

Summer 2019 Information

Grand Finale (entering grades 5 – 7)

Dates/Hours:

- Thursday, June 6th – Friday, August 23rd
(CLOSED July 3rd – 5th)
- 6:30am – 6:00pm

Location:

Grandview Middle School
1881 Commerce Blvd.
Mound, MN



Enter through the East side door labeled “5E.”

Payment/Change of Schedule:

You will receive a monthly invoice by the 10th of each month. Full payment is due on the 15th. A late payment fee of \$25 will be charged for all late payments. Once your vacation credit has been used, no refunds or credits will be issued for absences. Payments can be made in your online account at www.westonkace.org

Withdrawal or change of schedule requires a one-week written notice. Please submit this change in your online account.

All pick your day schedules MUST be submitted by the 15th of the month prior. Any days chosen after this date will be accepted on a space-available basis. Please remember you MUST pick 8 days per month.

Drop Ins:

Drop-ins will be accepted on a space available basis at \$40/day. You may request drop-ins via your online account or by asking the Site Supervisor.

Sign In/Out Procedures:

Grand Finale will be using an iPad for sign-in/out this summer! Prior to summer beginning, families will be asked to sign an agreement around allowing your child to sign themselves in/out each day. Please note that this is optional. Grand Finale staff will be following whatever option your family chooses in regards to daily sign-in/out. Please make sure that all authorized pick-ups are listed in your online account for your child. You may add additional authorized pick-ups via your online account. All individuals who are listed as authorized pick-ups should be prepared to show a photo ID daily.

Behavior, Device & Money Agreements:

All families and students will be asked to sign our behavior, device and money agreements prior to the summer program commencing. If you have questions about these agreements please contact the Child Care Coordinator.

Absences:

If your child will be absent from the Grand Finale program due to illness or vacation, please make sure you let the Site Supervisor and Assistant Site Supervisor know. Vacation request forms can be found at the parent table.

Remind 101:

We will again be utilizing the **one-way** communication service, Remind 101. This allows us to send reminder text messages to a number of your choosing. Reminder messages will include things like field trip information, special events, etc. To enroll in this service, please see the attached document for instructions.

Appropriate Attire:

Tennis shoes are required to play in the gym and preferred for warm weather outdoor play. Children should wear comfortable clothing that allows for participation in all activities.

Lockers:

Children will be given a locker to store their personal items (extra clothes, swimsuits, water bottle, etc).

Meals/Snacks:

Breakfast will be provided in one of our summer classrooms until 8:15am daily. This classroom does have a kitchen. We are committed to teaching independence for our Middle School students. Therefore, staff will assist in teaching the students how to make self-serve breakfast items such as toast, cereal, etc. Hot lunch will be delivered to Grandview from food service Monday - Thursday each week (with the exception of June 25th – July 2nd as food service will not have power at the High School). Please pack a disposable bag lunch labeled with your child's first/last name & any food allergies for Friday field trips or on any other days that have the bag lunch photo on your summer calendar. These lunches will NOT be kept in coolers on these days so please pack accordingly. A light morning and afternoon snack is provided daily.

Medication:

If your child needs medication during the summer program, you must fill out a medication authorization form. This form does require a doctor's signature. No medication will be given without this form. Medication can only be accepted in the original bottle with your child's name on it. Please note that we do not cut pills. If only a ½ pill needs to be taken, they must be already cut.

Allergies:

If your child has an allergy, please double check that staff are aware of it on their first day. All students with allergies that require an Epi pen MUST bring a completed Food Allergy Action Plan, Medication form and the Epi pen. Your child will not be able to attend until these items have been received.

Sunscreen:

SPF 30 sunscreen will be provided for your child. If you prefer your child to use sunscreen from home, please make sure it is labeled with your child's first & last name. Please do not bring spray sunscreen.

Enrichment Classes:

All Adventure Club students will participate in enrichment classes each Monday – Thursday. Enrichment classes will run for 8 weeks from 9:30 am – 11:30 am from Monday, June 17th – Thursday, August 15th. Due to the holiday, there are no enrichment classes the week of July 1st.

Friday Field Trips:

We have scheduled age appropriate field trips for each Friday of the summer program. Calendars with field trip locations will be provided monthly. Please remember that NO STAFF STAY BACK on field trip days so please make alternative arrangements if necessary.

