



ADVENTURE CLUB PARENT HANDBOOK

2016-2017



Welcome!

We are glad you have chosen District 281 for your childcare needs. Adventure Club offers childcare for children in grades K-5 before and after school and on school release days. During the summer we offer childcare to children entering Kindergarten through 5th grade, as well as a separate program for students in 6th-8th grade. We are sponsored by the Community Education Department of Robbinsdale Area Schools.

Mission Statement

Adventure Club is committed to providing safe, fun and enriching experiences in a respectful and nurturing environment. We teach life-long learning skills to all children and youth during out of school time as a division of the Robbinsdale Area Schools Community Education department.

Adventure Club will:

- Provide opportunities for students to practice positive social skills and build friendships.
- Provide a secure and inclusive environment, allowing all students to feel safe and respected.
- Provide opportunities for students to make choices, gain independence and participate in a variety of experiences.
- Support families by providing information on the community resources.
- Encourage students to be civic minded and involved in their community.
- Provide positive adult role models who are skilled in supporting youth development, relationship building and student engagement.

Program Description

Adventure Club Provides:

- Recreational and enriching activities including, art, science, music, cooking, drama, indoor/outdoor play, field trips and special events.
- Opportunities for growth and social skills development.
- A child-centered, developmentally appropriate learning environment.
- Group and individual activities.
- Parent and family support in partnership with the elementary schools.
- A welcoming, fun environment where children can feel good about attending.

Program and Hours of Operation

- **School Year program:** runs Monday-Friday beginning the first day of school and concluding the last day of school. Your registration includes only days school is in session.
 - Before school: 6:30 am-school start time.
 - After school: school release time-6:00 pm
- **Non-School Days:** offered on most school release days from 6:30 am-6:00 pm. These days offer a variety of activities and trips. These days are open to elementary students throughout the community. Registration is available on-line.
- **Summer:** Monday-Friday; 6:30 am—6:00 pm. The summer program begins a few days after the school year program ends and concludes approximately 1-2 weeks prior to the start of the next school year.
- **Holidays:** fees are not charged on days Adventure Club is scheduled to be closed.

Signing your child in and out

- The safety of your child is important to Adventure Club. Because of this we require all students to be signed in and out of the program daily by an adult.
- When you register for the program you will provide the names of people who are authorized to pick up your child. The program will not release your child to anyone who is not listed as “authorized” on your account. If someone is picking up your child who is not listed as “authorized”, you must leave a written note or call the program to inform staff.
- Be prepared to show a form of picture ID until the staff gets to know you. Please inform any authorized people that they will be asked for ID when picking up your child.
- No person will be allowed to sign a child out who:
 - Has not been named as an alternative pick-up for the day.
 - Is not identified on the Authorized Release Form.
 - Cannot verify identity with proper photo ID.
 - Is under the influence of alcohol or drugs.

Parent/Guardian Area

Each site has a designated area with information for parents and guardians. This area will include information about staff, scheduled activities and breakfast and snack menus. Each family will also have a folder. Please check your folder daily for important information about the program and your child.

Communication/Parent Involvement

- We feel it is very important to keep the lines of communication open between the parents and staff regarding a child's progress and involvement at Adventure Club.
- We appreciate any feedback you can offer to provide for the best possible experience for your family.
- Parents are always welcome to visit the site, or watch and participate in Adventure Club activities.
- Parent orientation is held before the start of the summer and school year programs. Families who start later will have an on-site orientation by the site staff.
- Conferences are available for families at their request.
- A Parent Advisory Council is in place to represent the input, needs, comments, feedback and planning of program parents.
- A Community Education Advisory Council also has seats designated to School Age Care parent involvement.

Absences

- Adventure Club provides you the phone number and email for your Adventure Club site.
- If your child will not attend Adventure Club please call and leave the following information:
 - date of absence
 - your child's name
 - phone number where we can reach you
- If you know in advance that your child will not be attending the program please leave a note for the staff in the parent area, send an e-mail or tell site staff.

- A \$10 fee will be added to your balance for any absences of which you did not inform Adventure Club.

