavior. Our focus is on preventative measures rather than on punitive measures. Our staff attempts to prevent negative behavior by:

- ❖ Instructing students at their developmental level



- ❖ Explaining behavior expectations in advance
- ❖ Manipulating the physical environment
- ❖ Helping students understand their own limits, triggers, and self-regulating tactics
- ❖ Focusing on positive behaviors - "catch them being good"
- ❖ Varying types of tasks
- ❖ Anticipating that certain situations or stimuli may increase the possibility of inappropriate behavior; planning for and interceding before the behavior occurs
- ❖ Utilizing class and/or individual behavior modification program
- ❖ Providing a structured, secure classroom and school environment
- ❖ Providing proactive sensory breaks about 30 minutes

## **BULLYING/HARASSMENT**

Minnesota Statutes 121A.03, 121A.031, and 121A.0311 requires all schools in Minnesota to have an anti-bullying and harassment policy. Any person who believes they have been the target or a victim of bullying/harassment, or any person with knowledge or belief of conduct that may constitute bullying/harassment, is encouraged to report the alleged acts immediately to officials.

Bullying is with the intention of malice and with the use of ongoing or targeted behavior. Bullying means intimidating, threatening, and abusive or harmful conduct that is considered offensive and:

1. Between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern or targeted; or
2. Interferes materially or substantially with a student's educational or therapeutic opportunities, performance, or ability to participate in Camp functions, therapeutic programming, or activities.

Harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation, or age when conduct/harassment:

- ❖ Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from Camp functions, therapeutic programming, or activities.
- ❖ Has the purpose or effect of substantially or unreasonably interfering with an individual's performance or status during Camp functions, therapeutic programming, or activities.
- ❖ Otherwise adversely affects an individual's educational opportunities.
- ❖ Harassment, as stated above, may include, but is not limited to
  - Verbal, physical, or written intimidation or abuse;

- Repeated remarks of a demeaning or condescending nature; or repeated demeaning jokes, stories, or activities directed at the individual.

Sexual Harassment: consists of unwelcome sexual advances, direct or indirect demands or requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

A student or other person may report bullying/harassment confidentially. Victims and witnesses are allowed a supportive adult present during the interview. The adult may or may not be a parent. Retaliation against a victim, good faith reporter, or witness of bullying/harassment is prohibited.

Teaching staff and administration must be particularly alert to possible situations, circumstances, or events that might include bullying/harassment. An employee who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct will make reasonable efforts to address and resolve the bullying/harassment or prohibited conduct.

The organization will act to investigate all complaints of bullying/harassment reported and will discipline or take appropriate action against any student, class instructor, BT, administrator, contractor, or organization-affiliated individual who is found to have violated this policy. Consequences for participants who commit prohibited acts of bullying/harassment may range from remedial responses or positive behavioral interventions up to and including suspension or expulsion.

Franklin Center seeks to be a community in which every individual is treated with sensitivity and respect. This means that Franklin Center will not tolerate bullying/harassment in any form, including, without limitation, harassment that is based on sexual, ethnic, religious, or racial grounds.

## **STUDENT TECHNOLOGY USE**

Franklin Center places a priority on the role of technology in education. Technology is one of many learning tools. The use of technology needs to be safe, appropriate, and aligned with the mission of Franklin Center. Access to the organization's computer network and Internet enables clients and employees to explore libraries, databases, web pages, and other online resources, and connect with people around the world. Students and employees are expected to use Franklin Center's electronic technologies to support classroom activities, educational research, therapeutic programming, or professional enrichment.

- ❖ Use of the Franklin Center's electronic technologies is a privilege, not a right. The Franklin Center network, and educational technology, is a limited forum; the organization may restrict speech for educational reasons.

***All Camp Franklin students and parents must read, sign and comply with the Clientele Acceptable Technology Use and Access Agreement at the beginning of programming,*** which provides a framework for the proper and ethical use of the Franklin Center network, computers, and email.

## **SOCIAL SKILLS**

At Franklin Center, social skills are specifically taught to students to focus and develop their emotional and social selves. Research shows that children with learning differences need a time and place to explore and express their feelings in a safe and constructive manner. All students will have social skills integrated into programming. Topics covered will be based on individual needs and may include managing anger, reading body language, learning relaxation techniques, coping with task anxiety, developing and maintaining friendships, dealing with family issues (divorce, siblings, death), dating, understanding dreams, and identifying and expressing feelings in a healthy and socially appropriate manner. Additionally, in the natural environment, class instructors and BTs focus on teachable moments to help students learn from their current experiences and put them into practice.

## **APPROPRIATE APPAREL**

Franklin Center students dress respectfully and with dignity so that they are comfortable and able to learn while not making other people uncomfortable or distracting from the learning of others. **The Principal has the final say regarding the enforcement of the dress code.**

All clothing should provide modesty and respect for self and others for participation in all activities. Modesty is behavior, manner, or appearance intended to avoid improper language, actions, character, or indecency. Students are expected to practice good personal hygiene, including clean body and hair, brushed teeth, deodorant, and clean clothes.

## **LOST AND FOUND**

Students frequently misplace their belongings. Ask in the office for lost items. Unclaimed items will be held for 60 days and then donated.

## **LUNCH**

If staying for both morning and afternoon programs, your student must bring a healthy lunch to school.

- ❖ Food may not be shared at school.
- ❖ Please inform the staff **IMMEDIATELY of any food allergies**, via the Start of Summer forms.

- ❖ **All students must have a lunch if they are enrolled in full-day programming. This is not an option.** Growing children and teens require the nutrition offered by a mid-day meal. (A nutritional lunch will be subject to individual student plans.)
- ❖ Students who have forgotten their lunch will be provided a lunch. A \$20-dollar charge will be added to your Smart Tuition account, or you will be invoiced.
- ❖ A microwave is available for students to use upon the return of the microwave consent form and, respectively, a toaster oven consent form.
- ❖ If your student likes to drink flavored water, it must be prepared at home.
- ❖ Lunch containers must be labeled to ensure that each student receives the correct lunch.
- ❖ Franklin Center is a nut-aware facility. Staff takes extra precautions to ensure students with nut allergies sit at a nut-free table.

