



MAGIC ADVENTURES

Monticello School Age Childcare

Parent Handbook



Revised 2024 | This handbook supersedes all other handbooks created for the Magic Adventures Program.

What's Inside...

| | |
|-------------------------------------|----|
| Welcome to Magic Adventures | 2 |
| Program Components | 3 |
| Program Standards | 4 |
| Student Expectations | 5 |
| Registration & Enrollment | 6 |
| Contract Options, Fees & Absences | 7 |
| Billing & Payment Info | 8 |
| Contract Changes & Withdrawals | 9 |
| Emergency Info & Medication | 10 |
| Illness & Inclusion of Students | 11 |
| Non School Day & Early Release Info | 12 |
| Safety & Inclement Weather | 13 |

Community Education Office

9375 Fenning Ave. NE, Monticello

Phone (763) 272-2030

www.monticello.ce.eleyo.com

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Welcome to Magic Adventures!

We're pleased that you have chosen our program for your childcare needs. We provide a safe, fun, nurturing environment that supports learning and development. We believe that every child is special and unique and our staff will work to provide an atmosphere that fosters their growth. Magic Adventures offers your child choices for creative, physical and social growth through activities in art, music, sports, language arts/reading, and games. Our staff will develop activities that reflect our program's focus on the above areas.

Magic Adventures is sponsored by the Community Education Department of Monticello Public Schools. We are governed by the policies and guidelines of the Board of Education. Our program focuses on safety, respect, creativity, friendship and fun!

We welcome you and your child to our program!

Sincerely,

Andrea Greenwald

School Age Childcare Coordinator
Monticello Community Education

Program Locations

Eastview Education Center

9375 Fenning Ave NE

Cell Phone: 612-214-7865

Email: eecma@monticello.k12.mn.us

Little Mountain Elementary

9350 Fallon Ave NE

Cell Phone: 612-214-9289

Email: lmma@monticello.k12.mn.us

Pinewood Elementary

1010 Broadway St W

Cell Phone: 612-214-9805

Email: pwma@monticello.k12.mn.us

Program Components

Magic Adventures Days of Operation

School Year 2024-2025

- Offered at all elementary schools in the Monticello District and is open on all regular school days
- Begins on September 4, 2024 (LM & PW), September 5 (EEC) and ends on June 5, 2025
- Before school care operates from 6 AM until the start of the school day
- After school care operates from the time school is dismissed until 6 PM
- Magic Adventures is open for non-school day and early release care

*Magic Adventures will be **closed** on the following dates: August 29, 30, September 2, November 28 & 29, December 24, 25, 31, January 1, February 17, April 18 & May 26

Summer 2024

- June 10 - August 23, 2024 (closed June 19, July 4 & 5)
- Open 6 AM - 6 PM
- Locations include:
 - **Eastview** (SY 2023-2024 Pre-K & K students)
 - **Pinewood** (SY 2023-2024 1-5th grade students)

Program Details

Before School Magic Adventures (6:00 AM until the start of the school day)

- Children are able to participate in choice based activities from 6:00 AM until the start of the school day. Breakfast is provided at school through the school district meal plan

Preschool Wrap-Around Care Magic Adventures (EEC only)

- Wrap-around care will be available for children enrolled in Monti Magic Preschool at Eastview Education Center.
- Staff implement Creative Curriculum and offer group activities in a fun, safe and caring environment. This program is 4-Star Parent Aware rated. Breakfast & hot lunch is included.

After School Magic Adventures (end of the school day until 6:00 PM)

- Children will be offered a healthy snack item each afternoon. They can bring their own snack if desired (please no candy or caffeinated beverages).
- Children are able to participate in choice based activities. They may choose to take part in a variety of age appropriate activities based on their interests. These activities include visual and performing arts, science, clubs, homework and reading, social recreation, physical challenges and activities, outdoor play, and team building.

Non School Days & Early Release Days

- If you would like your child(ren) to attend Magic Adventures on one of the early release or non-school dates, you would need to register them through your account. See page 12 for details.

Summer

- Separate registration required.
- Children will attend field trips up to twice per week (no children will stay back on field trip days)
- The program provides a morning snack and afternoon snack (families need to provide lunch)
- See summer parent guide for more specific information

Program Standards

Magic Adventures Staff

Magic Adventures staff members are the heart of our program and have a passion for engaging students in fun and educational activities. Magic Adventures has a commitment to high quality and continuous improvement. Staff receive ongoing professional development on behavior guidance, activity planning, social development, First Aid/CPR and much more training. Magic Adventures is a certified center through the MN Department of Human Services.

