



# EDUCATIONAL LEARNING CENTERS

## **2021-22** **General Information**

Services provided under  
SWWC Service Cooperative

ELC – Cosmos  
320 North Saturn Street, Suite A  
Cosmos, MN 56228  
320-877-7074

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## Welcome

On behalf of our staff, I take pleasure in welcoming you to ELC – Cosmos. I encourage you to take advantage of the social, emotional, academic and work based learning opportunities that are available for student(s) and families based on student individual goals.

Students are expected to set goals, work hard, and do quality work. All students will learn essential academic and social skills. The importance of a home and school partnership as well as regular school attendance is critical for your student(s) success. All staff at ELC – Cosmos are dedicated to making this school year successful!

Dawn Holtz  
Site Administrator  
[dawn.holtz@swwc.org](mailto:dawn.holtz@swwc.org)

## **Policies**

All agencies, parents, and students will follow the policies outlined in SWWC's student policies manual. This manual is available for review in the ELC – Cosmos office as well as on the SWWC website at [www.swwc.org/elc](http://www.swwc.org/elc).

## **Purpose**

At ELC – Cosmos, our purpose is to provide a highly effective social and emotional learning and academic program for students with disabilities and to provide support for their families.

## **Philosophy**

The mission of ELC – Cosmos is to provide an education in a safe, nurturing environment that fosters the highest level of independence to prepare our students for their future endeavors.

## **Emergency Closing Information**

### **JMC Message Center**

JMC Message Center is an essential tool for notification and communication. Within the minutes of an emergency, school officials can use JMC Message Center to deliver a single, clear message to the student' parents or guardians by telephone, cell phone, or e-mail in any combination. JMC Message Center will also be used to notify you of a school closing due to inclement weather.

Information regarding the JMC Message Center and how families can manage their JMC Messenger preferences and set up their JMC Messenger account is included in your student's information packet. Please read this information carefully and take the time to set up your account.

### **Media Outlets for Weather-Related Announcements**

- WCCO Television Channel 4-WCCO.COM (Twin Cities)
- KSTP 5 Television Channel – KSTP.COM (Twin Cities)
- FOX 9 Television Channel – MYFOXTWINCITIES.COM (Twin Cities)
- KARE 11 Television Channel -KARE 11.COM (Twin Cities)
- Q102 FM-KWLM 1340 AM-K100 FM (Willmar)
- KARP FM 106.9 & AM 1260 (Hutchinson)

### **Closing School During the School Day**

When school is closed after the school day has begun, each home school district will be notified by the ELC – Cosmos office. The home school district is responsible to contact the student's transportation provider. We expect transportation for the student to be sent as soon as possible. The announcement will also be aired on the media outlets listed above.

### **Closing School Before the School Day Begins**

The decision to delay or close school will be made by 6:30am and will be aired on the media outlets listed above. Home school districts and/or transportation providers will **NOT** be contacted on an individual basis.

### **Student's Home District Cancels School**

If the student's home district cancels school, then the student should **not** be transported to ELC – Cosmos. We would appreciate a telephone call from the home school district so we are not expecting the student at school. If the student's home district closes school during the school day, the staff at ELC – Cosmos should be notified and transportation should be sent for this student immediately. In the situation where classes are held at ELC – Cosmos and cancelled in the student's home district, the student will be given an *excused* absence.

### **Snowed In**

In the event the weather is such that students cannot be transported from ELC – Cosmos to their homes, the students will stay in the school with the staff. The staff has a list of residents of the City of Cosmos who are willing to help us with meals, blankets, etc. if this situation occurs.

Communication is the key when inclement weather occurs. You may contact Chelsey Frericks at the ELC – Cosmos office (320-877-7074) if you have any questions.

## **Lunches**

ELC – Cosmos contracts with ACGC Public Schools to plan, prepare, and cook meals for our students. Families will be charged for any meals that are served to their child. Depending on your family income, you may qualify for free/reduced meals. At the beginning of the school year or during mid-year enrollment, families will be asked to submit the Application for Educational Benefits form. This application form will be turned into the ELC – Cosmos office and eligibility status will be determined. Lunch status will take effect on the day the application is received and processed. Any balances accumulated prior to this date, will be your financial responsibility. Please see information below for payment and meal pricing.

- Checks should be written out to ACGC ISD #2396
- Turn payment in to the ELC – Cosmos office.
- Please write Attn: Lunch Money on the envelope.
- Current meal prices are listed on the ACGC website at [www.acgcfalcons.org/foodservices](http://www.acgcfalcons.org/foodservices).

Students will be expected to conduct themselves appropriately during their lunchtime and are also required to clean up their own dishes and eating areas. Monthly menus will be posted in the classrooms, paper copies will be sent home with students and you can also find a pdf version on our website ([www.swwc.org/elc](http://www.swwc.org/elc)). We encourage students to review the breakfast and lunch menu and bring a lunch from home if a meal does not appeal to them. A refrigerator is available for students to use for lunches brought from home.

If your student(s) has any specific dietary needs due to medical and/or religious views, please let Chelsey in the ELC – Cosmos office know so she can inform ACGC Public Schools.

### **Food and Beverages**

Other than a packed lunch, students are not allowed to bring food and beverages into the school building. Students are encouraged to bring empty water bottles to school to be filled with water to drink during the school day.

### **Law Enforcement**

In the case of an emergency situation, local authorities will be contacted immediately by ELC – Cosmos staff. Parents will be notified after authorities have determined that the situation is under control and all personnel are safe. If any special circumstances need to be made, this discussion must be held at an IEP meeting with all team members present.

