

EdVENTURE Club
Discovery Learning | age 3-5

ISD 728 COMMUNITY EDUCATION



The Handke Center
Otsego Elementary
Prairie View Elementary
Rogers Elementary
Zimmerman Elementary

PROGRAM HANDBOOK

Register with ISD 728 Community Education | www.728communityed.com | 763.241.3544

Table of Contents

Page

Eligibility	3	
Online Registration	3	
Scheduling and Payments	3	
Cancellations and Changes	4	
Site Exceptions	5	
Operating Hours and Late Pick-Up Fees	5	
Sign-In and Sign-Out	5	
Member Card	6	
Absences and Unscheduled Attendance	6	
Communication	6	
Financial Assistance	6	
Uncollected Checks/Outstanding Balances	7	
Dependent Care Reimbursement Forms	7	
Health and Medication Policies	7	
Illness or Injury	8	
School Accommodations	8	
Toilet Training		8
Rules and Discipline	8	
Dismissal Policy	8	
Right of Refusal and Discontinuation in Program	9	
Child Abuse and Neglect	9	
Staff	9	
Daily Schedule	9	
Balanced Learning	10	
Electronic Devices, Cell Phones and Texting	10	
Personal Items	10	
Visitors	10	
Weather Policy	10	
Non-School Days	11	
Parent Advisory Council	11	
Grievances	11	
Updates to Policies and Procedures	11	
Program Rates	12	
Contact Us	13	

Welcome to EdVenture Club-Discovery Learning!

Please read this entire program policy 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 from 7:00am-5:30pm.

Eligibility

To be eligible to attend this program, your student must be enrolled in the Discovery Learning ECFE/ECSE preschool program. Children must be age 36 months to Kindergarten entry. There are no exceptions. For the EdVenture Club-Discovery Learning summer program, your child must have completed a Discovery Learning Preschool class (ECFE/ECSE preschool program) during the school year that just ended OR be registered for Discovery Learning Preschool for the upcoming school year.

Online Registration

- Registration for EdVenture Club-Discovery Learning must be completed online on Community Education's Eleyo website at www.isd728.ce.eleyo.com ***before the first day of attendance***. No student is allowed to participate in the program until all registration details are completed.
- The following information is needed to complete registration:
 - Names and contact information for emergency contacts and authorized pickups.
 - Child's allergy, medical and special needs details.
 - Automatic payment method (debit/credit card or checking/savings account). You may opt out of automatic payments after your registration is approved.
 - You do not need to know your schedule at the time of initial registration, but you must select at least one day of before and/or after school care to complete registration. You will be able to modify your requested schedule after your registration is approved.
- The person completing the online registration will receive all mailing/billing information and is responsible for payments.
- Once you've created your childcare account, additional account holders may be added to the account by request. This is a convenient option for dual households. Each account holder will have their own password to access the account; account holders will not be able to see each other's personal information and payment method details. Each account holder can schedule childcare and request schedule changes. Both account holders may enroll in automatic payments for weekly fees. To add an additional account holder, please complete the following steps:
 1. The additional account holder should create an Eleyo account at www.isd728.ce.eleyo.com by clicking Login/Create Profile on homepage.
 2. If you intend for both account holders to use the automatic payment option, the additional account holder should add a saved payment method to their account.
 3. BOTH account holders must email the EdVenture Club office and agree to the shared childcare account. If you intend for both account holders to use the automatic payment option, your email should also include the payment split arrangement (50/50, 60/40, etc.).

Scheduling and Payments

- This is a pay-in-advance program. Only those who have fully paid in advance for their week of childcare will be considered registered and may attend.