Staff roles include:

- Site Leads ensure program policies and procedures are adhered to for the program quality and safety. They plan the activities for the students and give direction to the Education Support Specialists and Aides.
- ESS' and Aides interact and lead activities for the children. They provide guidance for children and also assist children who have special needs.

Program Standards

- Program standards for the Monticello Public Schools Magic Adventure program are adopted from the guidelines developed by the MN Department of Education which have been reviewed and approved by District 882 and the Board of Education.
- Magic Adventures is committed to staffing the program with qualified and caring staff. To ensure the safety of the children in the Magic Adventures program, all staff must pass a criminal and child protection background check, fingerprinting and complete CPR & First Aid training.
- Sites maintain a 1:15 staff to child ratio for school aged children (5-12 years of age) and a staff to student child ratio of 1:10 (for children Preschool aged students). These ratios are set by the State of MN Department of Human Services.
- Dismissal from the program could result from any of the following:
 - The staff and/or parent determines that the program cannot meet the needs of the child.
 - The child and/or parent refuses to follow program policies.
 - Invoices/fees are not paid.

Suggestions, Questions & Concerns

In order to address your needs at the most appropriate and effective level, we suggest the following steps:

Staff member
involved
Site Lead
Coordinator
Community
Education Director

*Please submit all grievances in writing, as well as verbally.

Parent Checklist

1. Read the Parent Handbook and understand the program policies
2. Sign your child in and out daily
3. Get to know program staff – ask for feedback on your child's day
4. Notify the site if your child will be absent for ANY reason
5. Model respectful behavior when dealing with staff and students
6. Pay all costs incurred for your contracted days, whether your child attends or not, by the due date
7. Submit a contract change or withdrawal request in your account online if your schedule changes
8. Label ALL personal belongings
9. Must have current immunization or applicable exemption on file for your child
10. Your child must be fully potty-trained

Child Abuse & Neglect

Under MN State Law, all professional staff who work with children are required to report all suspected physical, emotional, sexual abuse or neglect of children to the authorities.

Personal Property

We provide fun and engaging games and toys for children to play with at Magic Adventures. Toys from home are not permitted due to the high likelihood of getting lost or damaged. Electronic devices are not allowed.

Student Expectations

Child Guidance

Magic Adventures utilizes the same standards that the Monticello School District adheres to. We have the same expectations of the students to ensure their success and safety. Key techniques include: positive reinforcement, positive role modeling, intervention techniques and redirection. The students are expected to be safe, responsible and respectful.

Student Expectations

Respect self, others and property
Use acceptable language
Use appropriate physical contact
Follow the direction of the staff
Participate in group activities
Ask for permission to leave an area
Be responsible and accountable for their actions
Abide by all district policies

Behavior Considered Harmful or Inappropriate

Behaviors which directly threaten a person's right to be safe:

- Physical aggression towards others
- Verbal aggression towards others
- Bullying, teasing and harassing of others
- Threatening statements that affect the safety or well-being of others

Behavior which keeps staff from fulfilling their ability to be available for all children:

- Blatant disrespect or absolute refusal of staff
- Removing self from group without permission
- Leaving or attempting to leave program and/or field trip location
- Behaviors that disrupt activities and/or program participants
- Outbursts which endanger others
- Destruction of property

Consequences for Harmful or Inappropriate Behavior

Participation in Magic Adventures is a privilege.

All children must follow the rules of the program.

Harmful or inappropriate behavior towards other students or staff may result in suspension or dismissal from the program. Children are assisted in finding solutions to current situations, understanding consequences and developing self-control.

If a child is continually having difficulty following the Magic Adventures Behavior Policy:

1. The inappropriate behavior will be discussed with the child and action taken. A FYI Infraction form will be filled out for parents/guardians to review.
2. Should the inappropriate behavior continue, parents/guardians will be notified. Parents may be required to pick up their child within 30 minutes if the situation warrants. If the child is not picked up within 30 minutes, care will be suspended for the following day (AM & PM care). A Behavior Report form will be filled out for parents to review. Staff, parents, and the child will cooperate to solve the issue.
3. Should the inappropriate behavior continue, a behavior contract may be created and parents will be called for a conference to review and sign. Suspension from the program may occur at any time if the staff deems necessary. Refunds are not given if a child is temporarily suspended.
4. If the child is unable to adapt to the behavior contract and the Magic Adventures behavior policy, parents will be asked to make alternative child care arrangements and dismissal from the program will occur.