#### General Lunch Expectations:

- ❖ Respectfully follow the directions of the staff and volunteers.
- ❖ Expected tone and volume should be maintained during lunchtime.
- ❖ Eat in an expected manner, i.e., chew with mouth closed, don't talk while eating, use table manners, engage in conversation with neighbors, etc.
- ❖ Due to the high number of food sensitivities and allergies, **mishandling and/or sharing of food or drink is not acceptable.**

Expectations are subject to each individual student's plan.

## SNACK

There are designated times for snacks embedded into the programming day. All campers should bring healthy snacks every day. Healthy snacks include but are not limited to cut-up veggies, fruits, healthy grains, etc. If campers do not finish their lunch during lunchtime, they may use the afternoon snack time to finish lunch.

## CELEBRATIONS

- ❖ Due to the high number of food sensitivities and allergies, treats or snacks are **not** to be given out at Franklin Center.
- ❖ Parents may bring non-food items to share or distribute to the group, i.e., a game for the classroom.
- ❖ **Party invitations may be distributed in camp, in the classroom ONLY, if there is an invitation for every member of the classroom.** Otherwise, invitations must be emailed or mailed.

## OFFICE TELEPHONE PRIVILEGES

**Students, with permission from staff, may use Camp Franklin phones.** However, after-programming plans should be made **prior** to the beginning of the programming day.

## PERSONAL ITEMS AND ELECTRONIC DEVICES

Personal items and electronic devices brought to programming often present a distraction.

- ❖ Electronic devices for all Lower and Middle School students, including cell phones, should remain in a student's backpack, cupboard, or locker until after programming hours or Owls' Nest.
- ❖ The following item refers only to High School Students:
  - Cell phones must be turned in to the class instructor or put away in a locker or backpack at the beginning of each camp.
- ❖ We encourage social interaction during lunchtimes; therefore, electronic devices are not allowed to be used during lunch
- ❖ Students will not use personal devices to create a WiFi hotspot for any reason.
- ❖ Students are not allowed to take pictures or record videos of other students during the Camp day with cell phones, iPads, tablets, or other electronic devices.
- ❖ If a staff person notes that a personal item or electronic device has become a distraction to self or others, the staff person will remind the student(s) to put the item(s) away.
  - The second time a staff person notes a personal item or electronic device has become a distraction, the staff person will take the item until the end of the day.
  - If a personal item or electronic device is noted to be a distraction for a third time by the staff, the item will be removed from the student's possession, and a parent will have to come to get the item. (This may be amended due to an individual student plan)
- ❖ Electronic devices, without Internet capabilities, that help a student focus or augment their education are allowed with permission from the Principal or Intervention Specialist and established in an individual student plan.
- ❖ If headphones are worn to help a student focus, one side of the headphones must be off the ear so that instructions can be heard.
  
- ❖ Franklin Center **is not responsible** for any personal belongings brought to school

## BACKPACKS AND SCHOOL LOCKERS

At the beginning of Camp Franklin, all children will be assigned a specific locker and/or area of storage for their possessions during the day. All students should store backpacks, books, and personal belongings not needed for the classroom activity in which they are participating in their designated storage area or locker throughout the day, subject to individual student plans.

Franklin Center reserves the right to inspect campers' belongings at any time, without notice and without the consent of campers or parents.

## HEALTH

### HEALTH DOCTOR'S NOTE FOR DIAGNOSED STUDENTS

PURSUANT TO THE NEW STATE OF MINNESOTA REGULATIONS, IF YOUR STUDENT HAS A DIAGNOSED MEDICAL CONDITION, FRANKLIN CENTER IS REQUIRED TO BE NOTIFIED OF THE DIAGNOSIS VIA A SCANNED MEDICAL RECORD. THE FORM CAN EITHER BE SENT BY THE RELEVANT MEDICAL PROFESSIONAL OR BY A PARENT/GUARDIAN AND CAN BE EMAILED TO [OFFICE@FRANKLINMN.ORG](mailto:OFFICE@FRANKLINMN.ORG). THE DOCUMENT MUST HAVE A PHYSICIAN'S SIGNATURE.

### ALLERGIES

Parents/Guardians will provide documentation of any known allergy for their child through the Start of Camp Forms. Franklin Center will maintain allergic information in the "Emergency Information Google Drive", in each student's GradeLink profile, client's Central Reach profile, the learning kitchen, and in the clientele's Individualized Health Plan (IHP), including but not limited to the description of allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medications, dosages, and doctor's contact information. The IHP will be updated annually or when there is a change in care.

Franklin Center cannot guarantee a food-safe environment, although we will strive to provide a "food allergy-aware" environment. Upon request, Franklin Center will take measures to minimize the risk of exposure, as well as educate select employees and volunteers to respond appropriately to life-threatening reactions.

### IMMUNIZATIONS

A current immunization certificate is required **for all campers**. When immunization certificates expire, Franklin Center will notify parents. Minnesota law requires that all campers entering seventh and twelfth grade for the 2022-2023 camp year need to have documentation or a legal exemption for the meningococcal vaccine.

**Minnesota Law requires that in order for a camper to attend class, the school must have an up-to-date record of a camper's immunizations on file. The camper MAY NOT ATTEND CLASS WITHOUT THIS DOCUMENTATION.**

[See Appendix A](#)



## ILLNESS

Many children and parents are concerned about when children should stay home or attend camp. Please see below for additional considerations due to the COVID-19 pandemic and a general symptom checklist. If your child has any of the symptoms on either checklist, they should not attend camp.

### COVID-19 Symptom Checklist

If your child exhibits **any** of these symptoms, they should not attend camp in person regardless of vaccination status. Any children who are **unvaccinated** may return to school once they have done a PCR test and received negative results, **and** have been symptom-free for 24 hours. Any students who are **vaccinated** may return to camp once they have done a PCR test and received negative results. When you report your child's absence, please report symptoms and/or diagnosis if known so that class instructors and staff can be alerted for signs of illness in other students.