- Schedules and payment will not be accepted by email or phone.
- Attendance schedules must be submitted using your Eleyo online childcare account; paper calendars will not be accepted. **All schedules are pending until approved by the EdVenture Club office.**
- Attendance schedules are due by 11:59pm on Monday of the week prior to planned attendance week, unless an early due date has been posted. Attendance calendars submitted after the deadline will automatically be added to a waiting list. You will be notified via email only if the childcare site is able to accommodate your child. Late schedules that are approved are subject to a \$20 late schedule fee.
- Schedule change requests are due by 11:59pm on Wednesday of the week prior to planned attendance week, unless an early due date has been posted. (see Cancellations and Changes, below)
- Childcare accounts will be invoiced by 5:00pm on Thursday of the week prior to scheduled attendance week, at which point payments can be submitted via your Eleyo childcare account (if not enrolled in automatic payments).
- Payments are due by 11:59pm on Friday of the week prior to planned attendance week and must be submitted online; cash and check payments will not be accepted. Automatic payments will be processed on Friday morning of the week prior to planned attendance week.
- A late payment fee of \$20 per week will be automatically applied to your childcare account if the invoiced amount has not been paid by 11:59pm on Sunday prior to planned attendance week.
- If payment is past due, your child will not be allowed to attend until all payments and late fees are paid.
- Chronic late scheduling and payment may result in exclusion from the program.
- There may be early scheduling and/or payment deadlines throughout the school year, typically around holidays. Refer to the schedules posted at your child's EdVenture Club-Discovery Learning site for more information.
- An alternative schedule for invoicing and payments will apply for families receiving County Childcare Assistance. You will be provided with a payment schedule prior to the start of school. (see County Childcare Assistance below).
- 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.

Cancellations and Changes

- Schedule changes and cancellations cannot be made with EdVenture Club-Discovery Learning site staff.
- Schedule change requests must be submitted online by 11:59pm on Wednesday of the week prior to planned attendance. **All schedule change requests are pending until approved by the EdVenture Club office.**
- Requests for additional days of care made after the registration deadline (11:59pm on Monday of the week prior to planned attendance) will be added to a waiting list. You will be notified via email if the site is able to accommodate the requested change.
- Same-day, same-week or cancellations made after the 11:59pm on Wednesday deadline are not refundable, regardless of circumstances (illness, death in family, family emergency, hospitalizations, etc.).
- **NON-SCHOOL DAYS:** Non-School Day care cannot be canceled online once the days have been approved by the EdVenture Club office. To cancel a day of Non-School Day care after it has been approved, you must contact the EdVenture Club office.

Site Exceptions

NOTE: Childcare for students attending Discovery Learning Preschool at Prairie View Elementary and Middle School is available before AM classes and after PM classes. Childcare after AM classes and before PM classes will be at Otsego Elementary and students will be bussed between childcare and preschool class. There is no additional charge to families for this transportation. You will be sent transportation information prior to the start of school

Students attending AM Preschool at Prairie View and needing childcare before and/or after preschool:

- Childcare can be scheduled from 7-9am at Prairie View, or drop off child at Prairie View for the start of class.
- Children registered for after school childcare will be bussed from Prairie View to Otsego after morning class.
- Parents/Guardians will pick up child from Otsego Elementary prior to 5:30pm.

Students attending PM Preschool at Prairie View and needing childcare before and/or after preschool:

- Childcare can be scheduled from 7am-1pm at Otsego Elementary, or drop off child at 1pm at Prairie View for the start of class.
- Children registered for before school childcare will be bussed from Otsego to Prairie View for afternoon class.
- Parents/Guardians will pick up child from Prairie View prior to 5:30pm.

Operating Hours and Late Pick-Up Fees

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

A late pick-up fee of \$1 per minute your child remains at EdVenture Club-Discovery Learning past 5:35pm will be automatically applied to your childcare account. Pick-up time is determined by the iPad app used to sign your child in and out of EdVenture Club-Discovery Learning.

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.

Sign-In and Sign-Out

You or another authorized person must use your family’s assigned On-Site Security Code and the iPad at your child’s site to sign your child in and out of EdVenture Club-Discovery Learning each day. Your On-Site Security Code will be provided in your confirmation email and can also be found in your childcare account. It is your responsibility to share your family’s On-Site Security Code with all other persons authorized to sign your child in and out of EdVenture Club-Discovery Learning.

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. You and other authorized persons may be asked to show identification before your child will be released from the care of EdVenture Club-Discovery Learning. Please do not take offense to this measure; it is instituted for

the safety of all. It is your responsibility to maintain the list of people authorized to pick up your child. This list can be managed through your online account.