*Staff reserve the right to contact local law enforcement should a child leave school property unattended for any reason.

**If a child is displaying inappropriate or harmful behavior, we reserve the right to not allow the child to attend any or all field trips for safety purposes. Parents will be responsible for finding alternative child care on those days.

Registration & Enrollment

In order to participate in Magic Adventures program, a new contract must be completed for each season (School Year & Summer). Please visit <https://www.monticello.k12.mn.us/magicadventures> for specific registration dates and deadlines.



How to Register

Online: register at <https://monticello.ce.eleyo.com/child-care/3/magic-adventures>

A debit card, credit card, or ACH withdrawal is required to complete the online registration process. You will need to create an account prior to registering. If you cannot remember your password, contact us (do not create a new account).

*Parents/guardians are responsible for updating their account information.



Signing In and Out

In order for us to accept legal responsibility for your child, you or an adult from your authorized pick up list must bring your child to the Magic Adventures room and *sign them in and out each care day*. This policy is designed to protect your child. Children will not be allowed to leave the site on their own, whether to walk to a parent in a waiting car or walk home on their own.

Key Fobs




Parents/guardians will receive two key fobs per family at the start of enrollment in Little Mountain & Pinewood Magic Adventures sites. All doors will remain locked during program times so families will need to use their key fobs to get into the school. A \$10 fee per fob will be assessed to childcare accounts for any lost key fobs.



Enrollment Requirements

- Children in preschool (must be 3 years old by September 1) through 5th grade, who attend the Monticello School District, may register for the school year program.
- *Children must be fully toilet trained* and able to use the bathroom on their own.
- Magic Adventures does not provide transportation between schools. Children can only attend the program at the school in which they are enrolled.
- Each child enrolled must pay a \$30.00 non-refundable registration fee (\$45/family) at time of registration.
- Outstanding accounts with unpaid balances will not be able to register for the next session.
- If you indicated that your child has special needs, a meeting may be required before your child's start date to determine the appropriate level of support needed. Information regarding a child's needs will not be used to prohibit their enrollment in the Magic Adventures Program, unless it is determined they will need significant assistance beyond our program capabilities. See page 11 for more information.
- All guardians are required to provide proof of immunization (or applicable exemption).

Contract Options, Fees & Absences

| School Year 2024-2025 Rates | | | | |
|---|---|--|---|---|
| Before School Rates | After School Rates | Pick Your Days Rates | Pre-K Rates (EEC Only) | Special Rates |
| Full Time M-F 5 days/week \$7/day | Full Time M-F 5 days/week \$14/day | Before School: \$8/day After School: \$15/day *Must submit monthly calendar by the 20 th of each month prior This contract option is if you have a non-consistent schedule month to month. | Full Day (9 AM - 3:30 PM) \$28/day | Early Release Days \$19/day Non School Days \$40/day |
| Part Time 1-4 days/week \$8/day | Part Time 1-4 days/week \$15/day | | Half Days (8-11:40 AM or 10:30-2 PM) \$19/day |  |
| Summer 2024 Rates | | | | |
|  | Full Time \$35 per day Monday - Friday | Part Time \$40 per day 2-4 days per week (same days week to week) | Pick Your Days \$44 per day (must submit monthly calendar by the 20th of each month prior) |  |

Registration Fees

When your contract gets approved, you are charged a registration fee. The fee is \$30/child or \$45/family and registration fees apply to each registration session (Summer & School Year).

Absences

Notify your child's Magic Adventures site by phone or email if your child will be absent at any time for any reason. School offices do not automatically provide us with absence information. If your child does not arrive after school as expected, program staff will investigate immediately by attempting to contact you or your child's emergency contacts. Due to the amount of time involved in trying to find children when staff have not been notified of their absence, a \$15 Finder's Fee will be assessed. Tuition is not refunded for sick days or other absences. If an illness extends beyond one week, contact the Magic Adventures Coordinator. Credit will be given if a medical certificate is provided from a physician indicating the extended absence was due to illness. Parents are responsible for paying for time RESERVED, not time used.



