



STILLWATER AREA PUBLIC SCHOOLS

# ADVENTURE CLUB



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**Read Me First!**

## Handbook for Families

Updated April 1, 2021

**ADVENTURE**  
*Club*

## ADVENTURE CLUB HANDBOOK ADDENDUM

With unique health guidelines related to the COVID-19 pandemic, there are a few changes to our normal way of offering care in Adventure Club. Rather than redoing our whole handbook, this addendum is meant to brief you on changes we have implemented during this time. Pages 3-12 are our usual handbook layout. This first page is revised for current policy and practices. Adventure Club will continue to follow State and CDC guidance.

### Parent Screening:

Before leaving your home each day, you must screen your student for the symptoms listed below and take their temperature. Participants must stay home if they show symptoms. Parents need to be on the alert for signs of illness in their children and to keep them home when they are sick.

- Participants must be healthy and symptom free for the last 10 days and have a temperature under 100 degrees fahrenheit.
- Symptoms of COVID-19 include: cough, shortness of breath, fever, chills, muscle pain, sore throat, fatigue, congestion, loss of taste or smell, or gastrointestinal symptoms of nausea, vomiting or diarrhea.
- Participants who have been in close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days cannot attend.
- Participants who appear ill will be removed from the program.
- If a participant is diagnosed or presumed positive for COVID-19, please contact your site immediately.
- Be aware that we reserve the right to conduct additional screenings at our discretion. Parents will also be asked to sign their children in at the vestibule and not enter the building to reduce the amount of people entering.

### Decision Tree for Symptoms:

We will be using the Minnesota Department of Health Decision tree to decide on when students must not attend Adventure Club and for how long they must remain out of the program.

### Face Coverings:

Adventure Club, in accordance with Executive Order 20-81 will require the use of face coverings in all indoor spaces. This Executive Order applies to all Minnesotans, making exemptions for those with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering.

Please send a clean face covering with your child each day.

Masks may be temporarily removed:

- When outdoors, as long as social distancing can be maintained.
- When eating or drinking
- While napping at rest time (for younger children)

### Tuition Credits:

Adventure Club does not give credit for sick days. However, if you are out for an extended period (over 1 week) for COVID symptoms or exposure, we will credit these days.



### Fewer Contract options:

Due to a need to keep groups as consistent as possible, we will not be allowing Pick Your Days contracts or Drop-in contracts. Drop-in can still be requested by families with a consistent contract needing additional care, but on a space available basis. These options may return if guidance or smaller, consistent groups changes.

### Smaller Groups/Physical Distancing Expectations

Adventure Club is normally a choice based program with several choices available to students and movement in between them. To try to limit the amount of contacts students and staff have each day, we will be keeping students in smaller groups and movement between spaces will be limited and controlled.



## Adventure Club and Spin seek to provide a quality program where:

- The atmosphere is comfortable, relaxed, happy and busy.
- Individual differences are respected and valued.
- There is a balanced offering of age-appropriate activities.
- Kids are able to select their own activities most of the time.
- There are clear and consistently enforced ground rules for safety.
- Kids are able to verbally settle arguments among themselves.
- Transitions between activities are smooth and unregimented.
- Staff are flexible and responsive to unusual circumstances.
- Kids feel connected to the wider community and have ways to contribute to the welfare of the community.
- The environment provides opportunities for privacy, sustained projects, quiet activities, active play, construction and art.
- The environment and activities create a program that reflect the interests, talents, values and personalities of the children in the program.
- Snacks are available after school and follow the district guidelines for health and nutrition.
- Parents/guardians are well-informed about the program and feel welcome.
- Quality activities are offered with appropriate levels of staff supervision.

# Welcome to Adventure Club

## Mission Statement

We provide parent and community support through a commitment to safe and quality care in an atmosphere that encourages fun, creativity and self esteem.