Your child will receive both a cotton t-shirt and swim shirt. For safety purposes, field trip shirts MUST be worn on all field trip days. Please make sure your child wears their swim shirt on swimming field trip days! Drawstring bags have also been provided for field trip days. Please place your child's bag lunch and any other items they may need to bring on the field trip each Friday in this bag.

Additional Afternoon Field Trips:

Grand Finale students will be participating in many other afternoon field trips Monday – Thursday this summer. We have worked with local businesses to be able to do service learning, walk to the library, bike on the trails, etc. Please note that we strive to create a student-driven program so there may be days when we decide on the fly to walk to Jubilee to get items to make a cooking project, etc! All scheduled trips will be indicated on your Grand Finale summer calendar. Please talk to the Site Supervisor if you have questions about this.

Activities/Swimming Lessons/Summer School:

If your child is participating in any additional enrichment activities or swimming lessons please complete an activity form (located at the parent table). Activity forms MUST be completed and turned in one week prior to the class beginning. We will transport children to these activities Monday – Thursday from 1:00-4:00pm. *If you register for swimming lessons the time choices that we will transport for are: 1:20pm, 2:10pm or 3:00pm sessions.* If you sign up for an activity outside of these hours, you are responsible for getting your child to and from those activities. Please note that if you choose to attend other activities, you will still be responsible for your full Grand Finale tuition.

If your child is signed up for any of these additional activities and we have an off-site field trip planned that afternoon your child will either have to attend the field trip or can choose to go to their activity and then would join our K-4th grade students at Hilltop until Grand Finale students are back from their trip. We do not transport from field trip locations.

If your child is attending Summer School (Targeted Services) or Extended School Year (ESY) during the month of July, please also fill out an activity form. We will walk your child to and from these programs each day. On Friday field trip days, you will need to choose whether your child will attend Summer School, ESY or the field trip as we do not keep staff back. If you choose Summer School or ESY, please remember you will need to provide alternate care for the remainder of the day.

Contact Information:

Please email both the Site Supervisor and Assistant Site Supervisor for absences, questions, information pertaining to your child, etc.

Site Supervisor: Valerie Curtis

curtisiv@westonka.k12.mn.us

Assistant Site Supervisor: Ashley Bricker

brickera@westonka.k12.mn.us

Site Cell Phone: 612-685-0638

Child Care Coordinator

Ashley Tupper

Email: tuppera@westonka.k12.mn.us

Office Number: 952-491-8046

Program Support Specialist

Michelle Cheney

Email: cheneym@westonka.k12.mn.us

Office Number: 952-491-8060



Community Education

Class Information

- If your child is participating in a Westonka Community Education sponsored activity separate from their scheduled morning classes with Adventure Club/Enrichment (ie. Archery, Soccer, Swimming or Dance), the Adventure Club staff need to be notified. We only transport children to activities in district buildings between the hours of 1:00 – 4:00pm, Monday – Thursday. *The only exception to these hours will be for children in the 12:10pm swimming lessons.*
- Please complete the information below and turn your completed form in at the parent table. Forms will not be accepted via email.

First Participant's Name: _____

Start Date:	Course Title:	Class Time:	# of Sessions:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Second Participant's Name: _____

Start Date:	Course Title:	Class Time:	# of Sessions:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Third Participant's Name: _____

Start Date:	Course Title:	Class Time:	# of Sessions:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent's Name: _____

Daytime Phone #: _____

Work Phone #: _____

Today's Date: _____



Adventure Club

Vacation/Sick Day Request

Site: ELC HT GF

Today's Date: _____

Date(s) of absence: _____

Child(ren)'s Name: _____

Vacation/Sick Day Credit Policy

- Vacation days are allotted based upon how many days your child is currently contracted for. Due to the already flexible nature of Pick Your Day schedules, no vacation days are allotted for families with Pick Your Day schedules.
- In order to use these days, the child must be absent from Adventure Club for the entire day.
- Once the allotted days have been used, payment is required for any additional absences.
- It is your responsibility to fill out a request form in order to receive credit. Forms must be turned into the parent table and will not be accepted via email.

Parent's Signature: _____



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Parent's Signature: _____



An Innovative District Modeling Educational Excellence

ADMINISTRATION OF MEDICATION DURING THE SCHOOL DAY

Parents of students requesting that **any** medication be administered during school hours by school staff are requested to provide for the school:

- 1) the **physician's order**,
- 2) a **parental release**, and
- 3) medication supplied in the **original container**. Please ask the pharmacist for a second bottle for school.