Family Emergency

In case of family emergency, please contact the Magic Adventures Coordinator so the tuition may be forgiven. This is determined on a case by case basis for approval and you may be asked for the appropriate documentation.

Emergency Contact Information

Please keep your child's emergency contact information current. When adding authorized pickup contacts to your account, a daytime phone number and the relationship to the child must be included. This can be done on your online account, or by calling the Coordinator, or onsite with the Site Lead's assistance.

Billing & Payment Information

Important Billing & Payment Information

- Monthly invoices are sent via email and due on the 1st of the month.
- If full payment is not received by the 16th of the month, an automatic late fee of \$25 will be assessed.
- If a balance is still outstanding at noon of the last weekday of that month, care will be terminated immediately.
- Fees are due in advance.
- If you are enrolled in AutoPay, payments will be deducted on the 1st of the month.
- If you have removed the Auto Pay payment method, you are responsible for logging into your online account and making your payment by the last day of the month (or by the 16th to avoid the late fee).
- You are responsible for all costs incurred for contracted days, whether your child attends or not. If you need to make a contract change/withdrawal you must do so on your online account at least 7 calendar days prior to the change or by contacting the Coordinator.
- We charge a \$30 processing fee for all checks returned from the bank. If a check is returned, you must make a cash, money order, or credit card payment within three days of notice. Failure to make payment on uncollected checks may result in termination for child care services.



Accepted Forms of Payment:

1. Cash (ask for a receipt at time of payment)
2. Check (cashed upon receipt)
3. Credit Card (Visa, Discover or MasterCard)
4. ACH withdrawal

Where to Make a Payment:

1. Online at: monticello.ce.eleyo.com
2. Mail to: 9375 Fenning Ave NE, Monticello
3. In person at: Eastview Education Center
(Hours are M-F, 7:30 AM-3:30 PM)
(Magic Adventures sites do not accept payments)

County Child Care Assistance Program

We do accept the child care assistance program (CCAP) through the State of Minnesota (county you reside in). Written authorization for families receiving CCAP from outside agencies must be received by our office before child care can begin or families need to pay up front until we receive the authorization letters. If CCAP is canceled, you will be responsible for all expenses incurred. If you receive CCAP, you assume responsibility for fulfilling county requirements (provide information on child care schedule, submit timely reports, pay copayments, and make payments not covered by CCAP, etc.).

Dependent Care/Flex Reimbursement Forms

Forms must be sent to the Magic Adventures Coordinator for verification and signature.

(Site staff cannot sign them.)



Year End Financial Information

The Federal Tax ID number and total tuition paid for the calendar year is available in a PDF document through your online account. This document is available after the 1st of January for the previous tax year.

Contract Changes & Withdrawals

Contracts

Contracts will remain in effect for the duration of the school year unless a Contract Change request is submitted through your online account. Contract changes require a 7 day notice. Verbal notification is not sufficient. The first contract change is free. There is a \$15 fee for all changes after the first change. You are responsible for tuition based on the current contract until the change goes into effect.



When to a Submit a Contract Change Request

- Need to add or subtract the number of days attended each week
- Need to move to a different type of contract (i.e. move from Part Time to Full Time Care or to Pick Your Days)
- Need to withdraw from the program

Where to fill out a Contract Change Request

A contract change request can be completed online through your Magic Adventures account. To complete the request, you'll login to your account, choose your child's current contract, on the contract screen there will be a "Change Schedule" button and this will allow you to modify your child's current contract.

Day Swapping

Contracted days cannot be changed without submitting a Contract Change request through your online account. You must submit a contract change 7 calendar days prior to the change happening. Consistent Care contracts are consistent schedules of the same days, every week for the entire school year. If your schedule has abruptly changed (i.e. need to send your child on a nonscheduled Monday instead of your regularly scheduled Tuesday) we cannot switch contracted dates due to staffing, planned activities and student accountability.

Withdrawal from the Program

Parents/guardians planning to withdraw their child from Magic Adventures may do so at any time; however, there is a 7 day notice requirement. Tuition will be charged for 7 days from the date of notification. A withdrawal can be submitted through your online account under "Withdraw Contract" for consistent contracts.

Emergency Information & Medication

Accidents

Parents/guardians will be informed by phone or in person of accidents involving their child during Magic Adventures. Children are encouraged to tell a staff member immediately if they are hurt or experiencing discomfort.