Adventure Club:

- Keeps kids safe and supervised
- Inspires learning
- Helps working families

## Typical Activities (School Year and Summer)

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"><li>• Sports</li><li>• Free Choice</li><li>• Board Games</li><li>• Art/Crafts</li><li>• Gym/Outdoor Games</li><li>• Dramatic Play</li><li>• Sensory Play</li></ul> | <ul style="list-style-type: none"><li>• Quiet Time</li><li>• PM Snack Provided</li><li>• Field Trips</li><li>• Imaginative Play</li><li>• Manipulatives</li><li>• Reading</li><li>• Health &amp; Safety</li></ul> | <ul style="list-style-type: none"><li>• Creative Construction</li><li>• Scientific Exploration</li><li>• Learning Life Skills</li><li>• Service Learning</li><li>• Sensory Play</li></ul> |
|--|---|---|

It is our goal to continually improve the quality of our program. Through interaction with the students, parents/guardians, staff and the community, we work to stay current with respect for the needs and desires of all involved.

**By signing a registration contract with our program, you are stating your awareness of, and agreement with, the terms and conditions identified in this handbook.**



## What is Spin?

The Spin program is a spin-off of Adventure Club for older youth. We offer a separate Spin program in the summer for students entering grades 4-7.

During the school year, Spin programming for older students is offered where registration of fourth and fifth grade students meets the minimum enrollment requirement.

**Program Standards:** Staffing and program standards are adopted by the Stillwater Board of Education and are adapted from the guidelines of the MN After School Accreditation Project. Adventure Club is certified by the Minnesota Department of Human Services. The standards are consistent with the policies of Stillwater Area Public Schools. By Minnesota statute and School Board policy, we staff our sites according to the age and number of children in attendance: 1 staff to 15 students in grades K-6; 1 staff to 10 students in preschool. Typical group size is 30 or less. Staff are provided with an orientation to the program upon hiring. Site staff are trained in First Aid and CPR.

## Student Conduct

In an effort to demonstrate our commitment to the district-wide values, children must practice the following rules:

- Respect self, other children and staff.
- Let staff know your needs.
- Accept others' individual differences.
- Respect others' equipment and property.
- Notify staff before going to another area.
- Accept the consequences of your behavior.



## Important Contact Information

Amy Skare, Supervisor  
651.351.8348  
[skarea@stillwaterschools.org](mailto:skarea@stillwaterschools.org)

Jana Michaelis, Account Technician  
651.351.8458  
[michaelisj@stillwaterschools.org](mailto:michaelisj@stillwaterschools.org)

Taylor Mazzara, Coordinator  
(Afton-Lakeland, Andersen, Brookview)  
651.351.4056  
[mazzarat@stillwaterschools.org](mailto:mazzarat@stillwaterschools.org)

Kristen Bernard, Coordinator  
(ECFC, Lily Lake, Stonebridge)  
651.351.4032  
[bernardk@stillwaterschools.org](mailto:bernardk@stillwaterschools.org)

Heidi Gordon, Coordinator  
(Rutherford, Lake Elmo)  
651.351.8451  
[gordonh@stillwaterschools.org](mailto:gordonh@stillwaterschools.org)

## Parent Checklist...

- Read the Family Handbook** and know the contract terms and program policies. Failure to follow policies could result in termination of child care services.
- Get to know your child's program staff** prior to the first day of care. Learn where the Adventure Club space is at your site.
- Sign your children in and out daily.**
- Let your child's classroom teacher** know which days your child is/isn't going to Adventure Club and what your child will do on days he/she isn't (go home by bus or carpool).
- Notify site staff if your child will be absent, attending after-school programs or picked-up early** for any reason. Notifying the school office is *not* sufficient.
- Dietary needs are important.** Provide program staff with any modified or therapeutic diet information in relation to your child. Snacks are offered every afternoon; however, if your child requires a rigid diet, you may need to supply a snack.
- Adequately dress your child** for indoor and outdoor activities.
- Label personal belongings.** Adventure Club is not responsible for the loss or damage of personal items. Please do not bring toys from home to Adventure Club.
- To make a change** in your child's schedule, use the correct program forms available on site and on the Adventure Club and Spin web page. Handwritten notes and verbal notices are NOT sufficient.
- Model respectful behavior** when dealing with staff and students.

