



**DISCOVERY LEARNING  
ADVENTURE CLUB**

**for preschool students**

**ages 3-5**

**PARENT HANDBOOK**

**Conveniently  
offered from  
7 a.m. to 5:30 p.m.**



DISTRICT 728  
**Community  
Education**

Lifelong Learning...unlock your potential



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

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# Welcome to EdVenture Club-Discovery Learning!

*Please read this entire book carefully.*

We are excited to offer EdVenture Club-Discovery Learning for preschool age students, a quality childcare program option to meet the needs of both full-time and part-time schedules. Our program offers childcare as an enhancement to the Discovery Learning Preschool experience.

## Eligibility

In order to be eligible to attend this program, your student must be enrolled in the Discovery Learning ECFE/ECSE preschool program for the 2018-2019 school year **AND** will turn 36 months (3 years old) by September 1, 2018. There are no exceptions.

## Registration, Scheduling and Payments

### Forms

- Complete registration forms, Family Information Form/Parent Compliance Agreement or online family and student profile, and supplemental permission materials and return to the Community Education EdVenture Club Office ***before the first day of attendance.*** (No student is allowed to participate in the program until all registration details are completed.)
- EdVenture Club-Discovery Learning forms are available at the Community Education Office and online at <http://www.isd728.org/communityeducation> or <https://www.ezchildtrack.com/728communityed/ParentLogin.aspx> 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 calendar; do not schedule more than you are paying for. Late registrations will be placed automatically onto a wait list and may not be accepted if sites are full or if the registration deadline has passed.
- Schedule and payment will not be taken verbally on the telephone.
- All payments **and** attendance selections (schedules) are due by 6:00pm with a form and 11:59pm online **Monday** of the week ***prior to*** your planned attendance week, unless an early payment due date has been noted.
- If a late schedule and payment are approved after the due date, a late fee of \$20 will be due immediately. Chronic late scheduling and payment may result in exclusion from the program. Late payment is allowed, but is an exception, not a normal practice. (Also, see Rights of Refusal and Discontinuation of Program, page 7.)
- 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 or with the EdVenture Club Site/Office in advance; do not just show up at the site! We strive to maintain a staff-to-student ratio and may not have the proper amount of staff in place if unscheduled students attend.
- Once you have scheduled and paid for attendance, changing days around in your student's schedule is not encouraged and must be pre-approved. Please see "Cancellations and Changes" on page 3 or contact the EdVenture Club office staff if you have questions.
- Online registration, scheduling and payment are available at <https://www.ezchildtrack.com/728communityed/ParentLogin.aspx>. For questions or help navigating the system, please call 763-241-3544.

- An Automatic Payment plan is available using VISA/MasterCard/Discover; contact the EdVenture Club Office for information. This plan is not available online and must be scheduled using a paper form. The option for weekly payment on the bottom of the form must be checked **each** month.
- ***Please note that paper Attendance/Payment Calendars may NOT always follow the standard monthly calendar.***
- Payments by check, cash or VISA/MasterCard/Discover can be made at the following locations:
  - your student’s EdVenture Club-Discovery Learning site, either directly to the site leader or in the drop box
  - online with schedule; link can be found at <https://www.ezchildtrack.com/728communityed/parent>
  - Community Education Office or drop box – located at Handke Family Center, 1170 Main Street, Elk River, 55330
- Please make checks payable to “***ISD 728 Community Education.***”
- DO NOT give payments to your student’s teacher, drop off at your school’s office or send in your student’s class folder. Payments should only be made as listed above.

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

## **Late Pick-Up Fees and Hours Open**

Doors open at 7:00am for before school attendance and Non-School Extended Day programs. Doors close at 5:30pm for after school attendance and Non-School Extended Day programs.

Students staying longer than these times will be charged additional fees. Parents are expected to pick up their student by 5:30pm. A Late Pick-up Fee of \$1 per minute per family will apply beginning at 5:35pm.

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 in your “usual” schedule.

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

## **Late Schedule and Payment Fee**

We require that families register by the Monday deadline of the week before the student attends so that we can secure child care staff at each site, and provide snacks, beverages and supplies. This will also insure safety and security for all our participants. There will be a \$20 late fee for schedules and payments received after the deadline and pre-approved for attendance. Schedule and payment must be received together and amounts much match. We understand that there may be occasional situations where a late schedule and payment will be submitted, but this should be an exception, not the normal practice.

## **Early Schedule and Payment Due Dates**

Please check your “EdVenture Club-Discovery Learning Schedule” for early schedule and payment due dates. These usually fall just before holidays (Thanksgiving, Christmas/New Year’s, or Easter) or at the beginning of the program year. If EdVenture Club-Discovery Learning is open on a Non-School Day Monday, payments may be made as usual. If your student is not scheduled to attend the Non-School Day activity or EdVenture Club-Discovery Learning or the EdVenture Club Office is closed for a holiday (Labor Day, etc.), you may turn in your payment any time during the week prior to that Monday. You may also schedule using the online option. See “Scheduling and Payments.”