- If a child incurs a minor injury, staff will administer basic first aid (clean injury, secure bandage and/or apply an ice pack) and inform the parent/guardian of the incident when they pick up the child.
- If a child incurs an injury which may require further medical attention, staff will contact the parent/guardian immediately so that the child may receive necessary medical treatment and complete an injury/incident report. This would include lacerations, sprains, fractures and head injuries, unless it would be classified as an emergency.
- In an emergency when immediate medical attention is needed, or an incident is perceived by staff to be life threatening, staff will call 911 and then immediately contact the parent/guardian. When the ambulance arrives, emergency personnel will determine the appropriate course of action. If the child requires emergency medical treatment, the child will be taken to the nearest available medical facility. Parents/guardians are responsible for all medical charges.

Insurance

Magic Adventures does not carry accident or health insurance for the children. Parents/guardians are responsible for the insurance and health coverage on their child(ren).

Medication Policy

District policy regarding the dispensing of medication must be followed. A Medication Administration form must be completed each school year before any medication (over the counter or prescription) can be stored or dispensed. Prescription medication requires a written physician's orders. All medication must be in its original container. Expired medication will not be accepted or kept. Medication forms are available on the Magic Adventures website (<https://www.monticello.k12.mn.us/magicadventures>) Return completed forms to the Community Education office or your Magic Adventures site.

Transfer of Medication

Site staff are not responsible for the transfer of medication between sites. Parents are responsible for bringing their child's medication to and from their Magic Adventures school year site and non-school day site.

Health Forms

Other health forms may be required based upon information given at the time of registration.

The Student Health Registration Form can be found on our website:

(<https://www.monticello.k12.mn.us/magicadventures>).

Illness & Inclusion of Students

Illness Policy

Please do not bring children to Magic Adventures who have experienced a fever, nausea/vomiting, diarrhea or indicate any other type of illness at home. Bringing a sick child to Magic Adventures results in further inconvenience to the parent/guardian who must return to pick up the child, possible exposure of illness to other children/staff, and a general uneasiness for the sick child. School district policy requires that children be symptom free for at least 24 hours without fever reducing medicine before returning to school. Magic Adventures follows and enforces the same policy. If a child becomes ill while attending Magic Adventures, we will try to provide them with a quiet area to rest and away from the other children. If the child does not improve after a short rest, the parent/guardian will be notified to pick them up as quickly as possible. If a parent/guardian cannot be reached, the child's authorized pick up contacts will be notified to pick up the child.

Please contact us if your child has been diagnosed with the following conditions:

- **Vomiting, Diarrhea:** May return 24 hours after their last episode
- **Fever of greater than 100.4°F:** May return 24 hours after being fever free without the use of medication
- **Impetigo, Strep Throat, Conjunctivitis (pink eye), Ringworm:** May return 24 hours after treatment
- **Chicken Pox, Shingles:** May return after all blisters have dried and crusted
- **Head Lice:** Parents will be notified and pick up is at the parent's discretion. Staff will do their best to keep the child separate from the group for the remainder of the day.

Inclusion of Students with Specific Needs

Magic Adventures values children with disabilities as an integral part of our diverse community. Our program will make reasonable accommodations as needed to make physical and social inclusion successful.


If you indicated that your child has special needs, such as a disability, diagnosis or health condition, a meeting may be required before your child's start date to determine the appropriate level of support needed. Information regarding a child's needs will not be used to prohibit their enrollment in the Magic Adventures program unless it is determined they will need significant assistance beyond our program capabilities.

If Magic Adventures staff are unaware of your child's needs and those needs significantly impact the child's success in the program, care may be suspended until appropriate accommodations can be arranged. In the child's best interest, a start date may be delayed so that Magic Adventures can hire additional staff to help support the child's needs.

Magic Adventures reserves the right to deny or discontinue participation of any child, if such participation causes an "undue burden" or modification to the nature of the program.