Curriculum/Activity Plans

- Adventure Club's Curriculum is designed to reinforce both academic and life skills for students through choice and experiential learning. Some examples of activities you will see at Adventure Club include:

~science and engineering
~music and movement

~arts and crafts
~language arts

~cooking
~physical exercise

- Homework time will be available as a choice for all students each day. Staff may assist students with homework as needed.
- Students will have access to school resources such as the gym, computer lab and outdoor play areas.
- Our programs are choice based, which means each student has the ability to select his or her activities from a variety of offerings each day.
- Opportunities for enrichment classes are sometimes provided in partnerships with other community organizations. Children also have the opportunity to plan and implement enrichment classes with the assistance of staff.
- Occasionally enrichment opportunities may include a small materials or busing fee. Off-site enrichments may require students to be picked up at the class location.

Field Trips

- Field trips are included in the daily/weekly tuition.
- Most fieldtrips are scheduled for non-school days and during the Summer program.
- Information will be provided prior to each field trip.
- Fieldtrips are designed to enhance children's learning and introduce new experiences as well as fun!

Pets/Animals in the Program

- On occasion, Adventure Club may have working service dogs at our locations. We also may have presentations from outside organizations involving animals.
- Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program.
- You will **be notified in writing if any animals** will be present in the program for any reason.

Outdoor Play

- Outdoor play is an important part of your child's day. Weather permitting we will go outdoors as much as possible.
- Children need to have appropriate clothing for outdoor play. Ex: winter; labeled boots, warm coat, mittens, cap, and snow pants.
- Tennis shoes are needed to participate in the gym & outside activities.

Staff Supervision

- Children are always supervised by staff.
- As a site team, all staff work together to know the whereabouts of all the children. Staff will spread out to insure all children are being supervised.
- Each site has implemented a tracking system (i.e.: magnets) to insure all children are accounted for in the different choice areas.
- Staff ratios may be lower than normal on fieldtrips to ensure the safety and fun of students.

Enrollment Options

Adventure Club provides a variety of scheduling options to meet the needs of each family.

- **Full Schedule** – Requires a consistent weekly schedule (ie. every Monday after school or every Tues, Wed, Thurs before school, all school year).
 - Permanent schedule changes (representing a new consistent pattern of attendance) require families to request the change via their online account. They will then be notified of acceptance/denial. Please allow one-week for notification. All changes will incur a \$20.00 per child revised contract fee.
 - If space is available, additional days may be added at the “Drop-in” rate. Drop-in days will be billed on the next invoice date.

- **Drop-In (Formerly called Flex days)**-Parents/Guardians must make an advance registration request, at least 7 days prior to the needed date, via their online account for drop-in care. For an emergency drop-in (within 24 hours) please contact the site directly. Drop-ins are accepted on a space-available basis and we cannot guarantee that space will be available for your child.
 - Drop-in charges incurred will be billed on the next invoice date.
 - No refunds will be given for canceling an approved drop-in date.

- **Pick Your Days – (Varied monthly schedule)** You may select the schedule that fits the needs of your family. Monthly schedule must be submitted via online account by NOON, approximately seven calendar days before the first of the month. Schedules submitted after the due date will be drop-in only at the drop-in rate. The **Pick Your Days** due date schedule for each month is listed below.
 - To qualify for a **Pick Your Days** schedule you must commit to a **minimum of 8 days** per month.
 - Schedule changes are not permitted and credit will not be given once the submitted schedule is approved.
 - If space is available, drop-in days may be added at the “Drop-in” rate.

Tuition and Fees

- Fees are based on a child’s accepted contract submitted by the account holder. Parents/Guardians are financially responsible for all days registered.

- Registration for the school year and summer are separate. The registration fee must be paid at the time of registration or your contract will not be accepted.

- The first school year payment is due approximately one week prior to the first day of school. All payments are due bi-weekly on Mondays.

- Payments may be made online at <https://rdale.ce.feepay.com/> with check, credit or debit card or deductions from a bank account. Cash payments must be made at the billing office at 2400 Sandburg Lane, Golden Valley, MN 55427.
- Receipts for payment will be automatically emailed to the account holder when payment is received. Additional receipts may be printed from your account at <https://rdale.ce.feepay.com/>
- Accounts that are not current will be assessed a \$5 late payment fee if payment is not made within 3 days. Accounts that are not current on the last day of the bi-weekly cycle will be subject to termination.
- Changes to your current schedule will be accepted, pending availability, with a 10-day notice and should be submitted via your online account. A \$20 processing fee will be charged for changes.
- School Release Days are not included in the regular tuition and must be registered for separately online at <https://rdale.ce.feepay.com/>.

