

# Westonka Adventure Club Parent 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 would like to welcome your family to Adventure Club-a program of Community Education and Services and the Westonka Public Schools. Adventure Club's success depends on the continued partnership between staff, parents, and children. This Family Handbook outlines what you can expect from Adventure Club and what Adventure Club expects from you.

## OUR 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.

## SCHOOL YEAR PROGRAM

Adventure Club offers before and after school care for children who are in Kindergarten through 4th grade. Preschool Adventure Club is offered to children who are enrolled in a Westonka Preschool program, and provides full day wrap around care. Our school year program begins the first day of school and concludes at the end of each school year.

## SUMMER PROGRAM

Adventure Club is also offered during the summer months, when school is not in session. The program is offered to children entering Preschool-7th grade. (Preschool aged children must also be accepted in a Westonka Community Preschool). We begin approximately 2-3 days after the school year end and concludes one week prior to the start of the school year.

## LOCATIONS

- ♦ Early Childhood Center: 5241 Shoreline Drive, Mound, MN 55364  
952-491-8044
- ♦ Hilltop Primary School: 5700 Game Farm Road, Minnetrista, MN 55364  
952-491-8541
- ♦ Shirley Hills Primary School: 2450 Wilshire Boulevard, Mound, MN 55364  
952-491-8435

**Child Care Coordinator: 952-491-8046**

\*Schools Out Day Locations: Early Childhood Center and Shirley Hills

\*Summer Program Locations: Early Childhood Center and Hilltop

# GENERAL INFORMATION

## GENERAL INFORMATION/CALENDAR

Hours of operation: 6:30 am—6:00 pm, Monday-Friday. Adventure Club will be closed on all district Holidays and tuition will not be charged.

## STAFF

The 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, however, these numbers lower if we are attending a field trip:

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

## SPECIAL NEEDS

Our program is very busy and a 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. Notify us of your child's need prior to enrollment. A meeting may be necessary to determine how/if we can meet the child's needs. We are not designed to provide one on one care. All children must be fully toilet trained to attend our program.

## 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.

## DAILY SIGN IN/OUT

Each parent or authorized person must have verbal contact with a staff person and must sign the child in/out daily. Please do not drop your child off at the door.

# GENERAL INFORMATION

## **AUTHORIZED PICK UP'S**

Children will be released only to their parents or person(s) authorized. If a child is to be released to anyone other than the people listed, a written note, email, or verbal communication with your child's site supervisor must be received prior to pick up time. Parents, please realize that we have new staff so you may be asked to show identification when picking up your child. Your child's safety is our number one concern!

## **COURT ORDERS**

In cases of restraining/protection/court orders stating a parent or person is not allowed to pick up a child, the Child Care Coordinator will need a copy of the order. 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.

## **CHANGE OF CONTACT INFORMATION**

If your contact information has changed, please notify us immediately of the change and/or make the change in your FeePay child care account. It is crucial for us to have current phone numbers for emergency situations.

## **CHILD PROTECTION**

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

## **REGISTRATION**

All Community Education courses, including Adventure Club, register online through FeePay. 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 weeks notice for any new contract and also for withdrawal from our Adventure Club program.

# GENERAL INFORMATION

## ACTIVITIES

Adventure Club participants are welcome and encouraged to participate in additional Community Education 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 FeePay and we are able to walk them to their class (if they are in the same building). In order for us to walk them to their class, parents must fill out an 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 FeePay.

## 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.

## 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.

# FINANCIAL INFORMATION

## PAYMENT SCHEDULE

Adventure Club payments are due on the 15th of each month. You will receive an invoice via email (unless you indicated paper invoice in your registration) from the Child Care Coordinator on or around the 10th of each month. Log into FeePay at [www.westonkace.org](http://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. **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

You will receive vacation credit that can be used on days that your child does not attend Adventure Club due to illness or vacation. The following policies are in regards to vacation credit:

- Vacation days are allotted based upon how many days your child is currently contracted for
- In order to use these days, the child must be absent from Adventure Club for the entire day (no 1/2 day requests)
- Once 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.
- It is your responsibility to fill out a request form in order to receive credit

\*requests will not be accepted via email

## CHANGE OF SCHEDULE/WITHDRAWAL

We require 1 weeks notice for any schedule changes and/or withdrawals from the Adventure Club program. These changes can be made in FeePay through your child care account. If you need to request a drop in day, you may also do so online through FeePay.

# FINANCIAL INFORMATION

## FINANCIAL ASSISTANCE

If you receive child care assistance through the county, documentation must be provided to the Child Care Coordinator prior to your child starting in our program. If you have a co-pay, it is expected to be paid on time or a late fee will be charged to your account. It is also your responsibility to communicate schedule changes to your case worker and/or if additional hours are needed to cover Schools Out Days.