- **Fever (100 or more)**
- **Difficulty breathing**
- **Loss of taste or smell**
- **Muscle pain**
- **Nausea, diarrhea, or vomiting**
- **Chills**
- **Cough**
- **Runny nose or congestion**
- **Sore throat**
- **Headache**
- **Fatigue**

If your child tests positive for COVID-19, they should remain at home and follow CDC-recommended precautions. CDC recommends testing for people with any signs or symptoms of COVID-19 and for all close contacts of persons with COVID-19.

If your child has a household member who has tested positive for COVID-19, they should remain at home and follow CDC-recommended precautions. CDC recommends testing for people with any signs or symptoms of COVID-19 and for all close contacts of persons with COVID-19. The Franklin Center COVID Coordinator will advise you of the current recommendations for testing and return to camp.

Your child may return to camp in person once all criteria to end home quarantine are met.

### General Symptom Checklist

- **Fever:** A fever of 100 or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home for 24 hours once they are fever-free without the use of fever-reducing medications.
- **Vomiting, Diarrhea, or Severe Nausea:** These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of camp, and no symptoms are present for 24 hours.
- **Infectious Diseases:** Diseases such as impetigo, pink eye with thick drainage, and strep throat require a doctor's examination and prescription for medication. Once a medication has been started and the child is feeling well, they may return to camp 24 hours after the medication has been administered.
- **Chicken Pox:** Students with chickenpox may return to camp when all the scabs are completely dried and no new lesions are developing (usually 5-7 days).
- **Rashes:** Rashes or patches of broken, itchy skin needs to be examined by a doctor if they appear to be spreading or not improving.

#### **What happens if my child develops symptoms while at camp?**

Children who become ill during the day will be referred to office staff. Children who exhibit any signs on the COVID-19 Symptom Checklist or General Symptom Checklist will be sent home.

If it is determined that a child needs to go home, parents will be asked to pick up their child from camp as soon as possible. If someone other than the parent is picking up the child, parental permission is required to release the child. The responsible person must show identifying information, including name, address, and telephone number. Proper Identification may be requested for individuals not recognized by office staff.

If a child experiences a fall, bump, blow, or jolt to the head or displays signs/symptoms of a concussion during the programming day, the potential for a concussion will be reported to the office, the parent/caregiver will be contacted, and the child will be kept out of play on the day of the injury.

#### **ADMINISTERING MEDICATION**

Medications should be taken at home whenever possible. If there is a **need for Franklin personnel to administer a prescription or non-prescription medication** to a child, the medication must be in the **original pharmacy container** or the **original over-the-counter container** with the child's name on it. The first dose of any new medication must be given at

home to ensure the child does not have a negative reaction. Children are NOT permitted to self-medicate. Camp Franklin does not assume responsibility for medication taken independently by the child. Exceptions may be made on a case-by-case basis for children who demonstrate the capability to self-administer emergency life-saving medications (e.g. inhaler, Epi-pen).

**The Parental Permission for Administration of Prescription Medication Form** must accompany prescription medication. Medication will not be administered without this authorization. Each time the dosage, schedule, or medication changes, a new authorization must also be sent in before the medication may be administered. All written medication authorizations are effective for the duration of the current program. At the start of a new program, a new medication authorization form must be completed. When there is a physician's order to give one-half of a tablet, please talk with your Pharmacist to have the tablets halved before bringing in the medication.

- ❖ Controlled substances must be indicated on the Permission for Administration of Prescription Medication Form. Please provide only one month's supply of medication at a time. It is Franklin Center's preference that controlled substances be administered by the parent outside of Franklin Center programming times.

**Over-the-counter medication** can be administered to a child at the discretion of the office staff if the parent has signed **The Parental Permission for Over-the-Counter Administration of Medication Form** and has brought in the original sealed bottle of the medication with the child's name on the package.

Extra prescription medication may be kept at Franklin Center in small quantities in case the home dose is inadvertently missed. Parents will need to contact Franklin Center if the dose is missed and provide written consent to allow the class instructor to administer on the date needed. It is expected that this would be infrequent.

Within one week after the expiration of the effective date on order or on the last day of programming, class instructors will ensure the transfer to the parent or guardian of any unused portion of the medication.

## **DOCTOR'S ORDERS**

Individual children may require specific medical procedures during the programming day. Parents are reminded that the office, prior to any procedure being administered, must receive a **written doctor's order and have a documented Individual Health Plan on file**. This documentation will be reviewed by the Principal and filed in the office before any medical procedures are administered. Physicians may fax orders directly to Franklin Center at 952-737-6901.

**Franklin Center may reject requests for specific medical procedures and medication administration.**

### **SMOKING POLICY**

Franklin Center is a **non-smoking facility**. Smoking is not permitted in the buildings, on the property, or at any Franklin Center-sponsored event.

### **ALCOHOL/DRUG/TOBACCO POLICY**

The possession and/or use of any alcohol, chemical, drug, or drug derivative classified as a stimulant or depressant without the authorization of a physician is prohibited on the Franklin Center grounds or at any Franklin Center-sponsored function. **In the event of possession or use of tobacco, illegal or controlled substances is discovered, a child's parents will be notified. A violation of this policy may be grounds for immediate dismissal.**

Franklin Center campers may be required to undergo alcohol and drug testing or a search of Franklin Center property if there is reasonable cause for suspicion to believe that the camper is under the influence of drugs or alcohol.

Prescription drugs and medicine are prescribed to a specific individual. If the individual gives, sells, or exchanges such drugs with another child, both persons are in violation of this policy.

### **SENSORY NEEDS**

Several of our participants have sensitivities to various things. We ask that staff, parents, volunteers, and participants refrain from wearing any additional scents upon entering Franklin Center and do not bring latex items, including balloons, into the building.

