



EdVenture Club Program Policy Book

A unique Enrichment with Extended Day
School-Age Program
for grades K-5
brought to you by



DISTRICT 728
**Community
Education**
763.241.3520 | communityed@isd728.org
www.728communityed.com

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Welcome to EdVenture Club!

Please read this entire program policy book carefully.

District 728 Community Education's Enrichment Extended Day program provides a fun, safe, educational environment that is convenient and affordable for the members of our diverse community and features age-appropriate focused curriculum in arts, fitness, science and enrichment. We are open every school day and most non-school days.

Registration, Scheduling and Payments

Forms and Online

- 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 forms are available at the Community Education Office and online at <http://www.isd728.org/communityeducation> or <https://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 calendar; do not schedule more than you are paying for. 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.
- Schedule and payment will not be taken verbally on 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 due date has been noted.
- If late schedule and payment are received and 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 in 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 Office 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 for unscheduled students.
- 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 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/parent>. 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 site, either directly to the site leader with the paper calendar 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.

Sibling Discount

EdVenture Club offers a slightly discounted rate for additional siblings for the AM/PM and Non-School Days. The discount will be automatically calculated once the schedule has been entered.

Late Pick-Up Fees and Hours Open

Doors open at 6:00am for before school attendance and Non-School Extended Day programs. Doors close at 6:00pm 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 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 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 of our participants. There will be a \$20 late fee for pre-approved schedules and payments received after the deadline. Schedule and payment must be received together and amounts must 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 parent/guardian normal practice.

Early Schedule and Payment Due Dates

Please check the “EdVenture Club Schedule” document, provided in the parent package upon registration, 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 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, or the EdVenture Club Office is closed for a holiday (Labor Day, Memorial 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.

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.
- 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 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 with the paper calendar by 9:00am Thursday of the week **prior** to planned attendance change/cancellation in order to receive a credit or refund. Email is the preferred method. 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. Changes and cancellations will not be accepted by phone or voicemail.

Cancellations received after the deadline, same-day or same-week are not refundable, regardless of circumstance (illness, death in family, family emergency, hospitalizations, etc.).

Absences

If your student is going to be absent, call in or email to let us know! Our site staff will be expecting your student and will proceed as if the student has gotten lost if coming from school to us. Please contact your site or EdVenture Club office staff at 763-241-3544, 763-241-3520 (option 4). 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 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 student begins attending EdVenture Club so any concerns may be addressed with staff.

Dependent Care Reimbursement Forms

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

District-Scheduled Late Start

Occasionally, school is **scheduled** to begin 2 hours late. On these days, EdVenture Club opens at 6:00am and closes at 6:00pm as usual. Care is provided for the extra hours before school at no additional cost. These days are **not** the same as weather-related 2-hour late starts (*see Weather Policy*).

Sign In and Out

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.

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 school-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 and we use a 1:10 adult-to-student ratio for outings or field trips.

Daily Schedule

Extended Hours

6:00am-7:30am	Quiet activities
7:30am-8:30am	Optional gym/outdoor time
8:30am-8:45am	Morning snack and juice (we provide)
8:45am-9:00am	Prepare and group for school
9:00am-3:00pm	<i>(Enrichment activities – Non-School Days)</i>
3:30pm-4:00pm	Afternoon snack and juice (we provide)
4:00pm-5:00pm	Enrichment activities
5:00pm-6:00pm	Outdoor and indoor choices

Enrichment Schedule

9:00am-12:00pm	Enrichment activities
12:00pm-1:00pm	Lunch (from home) and playground time
1:00pm-3:00pm	Enrichment activities

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

Enrichment Activities

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

Field Trips/Outings

Some Non-School Day EdVentures may feature an outing or field trip. If you have scheduled your student for an outing day, they will be expected to join in supervised walks or scheduled bus trips both on and off ISD 728 property with the rest of the group. Sites will not be staffed for students to stay behind. Students will be required to wear a wristband, which we provide, that day. Note the specified bus check-in times for outing days! Non-School Days have a separate and/or additional rate.

Late registrations may not be accepted if sites are full or if the registration deadline has passed.

Depending on the outing activity, please send clothing appropriate for outdoors along with sunscreen and/or insect repellent as needed. A staff member will apply as instructed for your student's protection.

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

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.**
- On non-school days, 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.
- 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 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 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 at the office or site. A health policy guideline is available upon request.

- Please note: Your student's school does not share health/medical issues with EdVenture Club staff unless we ask for it. It is very important that family information, including student health concerns, is in place **before** your student begins attending EdVenture Club 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 setting if parents and physicians work with EdVenture Club 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.

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.
- See list of rules posted at the site for students and parents.
- In cases where a student is removed for week/day or partial day, refund is at the discretion of the program coordinator.

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 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. Refund will be at the discretion of the program coordinator.

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 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, Cell Phones and Texting

Student electronic devices, cell phone calls and texting are not allowed during EdVenture Club 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 Site Leader if it is appropriate to call. They would be allowed to use a site phone if necessary to call home.

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 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 and the School District are not liable for lost or stolen items, and 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 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 student(s) and our staff. Please note that it may be necessary to have back-up care in the event that EdVenture Club is closed.

In the event that the weather conditions force ISD 728 schools to close, EdVenture Club 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, 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 sites may be closed, have a late start, or an early dismissal.

EdVenture Club offers a separate program called EdVenture Club Inclement Weather Program, which is available on the days that the district closes school due to inclement weather. Please see the EdVenture Club page of the Community Education website for further information.

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 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 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

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 Locations

Hassan Elementary (Door E)
Lincoln Elementary (Door 2)
Meadowvale Elementary (Door 7)
Otsego Elementary (Door 5)
Parker Elementary (Door 3)
Prairie View Elementary and Middle School (Door 1)
Rogers Elementary (Door 3)
Twin Lakes Elementary (Door 3)
Westwood Elementary (Door 1)
Zimmerman Elementary (Door 5C)

Sites are at ISD 728 Schools.

14055 Orchid Ave, Rogers
600 School St, Elk River
12701 Elk Lake Rd, Elk River
8125 River Road NE, Otsego
500 School St, Elk River
12220 80th St NE, Otsego
12521 Main St, Rogers
10051 191st Ave NW, Elk River
13651 4th Ave S, Zimmerman
25959 West 4th St, Zimmerman

Site telephone numbers (with voicemail):

- Hassan Site 612-685-6692
- Lincoln Site 763-464-5008
- Meadowvale Site 612-685-6681
- Otsego Site 763-225-7938
- Parker Site 612-685-1150
- Prairie View Site 763-438-8036
- Rogers Site 612-685-3774 or 763-241-3400 ext. 5797
- Twin Lakes Site 763-225-7925
- Westwood Site 763-225-7935
- Zimmerman Site 612-685-1149

Business cards with address and telephone 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 – www.728communityed.com
EdVenture Club Parent Portal –
<https://www.ezchildtrack.com/728communityed/parent>