EdVenture Club-Discovery Learning cannot restrict a parent from picking up their own child/children. It is your responsibility to provide the EdVenture Club office with documentation of court orders that restrict named individual(s) from picking up your child. This documentation must include start and expiration dates.

Member Card

You will receive a member card at open house which will grant you access to the building to drop off and pick up your child. Please keep the member card in a safe place. Your card must be returned when you are done with the program. If you or another person authorized to pick up forgets the member card, standard protocol to enter the building will be required.

Absences and Unscheduled Attendance

If your child is going to be absent, please notify the EdVenture Club office and/or your child's EdVenture Club-Discovery Learning site. Failure to notify the appropriate staff of your child's absence from after school care will result in lost-child procedures with local authorities. Site contact numbers are listed on page 13 of this policy booklet. Business cards with email and phone number can be found at each of our site locations for easy reference. Unscheduled attendance will be permitted only in rare circumstances and will depend on management approval. A daily attendance rate will be applied to your childcare account according to the rate table on page 12.

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. Emails will be sent to the address on your childcare account. Our intent is to keep you up-to-date about program changes, program needs and account information.

If your contact information changes during the school year, please update your online childcare account. You may also use your childcare account to manage emergency contacts and authorized pickups. If your child's health and/or other needs change during the school year, please contact the EdVenture Club office.

Unless you specify otherwise in writing, EdVenture Club-Discovery Learning staff and other school staff may engage in an exchange of information in an effort to better serve the needs of your child.

Financial Assistance

If you receive County Childcare Assistance, the EdVenture Club office must receive an official Notice of Decision document from the county before your child may begin to attend. 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, including providing information and childcare schedules, submitting timely reports and making payments not covered by the financial assistance program.

An alternative schedule for invoicing and payments will apply for families receiving County Childcare Assistance. You will be provided with a payment schedule prior to the start of school.

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

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 child care services.

Delinquent balances 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 account has a delinquent balance, no attendance will be allowed until the balance has been paid. In addition, there may be a one-year probationary period once attendance resumes.

Dependent Care Reimbursement Forms

A 24- to 36-hour notice is needed to verify and sign reimbursement forms for childcare expenses. Forms must be signed by EdVenture Club office staff and cannot be signed at sites.

Health and Medication Policies

We follow ISD 728 policies and guidelines regarding illnesses and medications. 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/transferable if cancellation is received after the deadline, during the same day or same week.

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 to the office or site. A health policy guideline is available upon request.

Please note: Your child's school does not share health/medical information with EdVenture Club-Discovery Learning staff unless we ask for it. It is very important that EdVenture

Club-Discovery Learning is aware of your child’s health concerns *before* your student begins attending 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 in your child’s account. 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 students with food allergies. “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 students’ 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.

Toilet Training

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

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, redirection 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 or childcare staff.
- 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 the District’s Police Liaison:

- **Verbal behavior** – includes the use of curse 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 Manager 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. Refund will be at the discretion of the Program Manager.

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.

Child Abuse and Neglect

EdVenture Club-Discovery Learning staff are required by state law to report to the proper authorities any instances of observed or suspected child abuse or neglect. This includes a parent who appears to be intoxicated or impaired when dropping off or picking up a child from EdVenture Club-Discovery Learning.

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 1:10 adult-to-student ratio.

Daily Schedule

7:00am-5:30pm

Arrival	Snack
Morning	Creative movement/outside play/inside gym activities Enrichment activities Free choice
Lunch	(provided by parent)
Afternoon	Outside play/inside gym/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 child participates in creative learning experiences from many learning domains that encompass multiple aspects of development including 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 child's Discovery Learning preschool experience.

Electronic Devices, Cell Phones and Texting

Student electronic devices, cell phone calls and texting 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 phone number (see page 13).

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 may be returned to your child at the end of the program session. Repeated offenses may result in the items(s) being returned to parents only.

Electronic devices are easily stolen and rarely recovered. EdVenture Club-Discovery Learning cannot be held liable for lost or stolen items and has no responsibility to provide a secure location for such items or to provide assistance if these items are lost or stolen.