**Adventure Club  
is available Monday - Friday  
most weeks**

**See website for program hours  
and calendar information.**  
[commed.stillwaterschools.org/ac](http://commed.stillwaterschools.org/ac)

## Program Locations

**Afton/Lakeland Elementary School**  
475 St. Croix Trail, Lakeland, MN 55043  
**651.351.6521**

**Andersen Elementary School**  
309 North 4th Street, Bayport, MN 55003  
**651.351.6607**

**Brookview Elementary School**  
11099 Brookview Road, Woodbury, MN 55129  
**Phone: 651.275.2514**

**ECFC (Pre-K only)**  
1111 Holcombe Street, Stillwater, MN 55082  
**651.351.4080**

**Lake Elmo Elementary School**  
11030 Stillwater Blvd. Lake Elmo, MN 55042  
**651.351.6737**

**Lily Lake Elementary School**  
2003 West Willard St., Stillwater, MN 55082  
**651.351.6836**

**Rutherford Elementary School**  
115 Rutherford Road, Stillwater, MN 55082  
**651.351.6410**

**Stonebridge Elementary School**  
900 North Owens St., Stillwater, MN 55082  
**651.351.8795**



## Online Registration

All children must be registered in order to participate in Adventure Club. Enrollment is limited, please contact your school's Site Leader or refer to our online availability web page for details. Registration is completed online.

## Preschool Age Registration Requirements

- Complete online registration
- A functional email address for your account profile
- Non-refundable registration fee submitted
- An account paid in full and in good standing
- Must be enrolled in a Community Education pre-school class at a participating elementary school or the ECFC
- May attend before preschool. After preschool care is available for those signed up for full day preschool.
- ECFC Participants: May attend both AM and PM programming periods with Adventure Club



## Grades K through 6th Registration Requirements

- Complete online registration
- A functional email address for your account profile
- Non-refundable registration fee submitted
- An account paid in full and in good standing
- Must be enrolled in a Stillwater Area Public School site (school year only)
  - Must be entering Kindergarten in September (summer months only)



## Enrollment Eligibility

Registration for before and after school care is available to students enrolled in Stillwater Area Public Schools during the school year. Students who are enrolled in schools outside of Stillwater Area Public Schools can register with a non-school day only contract to attend non-school days. Summer Adventure Club programming is open to students who are enrolled outside of Stillwater Area Public Schools.

## Registration Fee

To help keep tuition rates down, the cost for processing registrations is charged as a separate fee. Registration fees are non-refundable. Current rates are posted on our webpage.

## Processing Registration

Please be aware that all registrations require a two-week processing period.

## Forms and Documents are Available on the Adventure Club and Spin website [www.stillwaterschools.org/Adventure-Club](http://www.stillwaterschools.org/Adventure-Club)

### School Year Contract

#### Option 1 – Consistent Schedule

Families can sign up for a mix of AM and PM programming periods with the same schedule each week. Requests for schedule changes can be made online, but will require a \$20 change of contract fee, and will be accepted on a space available basis. In addition, all changes require a two-week processing period before a child's new Full Schedule takes effect.

#### Option 2 – Pick Your Days

Families can sign up for ALL of their days at the beginning of the school year, which eliminates the need for submitting a monthly contract form. Families can request their days of care through the year using our online system. All Pick your days for a given month must be selected by no later than the 15th of the previous month. Families that fail to select days by this deadline will be charged for any services provided in that month at the Drop in Care rate, if space is available. After the 15th there is a \$20 change fee for any schedule changes.

#### Option 3 – Drop in Care

Request a day as needed with at least 24 hours notice. The online system will allow families to request days in this contract with three days advance notice. If families need more immediate assistance they must contact their child's Site Lead either in writing, or verbally. Enrollment is based on available space.

#### Option 4 – Non-School Day Only

Families can sign up for this option if interested in signing up for non-school days only.



### Summer Contract

Our Summer Contract is based on the days you need care. Families are presented with the dates that our summer program is available at the time of registration. Select the dates you will need care when registering. Omit days where care is not needed (i.e. grandparent visit, vacations, camps, etc.).

