

Westonka Adventure Club Programs Family Handbook



A Program of Community Education and Services

Westonka Public Schools
5901 Sunnyfield Road East,
Minnetrista, MN 55364



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GENERAL INFORMATION

WELCOME TO ADVENTURE CLUB

We are glad that you have chosen District 277 for your childcare needs. Adventure Club programs are sponsored by the Community Education Department of Westonka Public Schools. This family handbook outlines the Adventure Club programs, policies, and procedures. Please know that Adventure Club reserves the right to amend its policies and procedures at any time. Program staff will update the Adventure Club Family Handbook in a timely manner in the case of any policy and/or procedure changes.

MISSION

Adventure Club's mission is to create a relaxed, trusting atmosphere where children are encouraged to pursue their own interests, develop friendships, grow in independence, and show respect for themselves and others. Adventure Club provides support to families by offering a safe, nurturing, and enriching environment for children during regular school hours or when school is not in session.

COMMUNITY EDUCATION CONTACT INFORMATION

Community Education Office

5901 Sunnyfield Road East

Minnetrista, MN 55364

952-491-8040

www.westonkace.org - registration

www.westonka.k12.mn.us/domain/172 - CE Homepage

Child Care Coordinator

Ashley Tupper

tuppera@westonka.k12.mn.us

952-491-8046

Program Support Specialist

Michelle Cheney

cheneym@westonka.k12.mn.us

952-491-8060

PROGRAM DESCRIPTION

Adventure Club offers a safe, nurturing environment staffed by educated and experienced professionals. High quality care has been shown to not only provide a safe place for children and help working families, but also to increase academic achievement and improve school attendance. Adventure Club is a balanced, high quality program which includes opportunities for recreation, social skill development, basic skills reinforcement, and academic enrichment. Participating children have many opportunities to provide input into the types of activities that are available as well as the physical environment created before and after school.

PROGRAM COMPONENTS AND HOURS

Preschool & K-4 Adventure Club programs run Monday – Friday. Adventure Club calendars will be provided to families at the start of each school year.

K-4 School year program begins the first day of school and concludes the last day of school.

Program Option	Time
Before School	6:30am – start of the school day
After School	End of the school day – 6:00pm

Preschool school year program typically begins a few days after the K-12 school year starts and concludes approximately one week earlier. School’s Out Days will be offered for families that need care on these days.

Program Option	Time
Morning	6:30 am until the start of AM Preschool
Afternoon	End of PM Preschool until 6 pm
Half Day Opposite, Morning Preschool	End of AM Preschool until 6 pm
Half Day Opposite, Afternoon Preschool	6:30 am until the start of PM Preschool
Full Day Opposite, Morning Preschool	6:30 am until the start of AM Preschool and after AM Preschool until 6 pm
Full Day Opposite, Afternoon Preschool	6:30 am until the start of PM Preschool and after PM Preschool until 6 pm
Non Preschool Day	Day that child does not attend Preschool

SCHOOL’S OUT DAYS

Offered on most school release days from 6:30 am - 6:00 pm. School’s Out Days offer a variety of onsite activities and field trips. Registration will be available online and is separate from school year registration. These are indicated in **peach** on our Adventure Club calendar.

SUMMER PROGRAMS

The following Adventure Club programs are offered during the summer months:

- **Preschool Adventure Club**
 - Preschool aged children must also be accepted into a Westonka Community Preschool program
- **Grades K-4: Adventure Club**
- **Grades 5-7: Grand Finale** (in order for the program to run we will need to reach a minimum number of children per day).

Programs begin approximately 2-3 days after the school year ends and conclude one week prior to

the start of the school year.

For more information regarding our Summer programs, please see page 13.

HOLIDAYS

Adventure Club is closed on major holidays. Tuition fees are not assessed when Adventure Club is closed in observance of a nationally recognized holiday.

SCHOOL CLOSINGS/DELAYS

The following is our policy if Westonka Schools should close or delay:

- If school is closed, Adventure Club will also be closed.
- If school is delayed by two hours, Adventure Club will open 2 hours late at 8:30 am.
- If school dismissed early, Adventure Club will remain open for no more than 2 hours after school closes.