## SAFETY

### CAMPUS SECURITY

Franklin Center has an electronic security access system, with video feed, to the front entrance. The building will be locked and secured after 9:20 a.m. and remains locked for the programming day. No one except Franklin Center personnel will have free access to the building after that time. To gain access, come to the front entrance and talk with the Administrative Assistant for entry.

All visitors entering Franklin Center grounds on programming days between 8:00 a.m. and 4:30 p.m. must register at the Main Office.

To prevent intruders on campus, **Franklin Center** administrators will keep doors secure, require sign-in sheets for visitors and use cameras and staff to monitor entryways. In the event of an intruder, **Franklin Center** will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect participants and faculty/staff.

**Please do not call in during an emergency, as it may tie up phone lines. We will send regular messages through our Emergency Communication System, BrightArrow Technologies.**

### INTERNAL SAFETY AND DYSREGULATION (SAFETY CHECKS)

- ❖ Safety Check calls are initiated when a child is having difficulty with self-regulation and support is needed from employees.
- ❖ **Classroom**
- ❖ Safety Check Level 1 - Staff has concerns and/or needs support: Behavior Department member to check in with staff to observe and coach.
- ❖
- ❖ Safety Check Level 2 - Staff has concerns a child is starting to display dysregulation and may need a Behavior Team member to take over: Behavior Department goes immediately to clientele.
- ❖ **Therapy**
- ❖ Safety Check Levels 1 & 2 - Walkie Treatment Lead
- ❖ Safety Check Levels 3 and 4 are used when child is having difficulty with self-regulation with potential or actual damage to the safety of child(ren), staff, or physical assets of the building.
- ❖ Crisis Team Safety Check Level 3 - Child dysregulated - other clientele or property in danger - child unable to be redirected by staff: Crisis Team responds immediately and

calls non-emergency police number if appropriate (#'s on the front cover on Emergency Packets). Staff involved in the incident to determine if the incident is a Lockdown or Clear the Halls.

- ❖ **Crisis Team Safety Check Level 4-** Child dysregulated - other clientele or property in danger or severely injured: Crisis Team responds immediately and calls 9-1-1 if necessary. Staff involved in the incident to determine if the incident is a Lockdown or Clear the Halls.

Staff at Franklin Center are trained in “Nonviolent Crisis Intervention” techniques to ensure the safety and support of campers, clients, and participants. The Crisis Prevention Institute (CPI) was founded in 1980 and has trained over 10 million professionals using the “Nonviolent Crisis Intervention” program.

“Nonviolent Crisis Intervention” provides the framework for learning necessary skills and team strategies rooted in a philosophy that prioritizes “Care, Welfare, Safety, and Security”. The program does not provide a script or recipe for staff to follow in evolving crisis situations. The CPI program design and Training Process promote a person-centered approach for staff decision-making using problem-solving principles to prevent, defuse, or manage risk behavior by using least intrusive procedures such as non-threatening language and body language. The program offers intervention options to manage a wide range of complete behaviors but also prioritizes creating a culture of care ensuring that the rights of people are maintained.

## TRANSPORTATION

Transportation options for 2022-2023 will be posted on our website as information becomes available.

## CAMP BUS PROTOCOLS

Franklin Center is committed to transporting campers in a safe and orderly manner. To accomplish this, camp riders are expected to follow Franklin Center’s behavior policies, guidelines, rules, and Bus Safety Protocols listed below. A child unable to follow the bus safety protocols may be restricted from future Community-based Instruction until the child is able to demonstrate proper bus safety skills.

### **Bus Safety Protocols:**

- ❖ Stay away from the street, road, or highway when waiting for the bus.
- ❖ Wait until the bus stops before approaching the bus.
- ❖ After getting off the bus, move away from the bus.
- ❖ Follow the driver’s directions at all times.
- ❖ Remain seated facing forward while the bus is in motion.



- ❖ Talk quietly and use appropriate language.
- ❖ Keep all parts of your body inside the bus.
- ❖ Keep arms, legs, and belongings to yourself and out of the aisle.
- ❖ Do not throw any object inside or outside of the bus.
- ❖ Do not damage the Franklin Center bus.

## VISITORS

When you visit:

- ❖ **ALL VISITORS, including parents**, clients, and alumni, sign in and obtain a visitor badge. Please do not go directly into the building or classrooms.
- ❖ When leaving campus, please sign out.
- ❖ If you have come to do volunteer work, please sign in and out.
- ❖ Any prospective parents or other guests will be escorted by a staff member during their visit to Franklin Center.

Interaction with Staff:

- ❖ Franklin Center is committed to professional interaction with all visitors. In turn, all visitors, including parents of campers, are expected to conduct themselves appropriately and respectfully during observations and meetings with staff.
- ❖ If you are late or unable to participate in a pre-planned activity/event or meeting, please call the Franklin Center office at 952-737-6900, to notify the staff person involved.

## ANIMALS ON CAMPUS

The following policy has been established to provide for the health and safety of Franklin Center clientele, faculty, staff, and visitors. Except for the 'clean up after' portion of this policy, this policy does not apply to **registered service animals**.

- ❖ **Animals of any kind, including pets**, are only allowed on campus for programming-authorized purposes such as a class instructor-planned learning experience. In all cases, the class instructor will obtain authorization from the Principal in advance.
- ❖ While on Franklin Center property, the pet/animal must be on a leash, in a cage, and/or under the owner's control at all times.
- ❖ The owner must also have a means to clean up after the pet, specifically; the owner will remove any fecal matter left by the pet/animal. Cleanup should be thorough enough so as to generate no additional work for the maintenance staff or inconvenience members of the Franklin Center community or visitors.
- ❖ Animals who accompany their owners through the carpool line must stay in the car with their owners.

## OUTSIDE SERVICES

Camper's specialists and therapists who do not work for or have a contract with Franklin Center may see a student before, during, or after programming in their own therapy clinic. Exceptions may be made on an individual basis for therapies not provided at or by Franklin Center.

### **TRAFFIC SAFETY**

Please drive slowly in and around Franklin Center and the parking lots. There is pedestrian traffic that crosses between our parking lot and the building. If coming into the building, park in a parking space. Please do not leave your car unattended in front of the entrance.