Rates will vary depending on the number of days you request for the summer. Current rates are posted on our website.



### Non-School Days (NSD)

Adventure Club offers all day services when school is not in session, excluding holidays. We will be open from 6 a.m. to 6 p.m. at selected sites.

#### How to register for NSD

- In order to register for a NSD, you must be registered for one of our four contract options.
- Registration for NSD's must be completed through our online registration system.
- Registration for NSD's must be received at least 2 weeks prior to given NSD.
- Space is limited on NSD's and is contingent on staff availability.

#### NSD Cancellation

If you register for a NSD and then have a change in plans, please notify us immediately. If it is less than two weeks prior you will be charged for that day.

### Changes to Your Contract

**All changes to your schedule must be made online through our online billing system. Changes to your contract type require the completion of a Contract Change Form, which must be submitted to your child's Site Lead or our Adventure Club business office.**

#### School Year

Changes to your daily schedule can be made online through our online payment system. Changes to your daily schedule, within the Consistent Schedule contract option, will result in a \$20 processing fee. Changes to your contract type (i.e. Full Schedule to Pick Your Days) require the completion of a Contract Change Form, which must be submitted to your child's Site Lead or our Adventure Club business office. Changes of contract type will result in a \$20 processing fee. All School Year contract changes and schedule changes require a two-week processing period before changes will take effect.

#### Summer

Summer Contract changes will be accepted up to one month prior to the first day of the summer program. After this grace period we will not accept changes to your contract. You can request to add additional days of care by contacting your child's Site Lead, but families may not remove pre-contracted days following our deadline for summer contract changes. Additional days of care will be charged at the Drop-In rate.

#### Withdrawal from the Program

To withdraw your child from the program, submit a Withdrawal Form at least two weeks prior to the effective change date. *There is no fee involved, but if you withdraw from the program you will need to submit a new contract and non-refundable registration fee to re-enroll. To continue access to our program, see the Contract Change, Drop in Care option instead.*

**Please contact the Account Technician for additional information and complete terms of this contract, 651.351.8458**

## Meeting payment deadlines is your responsibility.

### Monthly Billing

Tuition is billed in advance of services. An invoice notification will be distributed monthly. Payment in full must be received by the 15th of each month to avoid a Late Payment fee (see below).

### E-Notification

You will receive an email notification that your invoice has been generated. You can login to your account at any time to view your balance and make payments.

If you do not receive email invoice notifications, please consider the following possibilities:

- Have you had a recent change in your e-mail address?
- If you've listed your work e-mail address, does your employer have security filters that may have stopped our communication from being delivered?

**Since timely payment of your bill is required, we ask that you contact the Account Technician immediately if you have not received your e-mail invoice, 651.351.8458.**

### Important Reminders

- You will receive information on non-school days, special events and important notices by email or at the parent center at your site. Watch your parent center for announcements.



## Payments for Care

### Billing Questions Call 651.351.8458

#### 1. Auto Pay

When registering your child for the Adventure Club program you have the option of selecting Auto Pay as a payment method for Credit Cards and Checking or Savings payments. By selecting Auto Pay you can avoid late fees and save time by having funds automatically withdrawn from the payment method you select. These payments will be taken from your payment method of choice on the due date for each invoice received.

#### 2. Credit Card Payments (Non-Auto Pay)

From your e-mail notification you will be able to make a payment to your Adventure Club account. Within your email you will click "View Your Invoice." Next, you will press make a payment. Enter the dollar amount you wish to pay and then add this to your cart. At the top of the next screen you will click on the shopping cart and press "Checkout." Select credit card as your payment method, enter all required information and then press "Process Payment."

#### 3. Pay with Checking or Savings (Non-Auto Pay)

From your e-mail invoice you will be able to make a payment to your Adventure Club account. Within your email you will click "View Your Invoice." Next, you will press "make a payment". Enter the dollar amount you wish to pay and then add this to your cart. At the top of the next screen you will click on the shopping cart and press "Checkout." Select Pay with a new Checking or Savings Account as your payment method, enter all required information and then press "Process Payment."