Non School Day & Early Release Info

Early Release and Non School Day Dates 2024-2025

| Non School Day Care Option | Early Release Care Option |
|---|--|
| <p>Hours: 6:00 AM - 6:00 PM</p> <p>When field trips are planned, all children will attend. There is <i>no</i> onsite care offered during scheduled field trip times.</p> <p>Rate: \$40.00/child</p> <p>Late Registration Fee: \$45.00/child (pending space)</p> <p>Non School Dates August 26, 27 & 28 September 3 September 4 (EEC Only) October 17 & 18 October 21 (EEC Only) November 4, 5, 25, 26 & 27 December 2, 23, 26, 27, 30 January 20 March 6, 7, 24, 25, 26, 27 & 28</p> <p><u>**Must register by the 20th of the month prior</u></p> | <p>This option is available on:</p> <p>Early Release Date <i>June 5</i> <u>**Must by the 20th of the month prior</u></p> <p>Daily Rates: \$19/child Late Registration Fee: \$24/child (pending availability) No Drop-In option available</p>  |

Registering for Non School Day & Early Release Care

- Online registration will open when school year registration begins. **The deadline to register is the 20th of each month prior.** Reminders will be emailed and posted onsite one month prior to the dates. *Refunds will not be given for cancellations after the registration deadline or if your child is sick and does not attend.*
- Non-school day/early release registrations will be added to the current month's invoice.
- Please note that we have a limited number of spots available at each non-school day site. Once the maximum number is met, participants will be placed on a waiting list and notified by the Coordinator if a spot becomes available.
- A light breakfast snack and afternoon snack will be provided. Parents must provide a bag lunch unless otherwise noted.
- When a field trip is planned, all children must attend the field trip. There is no onsite care offered during scheduled field trip times.
- You may pick up your child from a field trip but you must inform the Site Lead of these plans ahead of time.

Closed Dates (Summer 24 & School Year 24-25)

- June 19, July 4, 5, August 29, 30, September 2, November 28, 29, December 24, 25, 31, January 1, February 17, April 18, May 26

Safety & Inclement Weather

Authorized Pick-Up List

Your child will only be released to people listed on their Authorized Pick-Up List. In an emergency, you may call to inform the staff if someone other than an authorized person will pick up your child. Magic Adventures staff are required to ask for identification from anyone attempting to pick up a child. If an unauthorized person attempts to pick up, you will be contacted. If you cannot be reached, your child will be held until you or an emergency contact person arrives. You may add or remove any person from your authorized pick up list through your online account under the "Manage Authorized Pickups" button or through the onsite iPad attendance app with the assistance of the Site Lead. If a sibling is sent to pick up a child, they must be at least 16 years of age AND listed on the authorized pick-up list. Anyone under 16 needs approval from the Coordinator and a waiver must be signed by the parent. They must show staff their student I.D. badge.

Procedure for Late Parent Pick Up

Magic Adventures closes at 6:00 PM. Should a child remain after the closing time, the staff will notify persons listed on your authorized pick-up list. Should none of these people be available or able to come for the child, and if the parent has not arrived within 30 minutes after closing, the local authorities will be called. The child will then be turned over into their custody. If a child is picked up after the 6:00 PM closing time, parents will be subject to a \$1 per minute fee. Continued late pick-ups may result in removal from the program.

Inclement Weather / Site Closing

In the case of inclement weather, or other emergency events that cause the district to close, Magic Adventures typically remains open and will operate as a non-school day. If parents are notified the day/night before that school will be canceled, Magic Adventures will be closed. In all cases, consult the following communication channels for accurate closing details. You may bring your child to each of the following scenarios as long as they are registered for that day of care.



Late Start - If Monticello School District has a delayed start time due to inclement weather, morning care Magic Adventures will still be open. (\$19 fee)

Early Dismissal - If Monticello School District has an early release due to inclement weather, afternoon care Magic Adventures will still be open. (\$19 fee)

Closed Day Of - If parents are notified the day of that school will be canceled, Magic Adventures will be open. (\$40 fee)

Closed Day Before - If parents are notified the day/night before that school will be canceled, Magic Adventures will be closed.

****Please note,** accounts will be charged for an additional fee when care is given at longer rates of time (i.e. late starts, early releases and non school days). If Magic Adventures is closed all day, your account will not be charged.

Announcements for weather related events will be posted:

District Website - www.monticello.k12.mn.us and school messenger.

Local Media Outlets - WCCO, KARE 11, KSTP, FOX 9. In the event of other emergency events that cause Magic Adventures to be closed unexpectedly, we will notify parents via email and website or school messenger.

*In the case of a nuclear emergency after school or on a non-school day, Magic Adventures will follow district nuclear emergency procedures.