### **SUPERVISION OF STUDENTS ON FRANKLIN CENTER GROUNDS**

Monday through Friday, while students are attending Camp Franklin and during official Franklin Center-sponsored extracurricular activities, Camp Franklin participants are under the supervision of Camp Franklin personnel. Campers are not allowed in the building, the gym, or the grounds without the supervision of a parent, class instructor, coach, or sponsor, before or after hours.

### **STUDENTS LEAVING THE SCHOOL GROUNDS**

Franklin Center staff is not responsible for campers leaving the Franklin Center building or property without being escorted by a staff or family member. Staff will attempt to keep the child within their sights but are unable to leave the property. The Golden Valley police will be called. Parents/Guardians will be contacted for an immediate pick-up.

### **REPORTING CHILD ABUSE**

Minnesota Statute 626.556 requires class instructors, BTs, staff, and organization officials who **suspect** the physical, emotional, or sexual abuse or neglect of a child to report their suspicion to Child Protective Services.

Franklin Center class instructors, BTs, and officials will immediately report any suspicions of abuse or neglect to the proper agency for investigation.

Franklin Center Administration must permit agents from Child Protective Services (CPS) to interview a child at camp if requested. Franklin Center employees are not required to notify parents that CPS is interviewing a child. A Franklin Center Administrator may remain with the child during the interview if requested by the child and allowed by CPS.

### **REPORTING CAMP-RELATED ACCIDENTS**

Any significant (requiring more than minor first aid) accident occurring at Franklin Center will be documented on the appropriate accident form. The parent or emergency contact person will be notified as soon as possible.

## **SOCIAL MEDIA**

Although we want to acknowledge our participants' accomplishments, please refrain from using names on the Franklin Center Facebook page, Twitter feed, etc.

## **BACKGROUND CHECKS**

### **The state of Minnesota and Franklin Center require the following:**

Persons who have supervisory positions over children shall undergo a criminal background check for a record of criminal offenses. Minnesota Statute 123B.03. All Franklin Center staff: Faculty (class instructors, BT's), administration, extracurricular activity coaches or instructors, specialists, volunteers, and interns will undergo this background check.

## **FRANKLIN CENTER WEAPONS POLICY**

The purpose of this policy is to ensure a safe camp environment for children, staff, and the public. No camper or non-camper, including adults and visitors, shall possess, use or distribute a weapon when in a programming location.

A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. No participant shall possess, use or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including, but not limited to, weapons that are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No participants shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

"Programming Location" includes a Franklin Center building, grounds, Franklin Center camp activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from Franklin Center premises or events, and all Franklin Center-related functions.

"Possession" means having a weapon on one's person or in an area subject to one's control in a programming location. A camper who finds a weapon on the way to camp or in the Franklin Center building, or a camper who discovers that they accidentally have a weapon in their possession and takes the weapon immediately to the Principal shall not be considered to possess a weapon.

## **CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION**

Franklin Center takes a position of "Zero Tolerance" in regard to the possession, use, or

distribution of weapons by participants. Consequently, the minimum consequence for campers possessing, using, or distributing weapons shall include:

- ❖ immediate out-of-camp suspension;
- ❖ confiscation of the weapon;
- ❖ parent notification; and potential notification of police;
- ❖ recommendation of dismissal for not to exceed one year. (Pursuant to Minnesota law, a student who brings a firearm to school, as defined by federal law, will be expelled for at least one year. The Franklin Center Board of Trustees may modify this requirement on a case-by-case basis.)

#### ***POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS***

Camp Franklin takes a firm “Zero Tolerance” position on the possession, use, or distribution of weapons by campers, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by campers. Equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons by campers. However, when authorized instructional and work equipment (e.g. pencils, scissors) and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### ***ADMINISTRATIVE DISCRETION***

While Camp Franklin takes a “Zero Tolerance” position on the possession, use, or distribution of weapons by campers, Franklin Center administration may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Legal References: Minn. Stat. §§ 127.26-127.39. (Pupil Fair Dismissal Act), Minn. Stat. § 127.282 (expulsion for possession of firearm), Minn. Stat. § 127.48 (referral to police), 18 U.S.C. § 921 (definition of firearm)

## **CRISIS PLAN**

Franklin Center is required to have a crisis plan which includes an alternate place where students may be taken in the event of a natural disaster that renders the presence of participants in the camp unsafe. For Franklin Center, the designated alternate place is Zeman Construction, 8900 10th Ave N, Golden Valley, MN 55427: 763-398-8900 | Direct: 763-398-8934 | Cell: 612-384-0492

If the entire property is uninhabitable the designated alternate will be:  
Calvary Church, 7520 Golden Valley Rd, Golden Valley, MN 55427 - 763.231.2959 direct.

In the event of a crisis, you can be assured we will do our best to notify you of our situation

and:

- ❖ Stay Calm and Address Campers Concerns
- ❖ Limit Access to Media Outlets (e.g. television)
- ❖ Answer Campers Questions Honestly
- ❖ Caution Campers Not to Speculate or Exaggerate Graphic Details

## COMMUNICATION

### EMAIL COMMUNICATION

Communication is very important to the staff at Franklin Center. It is our goal that every email we receive will be answered within 24 school hours. If you need a quicker response, please call the school and leave a voicemail for your child's class instructor. The class instructor's programming day is considered 9:00 am – 3:00 pm. If there is an emergency or you need an immediate response during the day, please email the office at [office@franklinmn.org](mailto:office@franklinmn.org) or call Franklin Center: 952-737-6900.

### FRANKLIN CENTER WEBSITE

Franklin Center has a comprehensive website - [www.franklinmn.org](http://www.franklinmn.org). On the website, you can:

- ❖ View the Franklin Center Calendar and Special Events
- ❖ Donate to Franklin Center
- ❖ Find Registration Forms
- ❖ Receive Special Announcements
- ❖ Receive Ongoing Information
- ❖ Find resources for community outreach, post-secondary options, affiliate and partner organization events and much more.