#### 4. Cash or Check Payment (Non-Auto Pay)

**Non-credit card payments must be mailed or dropped off at the Central Services building.**

ISD #834, Adventure Club • 1875 South Greeley Street • Stillwater, MN 55082

### Financial Assistance

Adventure Club is not able to provide scholarships for fee assistance. If assistance is granted from another entity (county, military family assistance, etc.) clients **MUST provide a written verification from the financial agency prior to use of the Adventure Club program.** Ultimately, the client is responsible for all expenses incurred.

### Late Payments

Adventure Club is a nonprofit, self-supporting program and needs your prompt payment to meet expenses. Payments received after the 15th will be considered late. A \$20 late fee will be assessed on outstanding balances greater than \$100. If your account is not paid in full by the end of the month, your child care contract could be suspended. Adventure Club reserves the right to discontinue or limit service due to failure to meet payment obligations as defined by the contract.

### Tax Information

All information related to payments to the Adventure Club program can be found online within our billing system. Please refer to your account profile to pull information related to payments made to the Adventure Club program.

### Returned Checks

Checks returned unpaid will be recovered electronically by Paytek along with a state allowed recovery fee.



## Vacation Credit – School Year Only

Vacation credit is for non-use of service. To receive vacation credit, you must be on a “Consistent Contract” schedule. Submit a *Vacation Request Form* at least one week before your vacation begins. VERBAL notices are not sufficient.

**Vacation time cannot be substituted for absences.**

- **You may receive 1 day of credit per child** for each day you are contracted in a one-week period (Maximum # of vacation days per child = 5).
- **Credit will be given AFTER vacation dates.** Forms must be submitted prior to the date requested.
- **Vacation credit does not apply to the summer program.**

## Tuition Credits

**Child care fees are due whether or not a child is in attendance.** Credits WILL NOT BE given when a child is absent, arrives late or is picked up early. Tuition credits WILL ONLY BE given for:

- Closing due to inclement weather, emergencies, etc.
- Long-term illness that extends one week or beyond.

Site Leaders must authorize credits and adjustments to accounts. Please speak with your Site Leader if you would like to request an adjustment.

## Suggestions, Questions and Concerns

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

1. First, speak with your Site Leader. We recommend calling them during non-student contact time.
2. If concerns persist, or discussing the issue(s) with the Site Leader proves to be insufficient, contact the Adventure Club Coordinator for your site (see page 3 for contact information).
3. Families are welcome to request a conference.
4. Staff and families are given opportunities to provide input on programming through electronic surveys.

## Parent Involvement

If you have a skill or talent that you are willing to share with our program participants, please speak with your Site Leader.

If you have suggestions regarding program policies, please contact the Adventure Club Supervisor, 651.351.8348.

## Release of Information

The Minnesota Data Privacy Act governs the Stillwater Area Public Schools' Adventure Club programs' release of information. All data about its staff and students is considered to be private and will not be released without written permission.

## Newsletters

Site Leaders send an electronic newsletter monthly to the email associated with your Adventure Club account. If you are not receiving this newsletter, talk to your Site leader about adding you to the list.

## Emergency Contacts

For safety reasons, it is imperative that you provide current information on your child's registration. **Should any changes occur throughout the year, please inform your Site Leader immediately!**

## Child Abuse and Neglect

Under Minnesota State Law, all professional staff that work with children are required to report all abuse or neglect of children to authorities.

## Animals in the Program

The goal of Stillwater Area Public Schools is to decrease student and staff exposure to potentially harmful animal allergens. Animals are not allowed in the program without a plan in place to notify school staff and parents.



## Communication

### Reminders for Non School Days (NSD) and Summer

#### Lunches

On NSDs and in the summer, bag lunches are required. If your child arrives without a lunch, a fee will be charged for a lunch purchase.

#### Field Trips

When your child's site will be attending an off-site field trip, please arrive one hour prior to the departure time. This time is used to properly prepare your child for the trip and to ensure that your child will not miss the bus.

Tuition **will not** be refunded to families who miss the bus.