All personal items must be labeled with your child's name.

Visitors

Parents are welcome to visit. A "Visitor" sticker may 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 child(ren) 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, sites will open at 8am. 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 a day of scheduled Non-School Day care, 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.

Non-School Days

EdVenture Club-Discovery Learning offers care on most district non-school days during the school year. EdVenture Club Non-School Days are held in a day camp format that is available from 7:00am to 5:30pm.

Locations for Non-School Days are the Handke Center, Rogers Elementary and Zimmerman Elementary. We are not open at Otsego Elementary or Prairie View Elementary and Middle School for Non-School Days. Locations are subject to change based on enrollment.

What to bring

- A school bag, duffle, backpack or something similar. These are helpful for extra clothes, shoes, paperwork or projects.
- Additional morning and/or afternoon snack and/or beverage, if desired.
- Any games, toys or books that your child would like to use or share. They must be appropriate to a school setting (non-violent, etc.). Your child will be responsible for the safety and care of any items brought from home and for following the rules of how or when they may be used. ***All items MUST be labeled.***
- A cold lunch and a beverage. A cooler is available, or send a small cooler or insulated lunch box. On outing days, it is best to send a small cooler, insulated container or non-perishable lunch.
- Your child should wear or bring appropriate clothing for the scheduled activities and the weather; sneakers and comfortable clothes are recommended for phy-ed activities, a plain shirt or old clothes for art-related projects.

Parent Advisory Council

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

Grievances

Parents and guardians are encouraged to give their input regarding the operation of the EdVenture Club-Discovery Learning program. If you have a concern about the program, please use the following grievance order to ensure that the concern is addressed:

1. Child Care Worker involved
2. Site Lead
3. EdVenture Club Program Liaison assigned to the school
4. Program Coordinator of EdVenture Club
5. Manager of Extended Day Programs
6. Director of Community Education and Community Engagement.

Updates to Policies and Procedures

The aforementioned policies and procedures may be suspended or amended as a result of developments after the program year begins. In the event of any policy changes, EdVenture Club-Discovery Learning will notify you via the email address in your online childcare account. Please keep your account's email address current so you receive important program notices, updates and reminders.

Program Rates

	Daily Rate
7:00-9:15am or 3:15-5:30pm	\$10
7:00am-1:15pm or 11:15am-5:30pm	\$22
7:00-9:15am and 11:15am-5:30pm	\$28
7:00am-1:15pm and 3:15-5:30pm	\$28
7:00am-5:30pm (non-class days and district non-school days)	\$38

Fees

Late schedule fee: \$20

Late payment fee: \$20

Late pick-up fee: \$1 per minute past 5:35pm

Contact Us

The EdVenture Club 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.

- EdVenture Club office phone:
 - 763-241-3544
 - 763-241-3400 ext. 5508
 - 763-241-3520 (choose prompt for EdVenture Club)
- EdVenture Club office email: 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 Center (Door 5)

1170 Main St, Elk River

Otsego Elementary (Door 5)

8125 River Road NE, Otsego

Prairie View Elementary and Middle School (Door 2)

12220 80th St NE, Otsego

Rogers Elementary (Door 8)

12521 Main St, Rogers

Zimmerman Elementary (Door 2)

25959 West 4th St, Zimmerman

Site telephone numbers (with voicemail):

- Handke Center 763-458-3188 or classroom 763-241-3400 Ext 5537
- Otsego Elementary 763-443-7200
- Prairie View To be determined by start of school
- Rogers Elementary 763-228-1760 or classroom 763-241-3400 Ext 5785
- Zimmerman Elementary 763-381-9107 or classroom 763-241-3400 Ext 5842

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

District 728 Community Education
1170 Main Street
Elk River, MN 55330

Phone - 763-241-3520
Fax – 763-241-3521

Email – edventureclub@isd728.org
Community Education Website –
<http://www.isd728.org/communityeducation>
EdVenture Club Parent Eleyo Childcare Account –
<https://isd728.cc.eleyo.com>