



# EdVenture Club SUMMER

A FUN SUMMER CAMP PROGRAM FOR GRADES K-5  
full-time & part-time options



DISTRICT 728  
**Community  
Education**  
EXPERIENCE MORE!



[www.728communityed.com](http://www.728communityed.com) | 763.241.3544



# Welcome to Our Summer Program!

*Please read this entire book carefully.*

We are excited to offer EdVenture Club-Summer, a quality program option designed to meet the needs of both full-time and part-time schedules. Our program offers quality enrichment activities in a fun and safe environment. We are open 6am to 6pm.

## Registration

Ongoing registrations are taken as space permits throughout the summer, and new students are always welcome.

## Forms

- Complete registration forms, family information forms, and supplemental permission materials and return to the Community Education Office **before the first day of attendance**. (No child is allowed to participate in the program unless all registration details are completed.)
- A Family Information Form/Parent Compliance Agreement or online family and student profile must be completed. If changes occur during the program season regarding phone numbers, address, health concerns, etc., please update your online family and student profile or submit an updated Family Information Form as soon as possible.
- See EdVenture Club-Summer registration forms for information on registering for swim lessons.
- EdVenture Club-Summer forms are available at the Community Education Office and online at [www.isd728.org/EdVentureClub](http://www.isd728.org/EdVentureClub) or [www.ezchildtrack.com/728communityed/Parent](http://www.ezchildtrack.com/728communityed/Parent), as well as at your student's site.

## Scheduling and Payments

This is a pay-in-advance program. Only those who have fully paid in advance for their week(s) will be considered registered and may attend. Payments must be submitted along with a completed schedule online or with a paper Schedule and Payment form; do not schedule more than you are paying for.

- Schedule and payment will not be taken over the telephone.
- All payments and attendance selections (schedules) are due by 6:00pm Monday of the week **prior to** your planned attendance week, unless an early payment deadline is noted.
- Late registrations will be placed on a waiting list and may not be accepted if sites are full or if the registration deadline has passed. If a schedule and payment is received after the due date and is approved, a late fee of \$20 will be due immediately. (Also see Rights of Refusal in Program, page 8.)
- **Chronic late scheduling and payment may result in exclusion from the program. Late Payment is allowed, but is an exception, not the normal practice.**
- If your payment is past due, your student will not be allowed to attend until all payments and late fees are paid.
- You must schedule online (EZChildtrack) or with the paper Schedule and Payment form in advance – do not just show up at the site! We maintain a staff-to-student ratio and may not have the proper amount of staff in place if unscheduled student(s) attend.
- Once you have scheduled and paid for attendance, changing days around in your student's schedule is not encouraged and must be approved if requesting after the schedule deadline. Please see "Cancellations and Changes" on page 2.
- An **Automatic Payment plan** is available using VISA, MasterCard or Discover. This plan is **not available online** and must be scheduled using a paper form with weekly charge option selected.
- Payments of check, cash or VISA/MasterCard/Discover can be made in person, by mail, by fax, or by using the drop box at each site.
- Please make checks payable to ***"ISD 728 Community Education."*** (Blue or Black Ink)

Please direct all registration, scheduling, payment and account questions or concerns to the Community Education office staff **only** by calling 763-241-3544 or email [edventureclub@isd728.org](mailto:edventureclub@isd728.org)

## Discounts

Families that schedule to attend a minimum of 9 weeks/maximum of 12 weeks and pay the total fee for the entire summer by credit card prior to the first week of attendance may be qualified to receive a 10% discount of the total summer cost. The 10% discount does have exclusions. **To receive the discount, the coupon must be submitted to the EdVenture Club main office.** Once registered, do not make any changes to schedule or any cancellations to schedule. (This includes swapping days.) Any changes or cancellations will result in forfeit of the 10% discount. The coupon can be found on the Community Education website, our online EZChildtrack and with the original registration brochure for the Summer program.

## Targeted Services and ESY Services Wrap-Around Care

Care is available for students who attend Targeted Services or ESY during the summer. Please use the EdVenture Club-Summer/Targeted Services or ESY Services Schedule and Payment Form or online EZChildtrack to schedule and pay for wrap-around care outside of class hours.