#### Field Trip Check List

- Program t-shirt is required for summer trips. One shirt per child is provided. A \$10 purchasing fee will be charged for an additional shirt if we need to give your child a new one.
- Bag lunch if the trip will cross over the lunch hour.
- Sun block for outdoor trips (bug repellent is optional).
- Appropriate clothing and shoes for the weather and the type of trip.
- Swim suit and towel for water trips.



## Drop-Off and Pick-Up Procedures



### Sign-In/Out Procedures

**You or an authorized adult or sibling MUST sign your child in and out of the program daily, with signature and time of day using our iPad sign out system.** This policy is designed to protect your child. Failure to sign your child in or out of the program may result in your termination from the program.

### Drop-Off Procedures

If you bring your child to the program when the group is away from their home base, you are responsible for escorting him/her to join the group.

### Pick-Up Procedures

Program staff are required to ask for identification from anyone unfamiliar attempting to pick up a child. Staff will not release your child to anyone who has not been listed on your child's registration (with exception of the local authorities if necessary). If an unauthorized person attempts to pick up your child, you will be contacted. If you cannot be reached, your child will be held until you or your emergency contact person arrives. This policy is designed to protect your child.

### Transportation

Parents are responsible for arrangement of their child's transportation to and from the Adventure Club site.

**District 834 policy states that employees are prohibited from transporting children.**

### Unauthorized Pick-Up

On your registration you are asked to list people who are unauthorized to pick up your child from the program. This section is for people who have previously had legal custodial rights as a parent or guardian. You must provide us with original court documents that restrict this individual from picking up your child.

### We Close At 6 p.m.

If you will be arriving after 6 p.m., make plans for your emergency contact person to pick up your child and notify program staff immediately.

Our policy for late pick-up is as follows:

1. First occurrence: A verbal warning will be issued.
2. Second occurrence: **A late fee of \$1 per minute after 6 p.m. per child will be charged.**
3. Third occurrence: **A late fee of \$2 for each minute after 6 p.m. per child will be charged and a required meeting with the Coordinator will be scheduled.**
4. Fourth occurrence: **Your child(ren) will be suspended from the Adventure Club program for 2 weeks.**
5. Late pick-up could result in your termination from the program.

**If you, or your emergency contact person, cannot be reached after 6 p.m., the police may be called to pick up your child.**

**Late pick-ups could result in termination from the program.**

We take our responsibility to care for your child very seriously. If staff has to spend time trying to find your child, a Locator's Fee may be assessed.

## Communicate Absences

If your child will not be attending:

1. Inform the Site Leader prior to the absence (Communicate in-person, via phone or a note at the parent center, etc.).
2. **DO NOT rely on the school office or your child's teacher to tell us!**

## Illness Symptoms

Ill children CANNOT attend Adventure Club. You will be contacted to pick up your child, if your child has any of the following symptoms:

- Vomiting
- Diarrhea
- A temperature registering above 100 degrees.
- Symptoms which lead us to believe your child has a communicable disease.

## Exposure to communicable diseases MUST BE REPORTED to staff immediately.

Parents will be notified in the case of infections or communicable diseases at the site according to the policies set by the school health officers and County Health Services Guide.

## In Case of Illness

If your child is too ill to go to school, he/she may not attend Adventure Club. If your child is ill, he/she will be separated from activities to rest under supervision, while you're notified. You are responsible for picking up your child WITHIN ONE HOUR of being contacted or for contacting an emergency person to pick up your child if you cannot do so. If we cannot contact you, we will call an emergency contact to pick up your child WITHIN ONE HOUR. Your child should stay at home for 24 hours after symptoms are gone.

## Emergency Care

In the event that your child requires emergency care, staff will take the following steps:

1. Administer first aid as needed.
2. Contact parents/guardian. If unavailable,

call an emergency contact.

3. If an emergency vehicle is needed, we will attempt to check with the parent/guardian or emergency contact for instruction for transportation. Adventure Club reserves the right to call 911 without approval.
4. If parent/guardian or emergency contact cannot be reached and it is an extreme emergency situation, staff reserve the right, with assistance of paramedics, to determine if your child will be transported by emergency vehicle to the closest hospital. Parents will be responsible for any expenses incurred due to injuries.
5. Staff members are not authorized to transport students in their vehicles.