Westonka Community Education does not directly provide scholarships to families. You may contact the Child Care Coordinator to see if there are any other scholarships available to families in need.

## LATE PICK UP FEES

Adventure Club closes promptly at 6:00 pm. Parents arriving after 6:00 pm will be charged a \$1 late fee for every minute after 6:00 pm. **We ask that parents call their child's site to communicate if they will be arriving late.** If we have not heard from you by 6:20 pm, and are not able to reach you, we will need to contact the local police. Late fees will be assessed to your child care account and will be added to your next invoice. Please note that if there are numerous late pick ups, a parent meeting will need to be held and alternative care arrangements may be to be found.



# MEDICAL & ILLNESS INFORMATION

## MEDICATIONS

Adventure Club can only administer prescription medications that are in their original prescription bottle. 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 its 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 an 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. The child cannot return to Adventure Club until they are **symptom free for 24 hours**.
- Vomiting or diarrhea. The child cannot return to Adventure Club until they are **symptom free for 24 hours**.
- Rash that is associated with a fever or behavior change
- Strep throat, Impetigo, Ringworm, or Scabies. The child cannot return to Adventure Club until they have been **on treatment for 24 hours**.
- Lice. The child cannot return to Adventure Club until treatment has been administered and there are no live nits.

# MEDICAL & ILLNESS INFORMATION

## **ACCIDENT REPORT**

If your child becomes injured while in our Adventure Club program, our staff will fill out an accident report regarding the incident. 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). You will be presented with this form at either pick up or drop off the next morning, which you will then sign. We will keep a copy of this report on file.

## **ALLERGIES/MEDICAL CONDITIONS**

If your child has an allergy or medical condition, please indicate so on your registration. If your child has a medical condition which requires an action plan, this must be given to your child's Site Supervisor prior to their first day with us, along with any needed medication.

# 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:
  1. Fighting which is verbally abusive or physically aggressive
  2. Weapons (real or pretend) used or in possession on the premises.
  3. Destruction of property.
  4. Unsafe activities (leaving the group or program area without approval from staff, outbursts which endanger self or others).
  5. 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.
- Parent notification (behavior report and/or phone call)

# BEHAVIOR EXPECTATIONS

## **CONSEQUENCES CONTINUED...**

- 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

## **SNACKS**

A light breakfast will be served at all sites from 7 am- 8:15 am. This typically consists of cereal, toast, waffles, fruit, yogurt, and/or hard boiled eggs. Preschool Adventure Club will have a mid-morning snack around 10 am. All children will be served a afternoon snack around 3:30 pm. During our summer program, all Adventure Club children will receive a snack at 10 am and 3 pm.

## **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. During our summer program, lunch will be provided for all children, Monday-Thursday. Families are responsible for providing a bag lunch for their child every Friday. If you forget to bring a lunch for your child, we will provide a lunch and your account will be charged in the amount of \$5/child.

# SCHOOL'S OUT DAYS

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

## REGISTRATION

Flyers will be sent home with all children approximately 3-4 weeks prior to each School's Out Day, which will contain more information on the day. Field trips are occasionally planned on these days, and that cost is included in the daily fee. Registration can be done through your child care contract in FeePay, or you can fill out the paper registration form and give to your front table attendant at your child's site (Early Childhood Center can give to the Site Supervisor). The deadline for registration is 7 days prior to the day, and after that space may be limited and the fee is increased by \$8/child.

## LOCATION

For children enrolled in the Preschool program, they will attend all School's Out Days at the Early Childhood Center. For children in grades Kindergarten through 7th grade, they will attend at Shirley Hills Elementary.

# SUMMER ADVENTURE CLUB

## LOCATION

Preschool Summer Adventure Club is held at the Early Childhood 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 concludes 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.

## REGISTRATION

Registration will open up mid-March for our Summer program, with all registrations being completed online through FeePay. We require 1 weeks notice for any new contract and also 1 weeks notice for any schedule changes and/or withdraws.

## 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 in's on a consistent basis. 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 between the hours of 9 am- 12 pm, Monday-Thursday. You will be able to choose which classes your child participates in, during the registration process. These fees are included in your daily Adventure Club fee.

# SUMMER ADVENTURE CLUB

## GROUPING

Children entering Kindergarten-4th grade will be grouped by age for majority of the day.

## FRIDAY FIELD TRIPS

We will attend field trips on Fridays (unless noted otherwise) and 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 programs 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 behavior continues, your child may not be able to participate in field trips for the remainder of the summer.

## SUNSCREEN

Adventure Club provides 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.

If you have any questions or concerns, please contact the Child Care Coordinator at 952-491-8046 or [medinm@westonka.k12.mn.us](mailto:medinm@westonka.k12.mn.us).

Thank you and we look forward to welcoming your family to the Adventure Club program!