Vacation Credits

- Vacation credit is given for planned absences only. Each enrollee may receive one vacation credit per child per school year.
- Credit will be based on the number of days each child is enrolled per week and must be taken on consecutive days.
- Vacation credit is 50% of the weekly enrollment option.
- To receive the credit, parents/guardians must contact the site supervisor in advance of a planned absence and complete a vacation credit form.
- An unplanned extended absence should be reported to the site supervisor immediately on the first day absent. For a long term absence in which the child may return, parents/guardians may change their child's enrollment option to flex usage.
- A change of enrollment will incur a change fee for each child.

Child Care Assistance/Dependent Care Reimbursement

- Adventure Club works with County Childcare Assistance to ensure subsidy for all families as allowed.
- Dependent Care Forms require 24 -48 hour notice for verification and signature from billing staff.
- On rare occasion, scholarship dollars for tuition may be available on a short-term basis.

Child Protection

- Adventure Club employees are mandated reporters and are legally required to report any suspected abuse or neglect of children or vulnerable adults.
- For more information or resources on child abuse visit Prevent Child Abuse Minnesota at: <http://www.pcamn.org/>

Custody of Children

- Our program legally must release children to either parent unless we have a copy of a court order prohibiting one of the parents from having custody of the child.
- If your child legally may not be released into the custody of a parent please provide a copy of the court order to staff before your child begins Adventure Club.

Adventure Club Staff/Staff-to-Child Ratios/Group Size

- Adventure Club employs trained professionals with a combination of experience and education who are especially suited to working with school-age children.
- All staff attend yearly trainings to further develop their knowledge and skills working with children.
- Staff/child ratio for 1-6th grade = 1:15; when Kindergartners are present = 1:12
- Generally the program will operate with maximum group sizes of 30 for school agers and 24 for kindergartners. There are times in multi-purpose spaces where “group” sizes

will be above maximum suggested but children will be self-grouped in smaller numbers at interest centers and play areas.

School Suspension

If a child is suspended from school, the child will not be able to attend the Adventure Club program.

Dismissal

- The Adventure Club may require a parent to take his/her child out of the program if:
 - The parent/guardian refuses to follow Adventure Club policies and procedures or create a hostile or unsafe situation for other parents, staff or students.
 - The child is unable to adapt to Adventure Club rules.

Transportation

- Transportation to/from the program is the parent/guardian's responsibility.
- Adventure Club transports children to and from most field trips via school busses.

Children's Belongings

- Items brought to the site (clothing, lunch boxes, etc.) should be clearly labeled with their full name.
- Students are encouraged to bring a bag to keep all items together.

Equipment, Games, and Toys

- Adventure Club has a wide variety of developmentally appropriate games, toys, books, and equipment for learning and recreation.

- Children are discouraged from bringing personal items from home, unless permission is given by site staff. Adventure Club is not responsible for personal items that may become lost or broken.

Birthdays and Celebrations

- Birthdays are special days and Adventure Club staff would be happy to help your child celebrate.
- Parents/guardians may bring wrapped, commercially purchased healthy treats to share with the children. No homemade items.

Appropriate Dress

- Tennis shoes are needed to play in the gym & on the playground.
- A light weight jacket or sweatshirt may be needed in the air conditioned buildings and outdoor play.
- Wear comfortable clothes to allow participation in all activities.
- Outdoor play is a part of every day, every season. Please plan accordingly with appropriate clothing, outdoor gear, and footwear for each season.

Meals and Snacks

- Adventure Club is committed to providing children with healthy food choices.
- Breakfast is available from the District Food Service Department for a fee and only when school is in session. You may purchase meal credits from Food Service for your child or pay cash for each meal. Food service checks for both breakfast and lunch are separate from tuition payments and must be given to Food Service Personnel. Application for free and reduced lunches are available at www.rdale.org or by calling 763 504-8049.
- After schools snacks are provided daily. Check with your specific site for monthly menus.
- When school is not in session (non-school days, winter/spring and summer vacations) the district food service is closed and parents/guardians must provide a non-refrigerated lunch and drink for their child. On these days, a light morning and afternoon snack/drink will be provided by Adventure Club at no cost.

Sunscreen

- During summer program Adventure Club will provide a sunscreen with a SPF 30 or higher. If the parent wishes to provide their own, they may.
- Staff will supervise the application of sunscreen.

Late Pick Up

- Parents/Guardian are expected to have children picked up by 6:00 pm.
- After 6:00 pm a charge of \$1.00/minute/child will be assessed until your child is picked up.
- After 6:00 pm staff will attempt to contact parent/guardian.
- At 6:15, if a parent/guardian has not been reached, staff will contact the child's emergency contacts to pick the child up.
- A child may be dismissed from the program if late pick-ups become an on-going issue.
- If you are running late, please call the site cell phone to notify staff.