COMMUNITY EDUCATION ENRICHMENT CLASSES

Adventure Club participants are welcome and encouraged to participate in Enrichment courses throughout the school year. A variety of youth enrichment classes are offered during the year at both primary sites. You may sign your child up for these classes through Eleyo. Adventure Club staff will walk them to their class if they are in the same building and parents have filled out a Community Education Activity Form, which is located at the parent table. You will still be responsible for your daily Adventure Club fee if your child attends any portion of Adventure Club. If you need to submit a schedule change for your child, you must do so through your child care account in Eleyo. Enrichment classes can be found in the Westonka Community Education Catalog's year as well as online at www.westonkace.org. Any further questions regarding Enrichment classes can be directed to the Community Education Main Line 952-491-8040.

APPAREL/DRESS

We are very active in the Adventure Club program and therefore spend a lot of time outdoors whenever possible. Please be sure that children are prepared to go outside every day, unless temperatures or weather prohibits. Children may be required to wear the following outside:

- Coat
- Snow pants
- Boots
- Hat & Mittens

Please refrain from sending your child in flip flops as they do not provide adequate foot protection. Closed toed shoes are required for play in the Gym and outdoors.

STAFF

Adventure Club staff consists of Site Supervisors, Assistant Site Supervisors, Program Assistants, and Program Aides. Our primary responsibility is the safety, development, and happiness of the children in our care. The following is our children/staff ratios. Ratios are typically lowered when we are attending a field trip:

- Preschool: 10 children to 1 staff
- Kindergarten—4th grade: 15 children to 1 staff

- 5th – 7th grade: 15 children to 1 staff

SPECIAL NEEDS

Our program is very busy and an active environment with multiple free-choice activities. Sites have many children enrolled and noise and activity level is high. We are based in the elementary schools with limited space. Such a busy and loud environment may not suit the needs of all children. Please notify us of your child's need prior to enrollment. A meeting and Action Plan may be necessary to determine how/if we can meet your child's needs. We are not designed to provide one on one care. All children must be fully toilet trained to attend our programs.

EXCHANGE OF INFORMATION

Information may be exchanged between Adventure Club staff and school personnel for the safety and health of your child and/or information that would be beneficial for your child while they are in our care.

CHILD PROTECTION

We are mandated by law to report all suspected physical, emotional and sexual abuse and/or neglect of children.

FAMILY COMMUNICATION

Communication between home and Adventure Club is important to the success of children in our program. Please feel free to share any information that may affect your child's time in Adventure Club with staff at any time. If you need to share important confidential information about your child please call, email, or set-up a meeting with the Site Supervisor or Child Care Coordinator.

If any concerns about the Adventure Club Program or staff arise please set up a time to discuss the issue with the Child Care Coordinator.

PARENT TABLE

Adventure Club has a parent table at each site. At the parent table you will find a daily sign in and out sheet, Community Education activity forms, vacation/sick day request forms, School's Out Day information, and other important family information that pertains to each specific Adventure Club site. We ask that families read any announcements that are posted on the parent table as this is one of the ways we communicate site specific and program updates with you!

DAILY SIGN IN/OUT

You or one of your authorized pick-ups will need to sign your child in and out of the program each day. The sign in and out sheet is located at the parent table. Sign-in/out information assists the program in accurately tracking attendance, documenting individuals that have had access to children and the building. Children must be signed in and out daily by one of their listed "authorized pick-ups". Adventure Club staff are unable to release children to walk or ride a bike home.

No person will be allowed to sign a child out who:

- has not been named as an authorized pick-up
- cannot verify identity with proper photo ID
- is under the influence of alcohol or drugs
- is under the age of 16

AUTHORIZED PICK-UPS

Adventure Club will not release children to anyone who is not listed as an “authorized pick-up”. Parents/guardians must add individuals as authorized pick-ups via their online account. All individuals who are listed as authorized pick-ups should be prepared to show a picture ID until the individual becomes familiar to staff. This includes a child’s parents/guardians. If an individual who is not listed as authorized will be picking your child up, please call or email to inform Adventure Club staff of the change. Safety is our number one concern!