## **Financial Assistance**

**Written authorization** for families receiving financial assistance from outside agencies **must be received by EdVenture Club office staff before student 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 childcare schedules, submit timely reports, and make payments not covered by the financial assistance program).

Families using financial assistance from outside agencies must submit a paper calendar. At this time, scheduling those students online is not an available option.

Sliding fee scales, scholarships, etc., are not offered through EdVenture Club-Discovery Learning.

## **Dependent Care Reimbursement Forms**

24 to 36 hours' notice is needed to verify and sign reimbursement forms for student care expenses. Forms must be signed by EdVenture Club office staff.

## **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's Business Office. Failure to make payment on uncollected checks or accounts may result in termination of student care services.
- Any outstanding balance will be forwarded to a collection agency for recovery. If forwarded, collection fees may be added to the current outstanding balance.
- If an EdVenture Club-Discovery Learning 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 one-year probationary period once attendance resumes.

## **Cancellations and Changes**

**Please do not make changes or cancellations with site staff.** Cancellations must be made with EdVenture Club office staff by email or in person by 9:00am Thursday of the week **prior** to planned attendance change/cancellation in order to receive a credit or refund. 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 regardless of the reasons.

Any changes resulting in additional charges must be submitted using the paper calendar form and include the appropriate payment. Changes and cancellations will not be accepted by phone or voicemail.

**Same-day or same-week cancellations are not refundable, regardless of circumstance (illness, funeral, death in family, family emergency, hospitalizations, etc.).**

## **Absences**

If your student is going to be absent – call in or email to let us know! Please contact your site or EdVenture Club office staff at 763-241-3544, 763-241-3520 (menu option 4) or 763-241-3400 ext. 5508. Site contact numbers are listed on page 9 of this policy booklet. Business cards with address, email and telephone can be found at each of our site locations for easy reference.

## **Family Information Form/Parent Compliance Agreement and Online 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, submit an updated Family Information Form or email [edventureclub@isd728.org](mailto:edventureclub@isd728.org) as soon as possible.

The Family Information Form or online family profile also alerts the staff to any special needs of your student such as health or medical concerns, allergies, medications, etc., or if your student receives special services during school.

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

### **Age and Grade Policies**

EdVenture Club-Discovery Learning is a preschool age childcare program. Your student must be 36 months to Kindergarten entry in age and not have attended Kindergarten to be eligible. Your student must be registered for and/or attending Discovery Learning, an ECFE/ECSE preschool program.

### **Personal Hygiene**

Your student must be fully toilet-trained in order to attend the program. We are unable to physically change diapers due to student contact rules. Student is allowed to use a “Pull-Up” only during nap time and only if they can put it on and off without assistance.

### **Member Card**

You will receive a Member Card to be able to access the building to drop off and pick up your child. Please keep the Member Card in a safe spot. Your card must be returned when you are done with the program. If you or a scheduled drop-off/pick-up person forgets the Member Card, standard protocol to enter the building will be required.

### **Sign In and Out**

You must electronically sign your student in and/or out each day, *in person*. 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 and have a PIN# of their own.

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.

## **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 emails, handouts at the site, display board signage or other information that may be sent home with your student or mailed to your home. Email will be sent to the address on your family profile. Our intent is to keep you up-to-date about program changes, program needs and account information.

## **Staff**

Site staff is chosen based on their experience with preschool-age children. They receive ongoing child development training. As school district employees, all staff must complete a criminal background check. Staff will directly supervise the students and interact with them. We follow 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 outings or field trips.

## **Daily Schedule**

### 7:00am-5:30pm

Arrival	Snack
Morning	Creative movement/Outside/Inside Enrichment activities Free choice
Lunch	(Provided by parent)
Afternoon	Outside/Inside gym activities Quiet activities
Mid-Afternoon	Free choice
	Snack
Afternoon	Games

While we strive to stay as close to the daily schedule as possible, times and activities are subject to change.

## **Balanced Learning**

Every day your student participates in creative learning experiences from many learning domains that encompass multiple aspects of development such as language and literacy, social, emotional, physical, creative arts, science and math. EdVenture Club-Discovery Learning is more than childcare; it is an enhancement to your student's Discovery Learning preschool experience.

## What to Bring

- A school bag, duffle, back pack or something similar. These are helpful for student's extra clothes, shoes, paperwork or projects.
- Additional morning and/or afternoon snack and/or beverage, 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.**
- A cold lunch and a beverage each day. A cooler is available, or send a small cooler or insulated lunch box. Some site's may offer lunch using your district hot lunch account.
- On non-school days 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 for phy-ed activities, a plain shirt or old clothes for art-related projects.

## Health Policies/Medications/Prescriptions

We follow the same general guidelines as ISD 728. Students should not come to EdVenture Club-Discovery Learning 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 student 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.