## Accident Reports

Adventure Club is not liable or responsible for any accidents or injuries which may occur in the absence of negligence by the staff. The district's policy will be followed for recording and reporting accidents. One copy of the report will be sent to the Adventure Club Coordinator and one will be filed at the site.

## Chronic Health Conditions

Families must complete medical information on Adventure Club's Child Emergency form and inform the Site Leader if their child has a health condition that requires regular or continuous medication, has special needs or a medical condition that impacts the child's health or well being or involvement in activities.

Staff work with families and the school nurse to meet the needs of children with allergies or chronic health conditions.

If necessary, staff will receive special training on use of inhalers, bee sting kits, diabetic testing, etc.

Site Leaders will read through all forms when a new child enrolls in the program. All allergy information will be listed for all staff to have easy access. It will be kept private from children and other non-program adults.

## District 834 – Medication Policy

If a child is required to take an oral or surface medication during Adventure Club hours, a designated person shall administer the medication in compliance with the regulations that follow:

1. We must receive written instructions on a medical release form signed by a parent/guardian and physician before we will be able to administer medication.
  - a. Medication release forms are available upon request from your site leader or on the Adventure Club website.
  - b. Medication must be in its original prescription bottle or container and properly labeled by a pharmacist or physician.
2. A designated administrator of the medication shall:
  - a. Keep a medication calendar for administration of medication.
  - b. Follow the district's procedures for administration.
  - c. Keep all medication in a locked cabinet at all times.
  - d. Keep an updated list of all students on daily medications and the times they should be given.
  - e. Keep medications up-to-date with the newest physician's order on the medication calendar.
    - Dosage changes require a physician's order.



***It is our goal to promote a positive approach to all children and the management of behavior issues.***

**The program is designed to offer an environment that:**

- Provides a positive, safe and pleasant atmosphere.
- Meets the developmental level of the age group.
- Provides space for socialization and independence.
- Maximizes the capacity of staff supervision.

***If a child demonstrates behavior which has a negative impact on the child or others, the staff will utilize one or more of the following strategies:***

➤ **Prevention:**

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. Adjustments may be made in these four areas:

- Environment
- Grouping of children
- Activities
- Staffing

➤ **Positive Redirection:**

Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior on self and others.

➤ **Modeling:**

Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.

➤ **Setting Limits:**

Simple behavioral expectations are established for the site. Staff will:

1. Tell children what is expected of them in a positive, yet firm manner.
2. Make sure children understand what the expectations mean.
3. Apply expectations consistently and appropriately.
4. Use natural and logical consequences (loss of privileges, apologies, etc).

***Behavior considered harmful/inappropriate:***

➤ **Behavior which directly or indirectly threatens a person's right to be safe**

- Any form of aggression.
- Verbal threats, disrespectful language or other harassing behavior.
- Inappropriate touching of a person's body or belongings
- Inappropriate gestures.
- Bullying or bullying-like behavior.

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

- Removing self from group or program area without staff approval.
- Demonstrating lack of self control with anger.
- Blatant disrespect or absolute refusal of staff person in charge.

➤ **Behavior which intentionally causes destruction of property**

➤ **Behavior which demonstrates child's lack of readiness**

- Not being toilet trained.
- Inability to toilet themselves.
- Not being dressed appropriately for school and/or weather conditions.
- Behavior resulting from inadequate or untimely administration of medication.

***In case of harmful/inappropriate behavior, we will:***

- Inform parent/guardian of extreme or continuous inappropriate behavior.
- Temporarily remove the child from the program.
- Hold a formal guardian/staff conference to create a behavior plan.
- If the behavior persists, or guardian/parent is unwilling to work with staff towards behavioral improvement, we may indefinitely remove the child from the program.

***Harmful/Inappropriate Behavior on Field Trips:***

If a child displays harmful/inappropriate behavior on a field trip, the child's parent or guardian will be called immediately to pick up the child at the field trip or school site and arrange alternative child care.