COURT ORDERS

Adventure Club is obligated to release children to either parent unless otherwise informed by a court order. A copy of the court order should be provided by the family to the Child Care Care Coordinator once a contract as been accepted. Program staff will follow the custody arrangements outlined in the court order provided. Adventure Club will not be involved in custody or parenting time disputes between parents. We will not keep track of each parents “parenting schedule’ and who has physical custody on a given day.

ENROLLMENT AND REGISTRATION

REGISTRATION

Available online at www.westonkace.org. You must register a child care contract for your child for each new season (School Year, Summer) and pay the designated registration fee. Registration fees are non-refundable and due at the time your contract is accepted. We require a week’s notice for any new contract. In order for registration to be processed, you must complete the following:

- Completed online account/contract including emergency contact information, authorized pick-ups, allergies, medications, and any special needs
- Non-refundable registration fee
- A valid and frequently checked e-mail address

If you do not have access to a computer, please contact the Child Care Coordinator at 952-491-8046.

Adventure Club reserves the right to delay enrollment due to the following conditions:

- the need to increase staffing
- the need to obtain additional information about the student
- non-payment of previous Adventure Club contracts or other Community Education charges

In the case of delayed enrollment, families will be notified in advance with a program start date.

Adventure Club reserves the right to deny Adventure Club services due to non-payment of previous Adventure Club or other Community Education charges.

PICK YOUR DAY SCHEDULES

Families who have a pick-your-day schedule must submit the days they need online by the 15th of the month prior (i.e. your schedule for October must be submitted by September 15th). No pick-your-day schedules will be accepted after the due date. Families in need of care after the monthly due date should request drop-in days for that month. Please remember that if you choose this schedule choice, you must pick a minimum of 8 days per month. Charges will be based upon the schedule submitted. Due to the already flexible nature of this schedule, no vacation/sick credit is available for this option.

CHANGE OF CONTRACT/WITHDRAWAL

Adventure Club requires a one-week notice for any schedule changes and/or withdrawals from the program. These changes should be submitted through your online Eleyo account or in writing to the Child Care Coordinator.

PROGRAM DISMISSAL

Adventure Club program staff reserves the right to terminate or deny a contract for child care services due to:

- non-payment of Adventure Club charges
- parent/guardian's inability to follow Adventure Club policies and procedures
- child's inability to adapt to Adventure Club rules

UPDATING INFORMATION

Parents/Guardians are responsible for keeping all enrollment information up to date. For safety and emergency purposes, it is extremely important that families update their Eleyo account information with any contact information (phone numbers, address, etc...), medical information, emergency contact information, authorized pick-up, etc... changes that occur.

SCHOOL'S OUT DAYS

Adventure Club provides full day care on days that regular school is not in session. On district holidays (days that are marked with an "H" on the district calendar), Adventure Club is closed. Please refer to the district calendar for more specific dates.

REGISTRATION

Flyers will be sent home with all children approximately 3-4 weeks prior to each School's Out Day. These flyers will contain more specific information regarding the day. Field trips are occasionally planned on these days. Cost is included in the daily fee. Registration for Adventure Club families should be completed online via your Eleyo account. Registration will close online 5 business days prior to the start of each set of days. Pending availability, late registrations will be accepted at the late fee rate (\$8 more per child/per day). Please contact the Child Care Coordinator or Program Support Specialist if you have missed the registration date and they will let you know if space is still available.

CANCELLATION

School's Out Days will be refunded up to 5 business days prior to the start of each set of days. Any cancellation requests after the deadline will not be refunded. Families who have enrolled and do not attend will still be charged for the day. You may use a vacation/sick day if you still have some available.

LOCATION

For children enrolled in Preschool Adventure Club, School's Out Days will be located at the Early Learning Center. For children in Kindergarten – Grade 7, School's Out Days will be located at Shirley Hills Primary.

FINANCIAL POLICIES

PAYMENT SCHEDULE

Adventure Club payments are due on the 15th of each month. You will receive an invoice from the Child Care Coordinator on or around the 10th of each month via email (unless you indicated paper invoice in your registration. Log into Eleyo at www.westonkace.org to view your account and make payments by credit card, check or savings account. You can also set up your account to be automatic withdrawal, which will occur on the 15th of each month. Families will be charged fees based on your child care contract.