Update of Information

- For the safety of your child, it is extremely important that Adventure Club has updated contact information. Please update your account with any new contact information online at <https://rdale.feepay.com/>
- If you are going to be away from your place of work on a specific day, please leave a number with the staff at your site where you can be reached in the event of an emergency.

Missing Persons

- When a child does not arrive at Adventure Club as expected the staff will:
 1. Check with school staff to verify the child's attendance at school.
 2. Thoroughly search the school.
 3. Call the parent/guardian.
 4. Call local police if the child is not found.

- It is extremely important that staff know if your child is not coming when scheduled. If your child is absent and you have not informed the site staff your account will be assessed a \$10 Finder's Fee.

Emergency Preparation

Fire drills, tornado drills, and lockdown drills will all be performed regularly to ensure all staff and children are aware of procedures.

District Policies

- Adventure Club follows District 281's policies regarding; Data Privacy, Harassment, Drugs & Alcohol, Firearms, Discipline, Transportation and Students Rights & Responsibilities, etc.
- These policies are available on the District website: <http://www.rdale.org/pages/rdale>.

School Closing due to Weather or Unforeseen Circumstances

- Adventure Club will be closed for all school closings due to SNOW. In the case of an emergency school closing of any nature, information may be found at: the district website - www.rdale.org OR WCCO 830 AM radio and other metro television channels.
- There are no refunds for emergency closings.
- Only one Adventure Club location will be open for school closings due to cold that occur before 6:30 a.m. Students from any site are welcome to attend.
- Parents are asked to read the *Emergency School Closing Information* sheet carefully. Students do not need to be registered for these days, however there is a daily charge. **The emergency school closing site opens at 8:00 am when school is closed for COLD.**
- **Early Dismissal** -If school is canceled AFTER school starts, Adventure Club **WILL NOT OPEN** and will be **CLOSED** for the rest of the day.
- Should the school district announce a **Late Start before 6 a.m.**, all Adventure Club locations will open at 8:00 a.m.

Nutrition Guidelines

- Adventure Club works to support lifelong healthy eating habits by ensuring that healthy snacks are available for children during regular snack times.
- Children have the opportunity to learn about healthy food choices during snack and meal times as well as during cooking projects.

Inclusion and Access

- Adventure Club welcomes individuals of all abilities. The program will provide reasonable accommodations, if needed, to make physical and social integration successful.
- Your start date may be dependent on the implementation of these accommodations. As necessary, Adventure Club will be able to provide additional staffing to ensure successful accommodation.

Volunteers and Community Partners

- Parents or community volunteers may be used in our program as needed. Volunteers are not left alone with a group of children and must complete a background check.
- Adventure Club may partner with other community organizations for special events, support, education, or activities. Staff will supervise students at all times.
- Adventure Club is committed to teaching children about the world. Each year each site will have the opportunity participate in appropriate service projects.

Illness

- ***Children should be kept at home if they have any of the following conditions:***
 - Vomiting or diarrhea within the last 24 hrs.
 - Undiagnosed rash or a rash attributed to a contagious condition or illness.
 - 100° F. temperature or higher before fever reducing medication is given. Child must be fever free for 24 hours before returning to Adventure Club.
 - Bacterial infection such as strep throat, ear infection, or impetigo and has not completed 24 hours of antibiotics.

- Uncontrolled cough
- Any contagious illness such as Lice, Scabies, Chicken pox, Ringworm, Hand, Foot, & Mouth disease, Influenza, Impetigo, Pink eye, Pinworm, Strep throat.
- Any child who is unable to participate in child care program activities with reasonable comfort or who requires more care than the staff can provide without compromising the health and safety of the other children.
- ***If a child becomes ill at Adventure Club:***
 - All efforts will be made to make your child as comfortable as possible.
 - The parent/guardian will be notified to pick up the child.
 - In the event we cannot reach a parent/guardian, the emergency contact will be asked to pick up the child.
- ***Communicable Diseases***
 - The parent/guardian must notify the site within 24 hours when their child has been diagnosed with a contagious reportable disease.
 - If a case has been reported or staff suspects the possible exposure of a contagious disease, a form letter will be posted in the Parent Information Area.