### PROGRESS REPORTS AND CONFERENCES

**Progress Reports** are issued at the end of summer session II for students completing the whole 6 weeks of Learn2Learn or Parliament.

Special conferences can be scheduled as needed. If you wish to meet with your child's class instructor, please call the Franklin Center office at 952-737-6900.

### STUDENT RECORDS AND DISCLOSURE

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information, but parents may request the school not disclose this information. Parents must contact the office ([office@franklinmn.org](mailto:office@franklinmn.org)) to opt out of disclosing their student's directory information.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Each student's academic program is confidential, and we are unable to discuss any student's situation with anyone other than said student or their parents.

### COMMUNICATION WITH NON-CUSTODIAL PARENTS



All custodial parents will submit a **notarized copy of the custody section** of the divorce decree to Franklin Center upon enrolling their child. This document is needed to protect the legal rights of the custodial parent and child. Franklin Center will not permit non-custodial parents to visit a child at camp or pick them up during or after camp unless the custodial parent gives written permission.

Franklin Center is required to follow the law regarding the rights of non-custodial parents regarding their right to see academic and disciplinary records and to talk to Franklin Center administrators and faculty regarding their child's progress. Franklin Center is not required to contact the custodial parent if the noncustodial parent requests such information.

In special cases where a court order states that the non-custodial parent has no right to information about their child, the **custodial parent must present a copy of the document** to the Principal to be kept on file. Franklin Center authorities have the right to ask the non-custodial parent to confirm this arrangement with the custodial parent.

**It is the responsibility of parents to keep the Camp Franklin informed of special family arrangements with regard to the custody of the child. Parents should not assume that Camp Franklin is aware of court orders regarding custody.**

### **CHANGE OF CONTACT INFORMATION**

**It is very important** that we have accurate contact information for all of our campers' parents, stepparents, and/or guardians. If you have a change of address, phone, email address, marital status, or any other important information, please notify Franklin Center ([office@franklinmn.org](mailto:office@franklinmn.org) or 952737-6900) immediately.

### **PARENT CONDUCT**

We strive to be partners in the education and personal growth of all participants. Parents are instrumental and indispensable in that endeavor. To achieve our collective goals, we expect parents to be supportive, respectful and committed to the child's educational and behavioral growth. All parents are expected to abide by the Social Media policy, the Bullying/Harassment Policy, the Application and Enrollment Contracts, and this Camp Franklin Handbook.

Repeated violation by a Parent of any of the Franklin Center's policies constitutes grounds for dismissal as set forth in the Enrollment/Finance Section of this Camp Franklin Handbook.

### SIX IMPORTANT TIPS FOR PARENTS (<https://www.thoughtco.com/important-school-tips-for-parents-3194410>)

1. Be supportive - Voice your support not only of the teacher/case manager but of the school as a whole. If you have concerns, please bring them to the case manager first.
2. Be involved and stay involved - Children are smart and intuitive. When they see their parents taking a step back in their involvement, most children will start to slack off too.
3. Do not bad-mouth the teaching staff in front of your child - Nothing undermines the authority of teaching staff any faster than when a parent talks badly about them in front of their child.
4. Follow through - Children respond to structure and discipline. If your child makes a mistake, then there should be consequences at school and at home. This will show the child that both the parent and school are on the same page.
5. Do not take your child's word for the truth - Children often leave out crucial facts. Please call and request a meeting to calmly clarify any concerns. Parents and case managers who stay on the same page and work together will benefit the student greatly.
6. Do not make excuses for your child - help us hold your child accountable. We will come alongside your child and teach adaptive behaviors, but the maladaptive behaviors must be acknowledged first.

## GRIEVANCE PROCEDURES

In our day-to-day communication with families, we strive to resolve issues as they come up. However, from time to time, a family may feel that an issue has not been satisfactorily addressed or resolved and may wish to pursue the matter further. It is Franklin Center's goal to respond to concerns and problems as soon as possible.

All grievances should be addressed initially at the level closest to the event in an effort to achieve a resolution. Any person having a disagreement with a faculty or a staff member should make every attempt to settle the problem **with that person**. Should it not be settled, the person should go to the Principal to seek a resolution.

If unresolved there, parents may contact the Executive Director. If the issue continues to be a concern, Franklin Center's Board Chair receives and investigates the grievance. It is necessary for the success of all those involved at Franklin Center to always seek resolution within the working framework of the organizational structure.

## ENROLLMENT/FINANCE

### TUITION PAYMENTS AND SCHEDULES

All payments must be submitted prior to the start of the Camp Franklin program.

Current Students: All payments and options are scheduled and made through your family's online tuition account or through the Franklin Center website. See your account for details. Contact Allison Barosko at [Allison.Barosko@franklinmn.org](mailto:Allison.Barosko@franklinmn.org) for personalized payment plan options.

New Campers: Contact Allison to choose a payment option. Payment options include a check or credit card payment.

### WITHDRAWALS AND DISMISSALS

The Parent(s) is responsible for all tuition and fees for the entire period of enrollment of Camp Franklin programming. Franklin Center will not refund, discount, or excuse any tuition or fees in the event of absences, withdrawal, or dismissal at any time. This provision applies regardless of whether the tuition or fees have been paid or are due to be paid.

- ❖ Franklin Center may immediately dismiss the child at any time if, in the sole discretion of the Principal, any of the following occur:
  - The child or the parent violates any of Franklin Center's written standards, policies, rules or regulations including, but not limited to, the rules and regulations that are set forth in Franklin Center's Camp Franklin Handbook;
  - The child or the parent engages in conduct that disrupts the right of others to an education or the right of others to participate in any Franklin Center sponsored activities;
  - The child or parent engages in conduct that disrupts the ability of Franklin Center personnel to perform their duties;
  - The child or parent engages in conduct that threatens or endangers the child or other children, surrounding persons, or the property of Franklin Center;
  - The child or parent engages in criminal activity or is charged with a serious criminal offense;
  - The child or parent is threatening, or verbally or physically abusive toward staff;
  - The parent refuses a written request from the Principal to cooperate with Franklin Center's efforts to educate the child;
  - The parent files for bankruptcy or notifies Franklin Center that they do not intend to make a required tuition payment;
  - The child or the parent acts inconsistent with the basic educational mission of Franklin Center;
  - Franklin Center is not suitable to meet the needs of the child or the demands of the parent; or
  - The parent fails to make timely payment of all tuition and fees due under this contract.