LATE FEES

A \$25 late charge will be assessed to all accounts not paid in full. In the event that your account is past due, the Child Care Coordinator will contact you to arrange payment methods. If payment arrangements are not made, your child will not be allowed to attend Adventure Club until your account is paid in full. Outstanding accounts are turned over to a collection agency and the account owner will be responsible for all costs related to collections, including legal fees.

VACATION CREDIT

Consistent schedules will receive vacation credit that can be used on days that your child does not attend Adventure Club due to illness or vacation.

- 5 day a week schedules are allotted 5 days of vacation/sick credit
- 4 day a week schedules are allotted 4 days of vacation/sick credit
- 3 day a week schedules are allotted 3 days of vacation/sick credit
- 2 day a week schedules are allotted 2 days of vacation/sick credit

Please note the following policies regarding Vacation credits:

- The child must be absent from Adventure Club for the entire day (no 1/2 day requests).
- When the allotted days have been used, payment is required for any additional absences.
- If your contract is withdrawn and reinstated during the same season (school year and summer), you will not receive additional vacation days.
- Due to the already flexible nature of Pick Your Day schedules, no vacation/sick day credits are allotted to families with Pick Your Day schedules.

- It is your responsibility to fill out a request form in order to receive credit
*requests will not be accepted via email

LATE PICK UP FEES

Adventure Club closes promptly at 6:00pm. Families that arrive after 6:00pm will be charged a \$1/minute late fee for every minute after 6:00pm they are late. We ask that families call their child's site to communicate if they will be arriving late. Late fees will be assessed to your child care account and will be added to your next invoice.

In the case that a late pick up occurs Adventure Club staff will take the following steps:

- after 6:00 pm staff will attempt to contact the parent/guardian
- after 6:15 pm, if a parent/guardian has not been reached, staff will contact the child's emergency contact(s) to pick up the child
- after 6:30 pm, if a parent/guardian or emergency contact has not been reached, staff will contact the local police

A family may be dismissed from Adventure Club if late pickups become an ongoing issue. Please make the necessary arrangements to ensure that your child is picked up by 6:00 pm.

EMERGENCY CLOSING CREDITS

In the case that Adventure Club is closed due to an unforeseen emergency and/or snow day, all families registered for the session affected by the closure will receive a credit for the session's cost. A maximum of 3 days will be credited. In the circumstance that we were to have more than 3 emergency and/or snow days, families would be responsible for payment on these days. You may choose to use vacation/sick day credits if you still have them available.

SCHOOL SUSPENSION

In the case that a child is suspended from school, the child will be unable to attend Adventure Club effective immediately, for the duration of the suspension. Payment is required unless you choose to use vacation/sick credit for the time period.

MEDICAL & ILLNESS INFORMATION

ALLERGIES/CHRONIC HEALTH CONDITIONS

Parents/guardians are responsible for reporting all allergies and chronic health conditions at the time of enrollment. If your child has a medical condition that requires an action plan, the plan and any needed medication must be given to your child's Site Supervisor prior to their first day of Adventure Club. **Please inform site staff of all medical conditions and any additional information needed regarding the treatment of medical conditions should they happen to occur while your child is at Adventure Club.**

MEDICATIONS

Adventure Club can only administer prescription medications that are in their original prescription

bottle and will not cut or crush pills. A Medication Permission Form must also be filled out and signed by the parent/guardian in order for a staff member to administer medication. Adventure Club staff can administer over-the-counter medication such as Tylenol, cough syrup only after the parent/guardian has filled out and signed the Medication Permission Form. The parent must provide the medication in it's original container. We will follow the recommended dosage and directions on the medication container. We do not have a registered nurse on staff and therefore we are not able to administer any intrusive medications. We will not administer medication to mask symptoms of a fever.