PHYSICIAN'S ORDER FOR ADMINISTRATION OF MEDICATION

Student's Name: _____ DOB _____

I have prescribed the following medication for this student and request that it be given during school:

Medication _____ Dose & Time _____

(Morning medication dose _____ mg. to be given at school, **only** if student forgets to take it at home.)

For treatment of _____

Possible side effects _____

Special Instructions _____

PRINT Physician's name and address: _____

Physician's Signature: _____ Phone: _____ Date _____

PARENTAL REQUEST FOR ADMINISTRATION OF MEDICATION

I request this medication be given at school as prescribed by the above physician. Medication information may be shared with school personnel working with my child and with 911 personnel, if they are called.

All medications will be kept in the health office. If the student is to keep his/her inhaler/epipen with him/her, please specify:

I feel my student should carry and self-administer his/her inhaler. Yes _____ No _____

I feel my student should carry and self-administer his/her epipen. Yes _____ No _____

Parent/Guardian Signature: _____ Date: _____

Respect

Integrity

Scholarship

Tradition

Community

Food Allergy Action Plan

Student's Name: _____ D.O.B: _____ Teacher: _____



ALLERGY TO: _____

Asthmatic Yes* No *Higher risk for severe reaction

◆ STEP 1: TREATMENT ◆

Symptoms:

Give Checked Medication**:

(To be determined by physician authorizing treatment)

- If a food allergen has been ingested, but *no symptoms*:
- Mouth Itching, tingling, or swelling of lips, tongue, mouth
- Skin Hives, itchy rash, swelling of the face or extremities
- Gut Nausea, abdominal cramps, vomiting, diarrhea
- Throat† Tightening of throat, hoarseness, hacking cough
- Lung† Shortness of breath, repetitive coughing, wheezing
- Heart† Thready pulse, low blood pressure, fainting, pale, blueness
- Other† _____
- If reaction is progressing (several of the above areas affected), give

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
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| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |

The severity of symptoms can quickly change. †Potentially life-threatening.

DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen® EpiPen® Jr. Twinject™ 0.3 mg Twinject™ 0.15 mg (see reverse side for instructions)

Antihistamine: give _____ medication/dose/route

Other: give _____ medication/dose/route

◆ STEP 2: EMERGENCY CALLS ◆

1. Call 911 (or Rescue Squad: _____). State that an allergic reaction has been treated, and additional epinephrine may be needed.

2. Dr. _____ at _____

3. Emergency contacts:

Name/Relationship	Phone Number(s)	
a. _____	1.) _____	2.) _____
b. _____	1.) _____	2.) _____
c. _____	1.) _____	2.) _____

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!

Parent/Guardian Signature _____

Date _____

Doctor's Signature _____

Date _____

(Required)



Sign up for important updates from Michelle.

Grandview

Get information for ~~Hilltop Primary School~~ right on your phone—not on handouts.

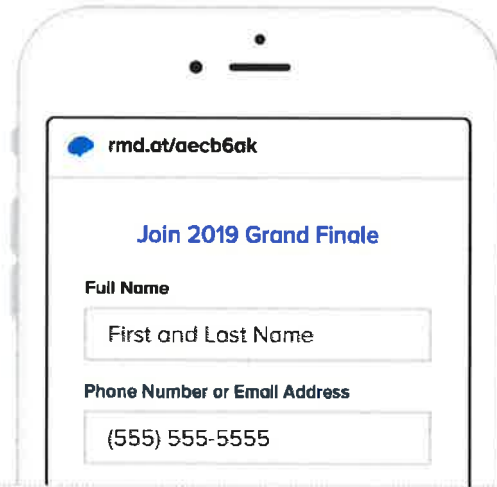
Pick a way to receive messages for **2019 Grand Finale**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/aecb6ak

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message [@aecb6ak](https://t.me/aecb6ak) to the number **81010**.

If you're having trouble with **81010**, try texting [@aecb6ak](https://t.me/aecb6ak) to **(724) 426-4276**.

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/aecb6ak on a desktop computer to sign up for email notifications.

Grand Finale expects that participants will:

- Respect authority and follow directions
- Follow program rules while on-site and on field trips
- Respect the rights of others
- Respect property
- Display appropriate social skills
- Be responsible for their actions

**Grand Finale
Behavior Guidance Contract
Summer 2019**



Behaviors that are not acceptable at Grand Finale:

- Physical encounters that hurt another child or staff
- Leaving the program area or group without permission
- Vandalism to school or personal property
- Invading, using, or taking other people’s property without permission
- Inappropriate language, songs or jokes including swearing, teasing, references to drugs, alcohol, abuse, racism, gender, bias, etc.