The parent and the child agree that the Executive Director or Principal is the final arbiter of whether the grounds for dismissal have been met. If Franklin Center dismisses the child based explicitly on the grounds specified above, the parent will be responsible for tuition that would otherwise become due after the date of dismissal for the entire enrollment period.

### **TUITION ASSISTANCE**

Limited Tuition Assistance is available for Camp Franklin programming. Priority will be given to campers applying by April 1. If you are interested in applying for tuition assistance for the summer, please send an email to [enrichment@franklinmn.org](mailto:enrichment@franklinmn.org)

There is no cost to apply.

### **APPLYING FOR TUITION ASSISTANCE**

- ❖ Any family may apply for need-based Tuition Assistance.
- ❖ Families must re-apply for Tuition Assistance each summer.
- ❖ Tuition assistance will vary based on the availability of money raised and the number of current families requesting assistance.

### **TUITION ASSISTANCE AWARDS**

- ❖ Tuition Assistance requests are confidential and will be reviewed on an individual basis by the Tuition Assistance Committee
- ❖ If Franklin Center awards a family Tuition Assistance, an updated contract noting the award amount and the reduced tuition balance will be sent to families.
- ❖ Maximum tuition awards of 50%.
- ❖ Tuition Assistance awards are given this priority order:
  - Current families already receiving Tuition Assistance
  - Current families seeking Tuition Assistance for the first time
  - Newly enrolled families

## FACULTY, STAFF AND BOARD MEMBERS

### FACULTY AND STAFF

Kim Snow, Executive Director, is responsible for all dimensions of Franklin Center's operations, including leadership and management of curriculum, communications, budget, facilities, development, planning, and faculty/staff supervision. If you have questions, please feel free to contact her at: [kim.snow@franklinmn.org](mailto:kim.snow@franklinmn.org) or 952-737-6900. See our [website](#) for our staff directory.

### BOARD OF TRUSTEES

The Board of Trustees has the responsibility for setting Franklin Center policy and maintaining the organization's financial health in collaboration with the administration. It manages the present needs of the organization while at the same time planning for the future and always remaining faithful to the organization's mission. Franklin Center's Board of Trustees plays an active, strategic role in the affairs of Franklin Center, with the organization's daily operations in the capable hands of the administrative team.

Questions or concerns related to the Board of Trustees should be directed to the following email addresses below.

Chair	Bob Tift	<a href="mailto:boardchair@franklinmn.org">boardchair@franklinmn.org</a>
Vice-Chair	John Higgins	<a href="mailto:boardvicechair@franklinmn.org">boardvicechair@franklinmn.org</a>
Secretary	Teri Crosby	<a href="mailto:boardsecretary@franklinmn.org">boardsecretary@franklinmn.org</a>
Treasurer	Pat Mulvihill	<a href="mailto:boardtreasurer@franklinmn.org">boardtreasurer@franklinmn.org</a>

PLEASE SEE THE FRANKLIN CENTER WEBSITE FOR THE MOST UP-TO-DATE LISTING OF THE BOARD MEMBERS (FRANKLIN CENTER/ABOUT/BOARD OF TRUSTEES).

## APPENDICES

### APPENDIX – A: MINNESOTA DEPARTMENT OF HEALTH IMMUNIZATION REQUIREMENTS

Campers entering Camp Franklin must be in compliance with the Minnesota State Immunization Law. You must submit an up-to-date immunization record to Camp Franklin. Below are the requirements and a link to a form you can take to your clinic.

#### Are Your Kids Ready?

Minnesota's Immunization Law

Immunization Requirements		Use this chart as a guide to determine which vaccines are required to enroll in child care, early childhood programs, and school (public or private). Find the child's age/grade level and look to see if your child had the number of shots shown by the checkmarks under each vaccine. The table on the back shows the ages when doses are due.			
		Birth through 4 years Early childhood programs & Child care	Age: 5 through 6 years <sup>3</sup> For Kindergarten	Age: 7 through 11 years For 1 <sup>st</sup> through 6 <sup>th</sup> grade	Age: 12 years and older For 7 <sup>th</sup> through 12 <sup>th</sup> grade
Hepatitis A (Hep A)		✓			
Hepatitis B (Hep B)		✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B <sup>7</sup> ✓✓✓
DTaP/DT		✓✓✓✓	DTaP/DT <sup>4</sup> ✓✓✓✓	✓✓✓ tetanus and diphtheria containing doses <sup>6</sup>	✓ Tdap <sup>8</sup> & at least 2 tetanus and diphtheria containing doses
Polio		✓✓✓	Polio <sup>5</sup> ✓✓✓	Polio ✓✓✓	Polio ✓✓✓
MMR		✓	MMR ✓	MMR ✓	MMR ✓
Hib		✓			
Pneumococcal		✓✓✓✓ <sup>1</sup>			Meningococcal <sup>9</sup> ✓ & booster
Varicella		✓ <sup>2</sup>	Varicella ✓✓ <sup>2</sup>	Varicella ✓✓ <sup>2</sup>	Varicella ✓✓ <sup>2</sup>
Immunizations recommended but not required:					
Influenza Annually for all children age 6 months and older					
Rotavirus For infants					Human papillomavirus At age 11-12 years
<sup>1</sup> Not required after 24 months. <sup>2</sup> If the child has already had chickenpox disease, varicella shots are not required. If the disease occurred after 2010, the child's doctor must sign a form confirming disease. <sup>3</sup> First graders who are 6 years old and younger must follow the polio and DTaP/DT schedules for kindergarten. <sup>4</sup> Fifth shot of DTaP not needed if fourth shot was after age 4. Final dose of DTaP on or after age 4. <sup>5</sup> Fourth shot of polio not needed if third shot was after age 4. Final dose of polio on or after age 4. <sup>6</sup> Need proof of at least three tetanus and diphtheria containing doses. If up to date on DTaP/DT series, no additional doses needed. <sup>7</sup> An alternate two-shot schedule of hepatitis B may also be used for kids age 11 through 15 years. <sup>8</sup> One dose of Tdap is required beginning at 7th grade. Also need proof of at least two tetanus and diphtheria containing doses (DTaP/DT/Td). If a child received Tdap prior to 7th grade, another dose of Tdap is not needed. <sup>9</sup> One dose is required beginning at 7th grade. The booster dose is usually given at 16 years.					
Exemptions		To enroll in child care, early childhood programs, and school in Minnesota, children must show they've had these immunizations or file a legal exemption.			