ILLNESS

If your child appears to be ill while in our program, we will take their temperature to determine next steps. If your child has a temperature is 100 degrees or above, the staff will contact the parent/guardian and your child will need to be picked up. If the parent/guardian is not able to pick up the child within a reasonable amount of time, then a emergency contact person will be contacted next to pick up the child. If your child is not able to participate in our daily routine, a parent will also be contacted to pick up until they are well enough to return. A child should not attend Adventure Club with any of the following symptoms:

- Fever of 100 degrees Fahrenheit or higher before fever reducing medication. The child cannot return to Adventure Club until they are symptom free without fever reducing medication for 24 hours.
- Vomiting or diarrhea. The child cannot return to Adventure Club until they are symptom free for 24 hours.
- An undiagnosed rash or rash that is associated with a fever or behavior change
- A bacterial infection such as strep throat, ear infection, or impetigo. The child cannot return to Adventure Club until they have either been on antibiotics for 24 hours or are symptom free.
- Any contagious condition such as scabies, chicken pox, ringworm, hand foot and mouth disease, influenza, impetigo, pink eye, pinworm, strep throat. A child may not return to Adventure Club until they have been on antibiotics for 24 hours or a doctor's note has been received stating they are no longer contagious.
- Lice. The child cannot return to Adventure Club until treatment has been administered and there are no live nits.
- Any child who is unable to participate in program with reasonable comfort or who requires more care than staff can provide without compromising the health and safety of other children

FIRST AID & ACCIDENT REPORTS

Adventure Club staff are certified in First Aid, CPR, and concussion training. In the case of any injury, basic first aid will be administered. Any time first aid is administered parents/guardians will receive written notice via an Accident Report. This report will include how the child was injured, where they were when the injury occurred, and what steps were taken to care for the injury (ice pack, parent notified, emergency personnel contacted, etc). You will be given and asked to sign this report at either drop off or pick. If serious injury occurs that requires advanced medical

attention, 911 will be called immediately. Children will be taken to the nearest hospital if deemed necessary by Emergency Medical Technicians and parents will be notified as soon as possible. Expenses incurred will be the responsibility of the family.

BEHAVIOR EXPECTATIONS

Working with groups of children, we are often faced with the task of managing behaviors that may occur when children are in group settings. Our policies regarding expected behaviors and intervention strategies are as follows:

EXPECTATIONS

Adventure Club abides by the behavior policies established by District #277, Westonka Public Schools. The basic expectations for students to remember are:

- We respect ourselves, others, and property.
- We behave in a safe and orderly way.
- We act as responsible citizens.
- We will follow directions from staff members.

UNACCEPTABLE BEHAVIORS

- Any violation of the District Policy
- Minor and major violations of the above expectations
- Examples of unacceptable behaviors:
 - Fighting which is verbally abusive or physically aggressive
 - Weapons (real or pretend) used or in possession on the premises.
 - Destruction of property.
 - Unsafe activities (leaving the group or program area without approval from staff, outbursts which endanger self or others).
 - Behaviors which disrupt activities and/or other program participants (hitting, spitting, throwing objects, disrespectful language).

CONSEQUENCES

The Adventure Club staff may initiate any or all of the following actions:

- Loss of Adventure Club privileges/activities.
- Meeting with the Adventure Club staff and/or Child Care Coordinator to discuss inappropriate behavior or to develop a written Action Plan.
- Parent notification (behavior report and/or phone call).
- Temporary removal from the Adventure Club program for the remainder of the day.
- Disenrollment from the Adventure Club program.

Depending on the severity and frequency of the behavior, Adventure Club reserves the right to suspend or dismiss a child from the program at any time. Behaviors that will require temporary removal include the following:

- Physical or verbal threats directed at Adventure Club staff
- Continued unsafe behavior or actions directed at self or others

BEHAVIOR REPORTS

If your child exhibited behavior that was inappropriate while in the Adventure Club program, our staff will fill out a behavior report regarding the incident. This report will be presented to you at either pick up or drop off time and you will need to sign it at that time. We will then keep a copy of the report on file.

MEALS & SNACKS

BREAKFAST

A light breakfast will be served at all sites from 7:00am – 8:15am. This typically consists of cereal, toast, waffles, fruit, yogurt, and/or hard boiled eggs.