***Please note—broken bones, concussions, etc., are also considered illnesses and are non-refundable/transferrable for same day or same week cancellation.***

Due to planning and preparation cost, we are unable to provide refunds for students who are ill.

If a student becomes ill during care, parents will be asked to take the student home. 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 office or site. A health policy guideline is available upon request.

- Your student's school does not share health/medical issues with EdVenture Club-Discovery Learning staff. It is very important that family information, including student health concerns, is in place **before** your student begins attending EdVenture Club-Discovery Learning so that any concerns may be addressed with staff.

## 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-Discovery Learning setting if parents and physicians work with EdVenture Club-Discovery Learning staff to minimize risks and provide a safe environment for food allergic students. “Safe Eating Zones” practices 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’s lunches next to and across from that student. We encourage you to note ALL allergies on the Family Information Form, or enter the information on your online family and student profile.

## Rules and Discipline

The general rules and expectations will be covered with the students. 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(s).
- Parental contact (if necessary) will be made either at the time of student pick-up or by telephone.

## Dismissal Policy

For serious and/or repeated behavior concerns, it may become necessary for a student to be removed from our program. If a student is having trouble being successful in the program, this may not be the best setting for that student. Since we are concerned with the well-being and safety of a large group of students, we need to consider what is best for all of them. Therefore, any of the following behaviors may be brought to the attention of ISD 728 administration and/or 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, and 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-Discovery Learning program due to matters such as **ongoing** discipline or behavior concerns, violations of school policies or state laws, delinquent payments or similar circumstances. Parents will be kept informed of any student concerns and decisions made by staff.

## **Electronic Devices**

**Student electronic devices are not allowed during EdVenture Club-Discovery Learning program hours.** If you need to contact your student during EdVenture Club-Discovery Learning hours, please call the site telephone number (listed at the back of the parent handbook).

## **Personal Items**

Any item that disrupts the learning environment, including electronic devices, will not be tolerated and may be confiscated. The first time this occurs, an item 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.

## **Safety of Personal Items**

Electronic personal items are easily stolen and rarely recovered. EdVenture Club-Discovery Learning 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.

## **Visitors**

Parents are welcome to visit. A “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 ongoing activities and must remain with the parent/guardian.

## **Weather Policy**

The following policies are in place to ensure the safety of your student(s) and our staff. Please note that it may be necessary to have back-up care in the event that EdVenture Club-Discovery Learning is closed.

In the event that the weather conditions force ISD 728 schools to close, EdVenture Club-Discovery Learning sites will be closed. If schools declare a late start, EdVenture Club-Discovery Learning sites will open at 9am. If schools dismiss early, sites will also be closed the remainder of the day. In the event that weather conditions worsen or are declared dangerous once students are at EdVenture Club-Discovery Learning, we may be forced to close early. (If this occurs, parents or guardians will be called to pick up their students.) If there is inclement weather on non-school days, EdVenture Club-Discovery Learning sites may be closed, have a late start, or an early dismissal.

**No refunds will be given for weather-related closures.** With our family-friendly fee structure of packaged pricing for scheduled days, we do not have the systems in place to accommodate refunds. Our registration system cannot identify if a refund should be given for the large number of student accounts we handle.

## **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, please contact the Parent Liaison at 763-241-3520.

## To Contact Us

The Community Education Office is open 8:30am-5:00pm from Labor Day to Memorial Day. Summer hours are 8:00am-4:30pm. Voicemails and emails will be responded to in the order they are received during business hours.

- 763-241-3544, 763-241-3520 (menu option 4) or 763-241-3400 ext. 5508
- email: [edventureclub@isd728.org](mailto:edventureclub@isd728.org)

If you have concerns or information to share, please talk with your Site Leader during the sign-in and sign-out times, when possible, to limit the amount of time our Site Leaders are on the telephone and to maximize their time with the students.

## EdVenture Club-Discovery Learning Locations Sites are at ISD 728 Schools.

**Handke Family Center (Door 5)**

1170 Main St, Elk River

**Otsego Elementary (Door 5)**

12220 80<sup>th</sup> St NE, Otsego

**Rogers Elementary (Door 8)**

12521 Main St, Rogers

**Zimmerman Elementary (Door 2)**

25959 West 4<sup>th</sup> St, Zimmerman

## Site telephone numbers (with voicemail):

- Handke Site 763-458-3188 or Classroom 763-241-3400 Ext#5537
- Otsego Site 763-464-8173 or Classroom (TBD)
- Rogers Site 763-228-1760 or Classroom 763-241-3400 Ext#5785
- Zimmerman Site 763-381-9107 or Classroom 763-241-3400 Ext#5842

Business cards with address and telephone can be found at each of our site locations for easy reference.

EdVenture Club-Discovery Learning  
brought to you by  
District 728 Community Education  
1170 Main Street  
Elk River, MN 55330

Phone - 763-241-3520

Fax – 763-241-3521

**Email – [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/ParentLogin.aspx](http://www.ezchildtrack.com/728communityed/ParentLogin.aspx)

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