**In Addition**

Campers entering 12<sup>th</sup> grade for the 2023 camp year need to have documentation or a legal exemption for the booster dose of the meningococcal vaccine (Most children received the initial dose of this vaccine when they entered 7<sup>th</sup> grade).

Teenagers and young adults are at higher risk for meningococcal disease. This dose is important to make sure they are fully protected through their highest-risk years.

Please schedule an appointment with your child's healthcare provider to get this vaccine or get a legal exemption before camp starts. Ask your healthcare provider if you are eligible to receive free or low-cost vaccinations if you are concerned about costs.

For a current copy of your teen's vaccination record, call the Minnesota Immunization Information Connection (MIIC) at 651-201-3980.

For more information on meningococcal disease, go to Meningococcal Disease Basics ([www.health.state.mn.us/diseases/meningococcal/basics.html](http://www.health.state.mn.us/diseases/meningococcal/basics.html)) on the Minnesota Department of Health (MDH) website.

If you need exemption information, the Immunization Form ([www.health.state.mn.us/people/immunize/basics/imzform.pdf](http://www.health.state.mn.us/people/immunize/basics/imzform.pdf)) is available on the MDH website.



APPENDIX B: – PARKING MAP AND CARPOOL DIAGRAM FRANKLIN CENTER

## Parking Map

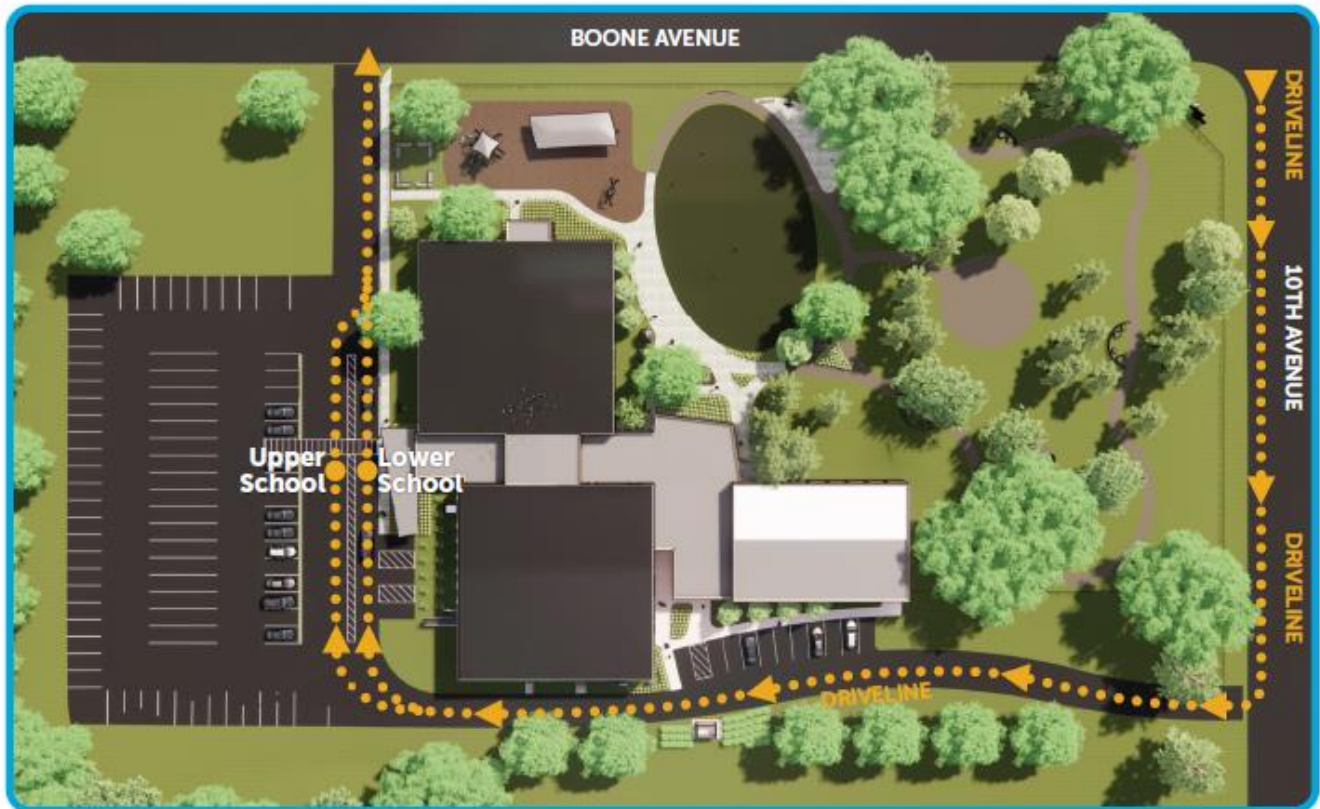
Drop-Off: 8:00am Pick-up 3:10pm





## Drop-Off and Pick-up Map

Drop-Off: 8:00am Pick-up 3:10pm



1001 Boone Avenue North | Golden Valley, Minnesota 55427