## Financial Assistance

**Written authorization** for families receiving financial assistance from outside agencies **must be received by EdVenture Club office staff before child care can begin.** If financial assistance is cancelled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements (provide information and child care schedules, submit timely reports, and make payments not covered by the financial assistance program).

Families receiving Financial Assistance from outside agencies will not be able to use our online scheduling system. You must complete the paper Schedule and Payment form for scheduling requests.

## Uncollected Checks/Outstanding Balances

- An additional processing fee may be charged for all checks returned from the bank. Collection on returned checks will be handled by the District #728 Business Office. Failure to make payment on uncollected checks will result in exclusion of child care services.
- Any outstanding balance will be forwarded to a collection agency for recovery. If forwarded, collection fees will be added to the current outstanding balance and will result in exclusion of child care services.
- If an EdVenture Club account has been sent to a collection agency, no attendance will be allowed until the balance has been paid. In addition, there may be a probationary period once attendance resumes.

## Dependent Care Reimbursement Forms

24 to 48 hours' notice is needed to verify and sign reimbursement forms for child care expenses. Forms must be signed by Community Education EdVenture Club office staff.

## Cancellations and Changes

Cancellations must be made with EdVenture Club office staff in writing by 9:00am Thursday of the week **prior** to planned attendance change/cancellation in order to receive a credit or refund. (Email is preferred) Emails should include your student's name(s) and the dates and/or type of care you are cancelling, as well as your contact information. Cancellations received after the deadline are not eligible for refund, credit or transfer of funds.

Any changes resulting in additional charges must be submitted using the paper calendar form and include the appropriate payment.

**Same-day or same-week cancellations are not refundable, regardless of circumstance (illness, death in family, family emergency, hospitalizations, etc.). Changes and cancellations will not be accepted by phone or voicemail.**

## **Absences**

If your student is going to be absent – call in to let us know! Please contact your site or EdVenture Club office staff at 763-241-3544, 763-241-3520 (menu option 4). Site contact numbers are listed on page 8 of this policy booklet. Business cards with address and telephone can be found at each of our site locations for easy reference.

## **Family Information Forms/Family and Student Profiles**

Enrollment/registration information must be completed *before the first day of attendance*. A Family Information Form/Parent Compliance Agreement or online family and student profile must be completed. If changes occur during the program season regarding phone numbers, address, health concerns, etc., please update your online family and student profile or send an email notification to [edventureclub@isd728.org](mailto:edventureclub@isd728.org).

**Please note:** It is very important that family information, including student health concerns and emergency contacts are in place *before* your student begins attending EdVenture Club-Summer so any concerns may be addressed with staff.

## **Age and Grade Policies**

EdVenture Club-Summer is a K-5 program. Students who have already completed Kindergarten through students just completing grade 5 are eligible to attend the program.

## **Special Needs**

Please indicate on the Family Information Form or online student profile any special needs of your student such as health or medical concerns, allergies, medications, etc., and if your student has an IEP or receives special services during school.

## **Late Pick-Up and Early Drop-Off Fees and Hours of Operation**

Doors open at 6:00am and close at 6:00pm for EdVenture Club-Summer program.

Students staying longer than these times will be charged additional fees. Parents are expected to pick up their student by 6:00pm. A Late Pick-up Fee of \$1 per minute per family will apply beginning at 6:05pm.

All fees must be paid the same day and are assessed by the on-site clock!

Please communicate with the staff on-site if you anticipate any major changes to your “usual” schedule.

**Chronic late pick-ups or extreme lateness can result in other penalties, including exclusion from the program.**

## **Sign In/Out and Designated Contacts**

You must sign your student in and/or out each day *in person*. We use an electronic check in/out system and you will need to assign a PIN# for yourself and all members of your account profile that are authorized to check your student in/out. Inform us in advance, if possible, when any other person may be transporting your student if they are different than what has been designated on your Family Information Form or your online profile. Only legal age adults (18 or older) will be permitted to pick up or drop off your student. Some exceptions may apply; please contact the EdVenture Club Office for explanation. Do not be offended if you or your designated guardian are asked to show identification before we will release your student. It is for everyone's safety. Authorized and non-authorized persons should be listed on the Family Information Form or the online family profile.