***Children with Special Needs:***

Staff will make reasonable changes in programming in order to accommodate the physical and behavioral needs of children.

➤ **Accommodations**

Adventure Club is not designed to provide long term 1:1 assistance for students. If a child receives student support in the classroom, has an identified special need or has a behavior plan developed, it is the parents' responsibility to identify their child's needs on the appropriate forms. An individual conference may be necessary before enrollment is processed. If your child has a special need, his/her start date will be determined by the program's ability to accommodate the needs of your child. Failure to identify your child's special needs may result in temporary removal from the program while we assess and put in place appropriate accommodations.

Children whose limitations create a safety issue of unreasonable risk, harm to themselves, others or property may not be accommodated.

**If inclement weather conditions necessitate emergency closing of school buildings, announcements will be made by 6 a.m. and all national weather safety procedures will be followed.**

### ***School Closings, Delays or Early Release Notification:***

Local TV Stations • Hotline 651.351.8099

District Web Site: [stillwaterschools.org](http://stillwaterschools.org)

## **The following announcements are possible:**

### **Two Hours Late...**

If a school has a delayed start time due to inclement weather, Adventure Club staff members will attempt to get to the site as close to normal opening time as possible. You must call your site prior to leaving home to make sure that staff members have arrived and are in the building, we will remain open until the start of the school day (see page 3 for site phone numbers).

### **Closing Early...**

If severe weather occurs during the school day, **call your site's voicemail number for information about closing.** If school is scheduled to close early, program staff will attempt to contact every parent/guardian who has a child in Adventure Club that day; however, you will need to pick up your child within two hours of the school closing.

#### **Adventure Club staff will follow these procedures:**

- Children who usually attend Adventure Club after school will go to the program's home base to wait to be picked up by parent/guardian or other emergency contact persons.
- If you pick up your child, or make arrangements for them to go home, please notify the program staff before your child leaves the school. Adventure Club staff cannot leave the child care site until **all** children have been accounted for.

### **Closed...**

**Adventure Club will be closed** for the day. DO NOT bring your child to school. Have an alternative child care plan in place should an emergency closing situation arise.

#### **• If It's A Non-School Day ...**

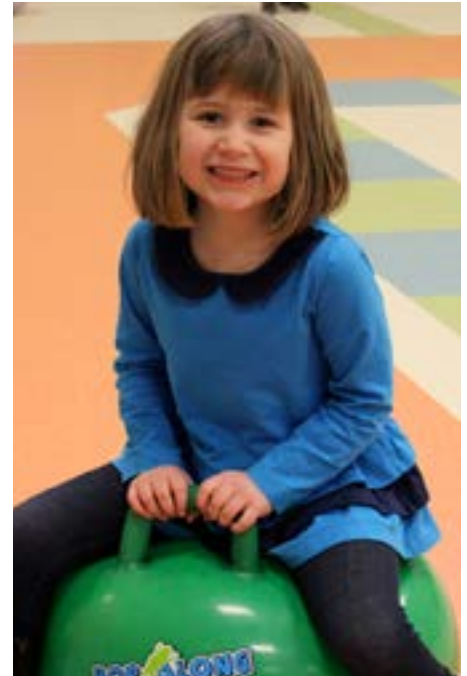
Adventure Club will be cancelled under only very extreme conditions based on:

- Driving conditions
- Building Problems
- Number of cancellations

Please call the Non-School Day site, or Community Education at 651.351.8300, for information about closing.

**If you're ever unsure of the status of your site,  
please call your site's voicemail for an up-to-date message.**

**(See page 5 for site phone numbers.)**



### **Visiting**

We invite you to visit our sites anytime during our operating hours. If you would like a tour or to meet with a staff person, please call the site's Adventure Club office to schedule a visit. Also, if you have a unique skill or talent you would like to share with the children, we encourage you to contact our site staff to arrange for this opportunity.

### **Orientation**

Family orientation is available at each site. Please call the Site Leader to schedule an orientation.