Behavior Guidance Procedures:

Warning:

A verbal reminder of the rule or inappropriate behavior will be given by staff, once only.

Redirection:

Participants may be directed to leave any area if they display unacceptable behaviors.

Reflection Time:

Participants will be asked to take some processing time if a negative behavior continues or they are not following staff expectations discussed through other behavior guidance procedures. Behavior that threatens the safety of others will result in a separation from the group or area without a warning.

Cooperative Behavior:

Participants will discuss with staff what happened, acceptable alternatives to their behavior, what they could do differently next time, and why it is important to make the appropriate choice.

Modification:

Participants will return to their activity after concluding their discussion.

Parent Notification:

Phone calls during the program to the parent/guardian may be necessary at the discretion of the staff. Parents will be informed of the behavior or concerns through a verbal discussion or an Incident Report as appropriate.

If the behavior does not improve, a parent/guardian may be asked to pick up their child. A meeting with the family may be requested to establish a plan of action to resolve the concerns.

A suspension may be given at the discretion of the coordinator when the child displays unacceptable behavior. The staff team will decide upon the length. Parents/guardians will be notified of the suspension, to be effective immediately.

The coordinator may terminate childcare when a child exhibits unacceptable behavior and the procedures for modification of behavior have not been adhered to. The dismissal will be given in writing to the parent with a one-week notice.

Physical contact by the staff to student is avoided unless a child is threatening the safety and well being of themselves and/or others. A staff member may need to restrain a child until they are calm enough to stop the inappropriate activity.

I have read, understand, and agree to the Behavior Guidance policies for Grand Finale.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Grand Finale

Cell Phone/Electronic Devices Agreement

Summer 2019



Expectations:

- Participants in Grand Finale are welcome to bring along cell phones and other electronic devices daily.
- There will be times throughout the day that they will be allowed or not allowed to use their devices – these times will be communicated by Grand Finale staff.
- Cell phones/electronic devices may not be used to access media that includes inappropriate language, songs, pictures or jokes including swearing, teasing, references to drugs/alcohol, abuse, racism, gender, bias, sexual material, etc.
- Photos of other Grand Finale students may not be taken.
- There is to be no social media (Facebook, Instagram, Twitter, Vine, etc.) during Grand Finale.
- Students will not be allowed to play any server games (ex. Minecraft) during Grand Finale.

Enforcement Steps:

First Offense: The device will be confiscated for the remainder of the day and the parent/guardian will be notified of the incident. The student will pick up the device from the Grand Finale staff at the end of the day.

Second Offense: The device will be confiscated for the remainder of the day. The device may be picked up from the Grand Finale staff at the end of the day but only by the student's parent/guardian. In addition, the student may be required to participate in an individual or small group discussion facilitated by the Grand Finale staff (and any individuals affected by the violation).

Third Offense: The device will be confiscated for the remainder of the day and must be picked up by the student's parent/guardian. The student will not be allowed to bring cell phones/electronic devices when attending Grand Finale.

I have read and understand the Cell Phone/Electronic Device Agreement.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Grand Finale

Field Trip Money Agreement

Summer 2019



Grand Finale students will have the option to bring money on some field trips during the summer program. Days that money will be allowed on field trips will be indicated on the Grand Finale summer calendar. The choice to send money with your child on a field trip is always **OPTIONAL**.

Rules for bringing money are as follows:

- Grand Finale staff are not responsible for your child's money. Your child will be responsible for carrying their money in their pocket, provided summer field trip bag, etc.
- You may not send more money with your child than what is designated on the field trip calendar. As the choice to send money with your child is always optional, you may choose to not send any money or less than the optional amount listed but if up to \$10 is allowed your child would not be able to bring more than that. We will **NOT** be allowing children to bring "change" home so please use the calendar we will provide you with to plan ahead.
- Money must be sent in a clear Ziploc bag labeled with your child's first/last name. Upon arrival on these days, staff will check that your child does not have more money with them than is allowed. If they do, they will not be allowed to bring it on the field trip.
- Money is to be used to purchase food items to serve as lunch or a snack only. It is not to be used to purchase souvenirs, arcade games, etc. As money is optional, we will always provide a place and time for students to eat their bag lunch on these Friday field trips where money is allowed.