Medication

- Adventure Club follows the health policies of District 281.
- A child's health information must be completed at the time of registration. Please list any special needs your child might have that requires special attention and alert staff if your child has any allergy.
- We may administer medication only with a parent's/guardian's and doctor's signature on a District 281 permission slip. Medication must be in the original bottle and any pills that must be cut must be done so by the parent or guardian.
- Staff are trained in medication administration and will document all doses of medicine administered. Medication is stored in a locked location. Refrigeration may not be available at Adventure Club.
- If your child has a medical accommodation plan we ask that you provide Adventure Club with a copy so we can best meet the needs of your child.

Allergies/Chronic Health Conditions

- Please make sure all allergies and chronic health conditions are listed when your registration is completed so staff are able to accommodate all children.
- Epi Pens, inhalers, and other medication will be available to students at all times with staff supervision.

First Aid and Emergency Procedures

- All staff are certified in First Aid and CPR.
- Minor illness or injury will be documented on a “Boo-boo Report”. Copies of all reports will be placed in your parent file.
- In the case of injury, basic first aid will be administered.
- 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 parents’ responsibility.

Expectations of Staff, Parents, and Children

- To insure a successful experience for each child, the program has established expectations for staff, parents and children.
- **Staff**
 - Provide a positive environment for the children.
 - Accept & support each child as a unique individual.
 - Be a positive role model.
 - Communicate effectively with children, families and staff.
 - Be involved in activities with the children.

➤ **Parents**

- Read information the program sends out.
- Return information by the date it is needed.
- Ask questions when unclear.
- Share information that helps staff understand/support children's needs.
- Talk with site supervisor and staff if there is an issue with the program.
- Treat all staff, students and other parents with respect.

➤ **Children**

- Be respectful of staff, property and other students
- Stay within the program boundaries
- Follow directions

Unacceptable Behaviors

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

Behavior Guidance

We recognize that all children have different competence levels with relationships and conflict resolution. Staff will work in cooperation with other school professionals to guide children in their growth.

- **Behavior Guidance Plan:** Adventure Club staff are skilled at working with school-age children and will follow these steps in guiding behavior:
 - Encourage appropriate behavior. Staff will recognize and reward students for making good, safe choices.
 - Redirect negative behaviors and provide students with acceptable alternatives.
 - Explain and enforce natural consequences.

Parent Notification

- Should your child be part of a serious incident involving inappropriate behavior, you will receive an Incident Report. The report will detail what happened and what Adventure Club staff did to resolve the situation. Adventure Club staff always welcome the advice and insight of parents.
- Behaviors requiring immediate intervention may result in a phone call to parents or guardians and you may be asked to pick-up your child.
- If a child is unable to participate in Adventure Club without jeopardizing the safety and wellbeing of other students or staff, suspension or termination from the program may occur.

We are so happy to have your family with us! If you have further questions please don't hesitate to contact us!

Adventure Club Locations and Phone Numbers

Adventure Club Administrative Office—Sandburg Learning Center

2400 Sandburg Lane

Golden Valley, MN 55427

Website: www.ced.rdale.org

Main Office: 763 504-5320

Adventure Club Director: 763 504-5321

Program Secretary: 763 504-5324

Financial Secretaries: 763 504-5323 or 763 504-5325

Sites

Forest Elementary

763 504-7915

[Advclub fo@rdale.org](mailto:Advclub_fo@rdale.org)

Lakeview Elementary

763 504-4115

[Advclub lv@rdale.org](mailto:Advclub_lv@rdale.org)

Meadow Lake Elementary

763 504-7715

[Advclub ML@rdale.org](mailto:Advclub_ML@rdale.org)

Neill Elementary

763 504-7415

[Advclub Ne@rdale.org](mailto:Advclub_Ne@rdale.org)

Noble Elementary

763 504-4015

[Advclub No@rdale.org](mailto:Advclub_No@rdale.org)

Northport Elementary

763 504-7815

[Advclub Np@rdale.org](mailto:Advclub_Np@rdale.org)

Robbinsdale Spanish

Immersion Elementary

763 504-4415

[Advclub RSI@rdale.org](mailto:Advclub_RSI@rdale.org)

SEA at Olson Elementary

763 504-7215

[Advclub SEA@rdale.org](mailto:Advclub_SEA@rdale.org)

Sonnesyn Elementary

763 504-7615

[Advclub So@rdale.org](mailto:Advclub_So@rdale.org)

Zachary Lane Elementary

763 504-7315

[Advclub ZL@rdale.org](mailto:Advclub_ZL@rdale.org)