SNACKS

Preschool Adventure Club will have a mid-morning snack around 10:00am. All children will be served an afternoon snack around 3:30pm.

LUNCH

During the school year, Preschool Adventure Club children have the option to purchase a school lunch. You will be responsible for setting up a meal account for your child and maintaining the balance. You also have the option to bring a lunch from home if you choose.

SUMMER ADVENTURE CLUB

LOCATION

Based on enrollment, Preschool Summer Adventure Club will be held at either the Early Childhood Center or Early Learning Center. Children entering Kindergarten-4th grade will attend Summer Adventure Club at Hilltop Primary School, unless noted otherwise. Children entering 5th-7th grade location for Summer Adventure Club will be determined based on number of enrollments.

CALENDAR

We will begin our summer program typically 2-3 days after school ends and conclude one week prior to school starting. We will be closed 1-2 days over the Fourth of July, and you will not be charged your daily tuition during that time.

MEALS

A light breakfast and a morning/afternoon snack are provided Monday - Friday to all Summer programs. A hot lunch will also be provided Monday – Thursday to all Summer programs. These fees are included in your daily rate. On Fridays, you will be asked to pack a non-perishable bag lunch for your child as we are on field trips.

GRAND FINALE

We only offer our Grand Finale (entering 5th – 7th grade) program in the Summer. Please note that we must obtain a minimum number of enrollments in order for the program to run. If we run the program, Grand Finale families and students will be required to sign behavior and technology agreement forms. These forms will be emailed out to families if the program runs.

REGISTRATION

Registration will open up in mid-March for our Summer program, with all registrations being completed online through Eleyo. We require a one week notice for any new contract and also a one week notice for any schedule changes and/or withdrawals. Registration will remain open until two weeks prior to the School year ending. Please note that registration may close sooner if all spots are filled before the registration close date. If this happens, an announcement will be added to the Westonka Community Education homepage stating which program is full.

SCHEDULE

Your child's schedule will be required at the time of registration. Because we operate a large summer program, we do not allow drop-ins. If families need an additional day of care that they are not contracted for, you will need to communicate to the Child Care Coordinator to see if space allows.

ENRICHMENT CLASSES

All children in the Summer Adventure Club program will participate in enrichment classes throughout the summer. They are held Monday – Thursday between the hours of:

- 9:00 am– 11:00 am for Preschool
- 9:00am – 12:00pm for K-4
- 9:30am – 11:30pm for Grand Finale

You will choose which classes you would like your child to participate in during the registration process. Please note that we enter children into these classes at the time of your enrollment and they do fill fast. If we are unable to get your child into the class you have selected, they will be placed in a course that still has openings. These fees are included in your daily Adventure Club fee.

FRIDAY FIELD TRIPS

We will attend field trips on Fridays (unless noted otherwise). They will range in activities from waterparks, movie theatres, parks, museums, etc. All children and staff attend field trips and therefore, no children are able to stay behind. If you do not want your child to attend the field trip, you will need to make alternative care arrangements. All children will wear a wristband on Friday field trips which has our program's contact information. Please do not send any money with your child on field trips. If children do not practice safe behavior while on field trips, you may be contacted to pick up your child at our destination. If behaviors continue, your child may not be able to participate in field trips for the remainder of the summer.

SUNSCREEN

Adventure Club provides SPF 30 sunscreen for all children during the summer months. Please contact the Child Care Coordinator if you would like more information on what sunscreen will be provided. You have the option to bring your own sunscreen for your own child if you wish.

LOCATIONS/PHONE NUMBERS

Early Childhood Center

5241 Shoreline Drive,
Mound, MN 55364
Office: 952-491-8050
Site Cell Phone: 952-484-2734

Early Learning Center

5700 Game Farm Road
Minnetrista, MN 55364
Classroom #1: TBD
Classroom #2: TBD
Site Cell Phone: 952-292-0773

Hilltop Primary School

5700 Game Farm Road
Minnetrista, MN 55364
Office: 952-491-8541
Site Cell phone: 952-292-0773

Shirley Hills Primary School

2450 Wilshire Boulevard
Mound, MN 55364
Office: 952-491-8435
Site Cell Phone: 612-685-3651