We are unable to restrict a parent from picking up their own child/children. If you have a court order that restricts any individual(s) from picking up your student, you must provide a copy of the documentation (with start and expiration dates) to the EdVenture Club office staff.

## **Staff**

Site staff is chosen based on their experience with school age children. They receive ongoing child development training, and, as school district employees, have passed a criminal background check. They will directly supervise the children and interact with them. We strive for a 1:15 adult-to-student ratio for the enrichment portion of the day and we use a 1:10 adult-to-student ratio for field trips.

## **Daily Schedule**

6:00am-8:30am	Quiet activities, Optional gym/outdoor time
8:30am-9:00am	Morning snack and juice (we provide)
9:00am-3:00pm	Enrichment activities/Club time
12:00pm-1:00pm	Lunch (from home) and playground time
3:15pm-3:30pm	Afternoon snack and juice (we provide)
3:30pm-6:00pm	Outdoor and Indoor choices

*Note:* Daily Schedule is approximate; while we strive to stay as close to it as possible, the daily schedule is subject to change.

## **Enrichment Activities and Club Time**

Academic and challenge activities, art projects, science topics, and physical education programs will be offered regularly. Students go to various classrooms or computer labs for these programs, and are divided by grade levels.

## **Communication**

Site staff members will greet you and inform you of any specific notes related to your student and their experiences that day (behavior, questions, etc.). Please watch for handouts, email and other information that may be sent home with your child, mailed to your home or emailed to the account on your family profile. Our intent is to keep you up-to-date about program changes, program needs and account information. Also, please check our display board onsite.

## Field Trips (Outings)

All EdVenture Club-Summer full-time and part-time students may participate in field trips each week for no additional fee. All full-time and part-time students (if scheduled) must attend field trips. Families not wanting to participate in a field trip may register their student to attend another site not going on a field trip for that day. Field trip days are dependent upon destination; days may change on occasion. A field trip destination schedule is included in your parent package and online at EZChildtrack.

**Late registrations may not be accepted if sites are full or if the registration deadline has passed. Unless otherwise specified, all trips are 9:00am-3:00pm. Note the specified bus check-in times for field trip days!**

Students attending the field trips will be required to wear a program t-shirt and/or wristband. Please remember to have your student wear the t-shirt on field trip days.

One program t-shirt will be provided for each student upon registration at no extra cost. Families will be responsible for laundering and care of each shirt, and for making sure their student wears the shirt on field trip days. Additional or replacement shirts will be available for purchase upon request and if available. Students will be able to keep their shirts at the end of the summer.

**We do not take parents, guardians, visitors or older siblings on field trips as volunteers or chaperones, nor will parents be allowed to drop off or pick up at the field trip location.**

## Swim Lessons

Another benefit to attending EdVenture Club-Summer is for your student to receive American Red Cross Swim lessons at no additional cost. Transportation from site to the VandenBerge pool is provided by EdVenture Club-Summer. **Registration for swim lessons must be done with the registration form.** Registration is not available online. Your student must attend all days of the swim lessons in order to be registered. Limited space is available.

## Visitors

Parents are welcome to visit. "Visitor" sticker will be required upon arrival. Please see the staff at the site for the policy guidelines regarding parent/guardian visitors. If siblings accompany the visiting parent/guardian, they are not allowed to participate in any activities at the site.

## What to Bring

- A cold lunch and a beverage each day. A cooler is available, or send a small cooler or insulated lunch box. On field trip days, it is best to send a small cooler, insulated container or non-perishable lunch.
- A school bag, duffle, back pack or something similar. These are helpful for your student's extra clothes, shoes, paperwork or projects.
- Additional morning and/or afternoon snack and/or drink, if desired.
- Any games, toys or books that your student would like to use or share. They must be appropriate to a school setting (non-violent, etc.). The student bringing the items will be responsible for their safety and care, and for following the rules for how or when they may be used. ***All items MUST be labeled.***

Your student should wear or bring appropriate clothing for the scheduled activities and the weather; tennis shoes for the gym and comfortable clothes are recommended. Students participate in physical education as well as outdoor free play each day and may get dirty during many of the activities. We recommend that students bring sunscreen for outdoor field trips as well as everyday outdoor activities. Parents can send labeled sunscreen or bug repellent to be kept at EdVenture Club-Summer.