By signing this agreement, you and your child are agreeing to follow the rules outlined above in regards to sending money with your child on designated Friday field trips where it is allowed. Failure to follow these rules will result in your child not being allowed to bring money on the next field trip where money is allowed.

I have read, understand, and agree to the field trip money rules for Grand Finale.

Parent Signature _____ Date _____

Student Signature _____ Date _____



Grand Finale Sign In/Out Agreement

Unless this form is completed, Grand Finale students must be signed in and out by a listed authorized pick-up each day.

If you will be driving your child each day but would like to drop them off at the Grand Finale entrance, please complete this section of this form.

I give my child permission to sign themselves in and out of the Grand Finale program. I agree to call the Grand Finale site cell phone at 612-685-3651 when I have arrived to pick my child up.

Child's Name: _____

Parent Signature: _____ Date: _____

If your child will be transporting themselves to and/or from Grand Finale either by walking or bicycling, please complete this section of the form.

My child has my permission to transport him/herself by either walking or bicycling to and from the Grand Finale program at Grandview Middle School. This includes signing themselves in and out of the program.

I understand that when my child is transporting themselves to/from the Grand Finale program that they are not in the care of Grand Finale staff and I am liable for my child and their actions.

The staff should expect my child in the morning by _____. I understand that Grand Finale staff will call me at the number listed below if they have not arrived by this time.

My child may sign him/herself out but will need to:

_____ Call or text my phone when they sign out.

_____ Sign themselves out after _____.

_____ Other parent/guardian and child agreement. Please provide an explanation below:

Child Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent's Phone Number: _____

June 2019 GRAND FINALE

TUE WED THU FRI

Welcome Back!

3	4	5	6	7
		Summer Open House @ Grandview 5:00-6:30 pm	First Day of Grand Finale "Summer"	Base Camp (Dry)



Welcome Back!

10	11	12	13	14
	Secondhand Hounds Tour	Ice Cream Truck @ H.T.	Feed my starving children	Bunker Beach (Water)



17	18	19 @ Hilltop	20	21
Enrichment, Session 1		US Bank Stadium Tour		OPTIONAL \$10



24	25	26	27	28
OPTIONAL \$10				OPTIONAL \$10
Enrichment, Session 1				Cascade Bay (Water)



*** SUBJECT TO CHANGE**



Contact Information

Grandview Middle School
1881 Commerce Blvd.
Mound, MN 55364
Hours: 6:30 am—6:00pm

(612) 685-0638

Site Supervisor On Duty:

Valerie Curtis
curtisv@westonka.k12.mn.us

Assistant Supervisor on Duty:

Ashley Bricker
bricker@westonka.k12.mn.us

Program Support Specialist

Michelle Cheney
cheneym@westonka.k12.mn.us
(952) 491-8060

Child Care Coordinator

Ashley Tupper
tuppera@westonka.k12.mn.us
(952) 491-8046

July 2019

GRAND FINALE



1	2	3	4	5
OPTIONAL \$10 Apple Valley Water Park (Water)		Grand Finale Closed		
8	9			
Enrichment, Session 2				
10	11			
12				

15 **OPTIONAL \$10** Enrichment, Session 2
Minnetonka Regional Park (Water)

16

17 Ice Cream Truck @ H.T.

18

19 **OPTIONAL \$20** Valley Fair (Dry)

20 Sandventure (Water)

21

22 Enrichment, Session 3

23

24 **OPTIONAL \$10** MN Lynx Game (Dry)

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29 Enrichment, Session 3

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(952) 491-8060

Child Care Coordinator

Ashley Tupper
tupper@westonka.k12.mn.us
(952) 491-8046

*** SUBJECT TO CHANGE**

August 2019

GRAND FINALE

MON TUE WED THU FRI

Enrichment, Session 3 → 1 → 2 **OPTIONAL \$10**



5 → 6 → 7 → 8 → 9
 Enrichment, Session 4
Ax Man
 Ice Cream Truck @ H.T.
 Urban Air (Dry)



12 → 13 → 14 **OPTIONAL \$10** → 15 → 16 **OPTIONAL \$20**

Enrichment, Session 4
 Minnetonka Regional Park (Water)
 Wild Mountain (Water)



Location Change to Hilltop

19 @ Hilltop → 20 @ Hilltop → 21 @ Hilltop → 22 @ Hilltop → 23 @ Hilltop
 Airmaxx
 Hukkio's
 Talent Show
 New Hope Cinema Grill
 Dance Party (Dress like a rock star)



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