## Health Policies

We follow the same general health guidelines as ISD 728 (available upon request). Students should not come to EdVenture Club if they have any of the symptoms below, or have had them within 24 hours. If you are unsure, please ask.

- If your student has had a fever of 100 degrees or more, they should stay at home for 24 hours after the temperature returns to normal.
- If your student has vomited or had diarrhea, they should stay at home for 24 hours after the last episode.
- If your student has any rash, check with your family physician before sending them to school. Any child with an undiagnosed rash will not be allowed to stay.
- If your student is found to have live lice and/or nits within ½ inch from the scalp, a parent/guardian will be notified.

Due to planning and preparation cost, we are unable to provide refunds for children who are ill. If a child becomes ill during care, parents will be called to pick them up. “Illness” may also include broken bones, poison ivy, ear infections, etc.

**Please note:** It is very important that family information, including student health concerns and emergency contacts, is in place *before* your student begins attending EdVenture Club so any concerns may be addressed with staff.

## Medications/Prescriptions

Medications that are necessary during the course of the day must be sent in a current prescription bottle with the doctor’s directions printed on it. Only designated staff will have access and authority to administer the medications and will only give the dosages as printed on the label. Completion of a Medications Form is also required and must be turned in at the site. Medication Forms are available at your EdVenture Club site.

## Illness or Injury

In the event of illness or injury, every reasonable attempt will be made to contact the parent(s)/guardian(s). If we are unable to reach the parent/guardian, we will then contact those listed as emergency contacts on the Family Information Form or online family profile. If the illness or injury is deemed more extensive, emergency treatment will be sought by calling 911, and, if transport is required, the student will be accompanied by a staff member to the nearest emergency facility.

## School Accommodations

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the EdVenture Club setting if parents and physicians work with EdVenture Club staff to minimize risks and provide a safe environment for food allergic students. “Safe Eating Zones” practice will be used, as needed, in the cafeteria. For example, we will try to encourage students with food allergies to sit in a specific area and we will try to monitor student lunches next to and across from that student. We encourage you to note ALL allergies on the Family and Child Information Form, or enter the information on your family/student profile on our online EZChildtrack.

## **Electronic Devices, Cell Phones and Texting**

**Student electronic devices, cell phone calls and texting are not allowed during EdVenture Club-Summer program hours.** If you need to contact your student during EdVenture Club hours, please call the site telephone number (listed at the back of this handbook). If your student needs to get in touch with you during EdVenture Club hours, they should ask their Lead Staff at the site if it is appropriate to call and would be allowed to use a site phone if necessary to call home.

## **Personal Items and Safety of Personal Items**

Any item that disrupts the learning environment, including electronic devices and cell phones, will not be tolerated and may be confiscated. The first time this occurs, an item will be taken and may be returned to student at the end of the program session. Repeated offenses may result in the items(s) being returned to parents only.

Students are reminded that personal items are easily stolen and rarely recovered. EdVenture Club and the School District are not liable for lost or stolen items, have no responsibility to provide a secure location for these items or to provide assistance if these items are lost or stolen.

## **Rules and Discipline**

Our summer programs follow the guidelines of District 728 school rules. The general rules and expectations will be covered with the students each week. Discipline will be handled by the class instructors and Site Leaders in a fair and respectful manner. The following steps are used:

- Inform the student of any inappropriate behavior and give them a warning. Remind them what behavior is expected.
- At the time of the second occurrence, a time-out within the activity may be given (cumulative throughout the day).
- If the behavior continues, the student will be asked to leave the activity and will spend time with the Site Leader.
- When warranted, the student may work through a written Discipline Form with the Site Leader.
- Parental contact (if necessary) will be made either at the time of student pick-up or by telephone.
- See list of rules posted at the site for students and parents.

## **Dismissal Policy**

For serious and/or repeated behavior concerns, it may become necessary for a child to be removed from our program. If a child is having trouble being successful in the program, this may not be the best setting for that child. Since we are concerned with the well-being and safety of a large group of children, we need to consider what is best for all of them.

Therefore, any of the following behaviors may be brought to the attention of District 728 administration and the District's Police Liaison:

**Verbal behavior** – includes the use of four-letter words, harmful put-downs, name-calling, disrespect for others, racist or sexist language.

**Physical violence against others** – includes hitting, pushing, kicking, wrestling, biting, pinching, throwing objects at others or property.

**Sexual behaviors** – includes showing private parts, negative words about sexuality, inappropriate touching of self, students or staff.

**Threatening behaviors** – includes use of threats to do damage or harm to any other person(s) in the school or program, and/or threats of bringing or using a weapon at the program.

Depending on the severity of the conduct, immediate removal from the program may be warranted. Immediate dismissal will be at the discretion of the Program Coordinator with input from the program staff.

Parents/Guardians will be called to immediately pick up their student from the program site, and will be given the reason for the student's leave of absence from the program and the length of the leave or dismissal.



## Right of Refusal and Discontinuation in Program

District 728 Community Education and its staff reserve the right to reject registration or discontinue participation in the EdVenture Club-Summer program due to matters such as **ongoing** discipline or behavior concerns, violations of school policies or state laws, repeated late pick-up and delinquent registration of schedules and payments, or similar circumstances. Parents will be kept informed of any student concerns and decisions made by staff.

There is no refund if student is asked to be removed for the week/day or partial day.

## Weather

Storms during EdVenture Club-Summer hours are likely to happen. Our staff is equipped with radios to monitor the storms, and stay in close contact with the Community Education Office for weather updates and advice. In the event of a storm watch or warning, they will take the appropriate actions for the situation and location.

EdVenture Club-Summer generally does not close due to weather. However, it may be necessary for you to have back-up care in case of an emergency. In the event EdVenture Club-Summer is forced to close early, parents or guardians will be called to pick up their students. If you decide to find alternate care due to weather, our regular cancellation policy does apply.

With our family-friendly fee structure, we do not have the systems in place to accommodate refunds due to weather cancellations.

## Parent Advisory Committee

Community Education has an Advisory Council of local citizens to address policies and programs. If you are interested in participating on this committee or a specific committee for EdVenture Club-Summer, please contact the Parent Liaison at 763-241-3520.

## EdVenture Club-Summer Sites

**Hassan Elementary (Door E)**, 14055 Orchid Ave, Rogers  
**Parker Elementary (Door 3)**, 500 School St, Elk River  
**Meadowvale Elementary (Door 7)**, 12701 Elk Lake Rd, Elk River  
**Otsego (Door 5)**, 8125 River Road NE, Otsego  
**Rogers Elementary School (Door 3)**, 12521 Main St, Rogers  
**Twin Lakes Elementary (Door 3)** 10051 191<sup>st</sup> Ave NW, Elk River  
**Zimmerman Elementary (Door 5C)**, 25959 West 4<sup>th</sup> St, Zimmerman

## Site Telephone Numbers

Hassan: 612-685-6692  
Parker: 612-685-1150  
Meadowvale: 612-685-6681  
Otsego: 763-225-7938  
Rogers: 612-685-3774  
Twin Lakes: 763-225-7925  
Zimmerman: 612-685-1149

## To Contact Us

The Community Education Office is open 8:30am-5:00pm from Labor Day to Memorial Day, and 8:00am-4:30pm from Memorial Day to Labor Day. Voice mail is available 24 hours a day.

- 763-241-3544 or 763-241-3520 prompt #4
- Email: [edventureclub@isd728.org](mailto:edventureclub@isd728.org)

We welcome any additional information that will help to better meet the needs of your student, and also are here to address any concerns. We encourage you to speak to Site Leaders when you pick up/drop off your student. This will limit the time Site Leaders are on the telephone and will maximize their time with students. Of course, if urgent, please do not hesitate to call. Business cards with address and telephone can be found at each of our site locations for easy reference.

**District 728 Community Education**

**1170 Main St.**

**Elk River, MN 55330**

**Phone: 763-241-3520**

**Fax: 763-241-3521**

**EdVenture Club Phone: 763-241-3544**

**E-mail: [edventureclub@isd728.org](mailto:edventureclub@isd728.org)**

**Community Education Website - [www.728communityed.com](http://www.728communityed.com)**

**EdVenture Club Parent Portal: [www.ezchildtrack.com/728communityed/Parent](http://www.ezchildtrack.com/728communityed/Parent)**

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