



**EXPLORER CLUB**  
**LITTLE EXPLORERS**  
LAKES INTERNATIONAL LANGUAGE ACADEMY

# Family Handbook 2022-2023

A Safe, Fun, Caring  
School Age Care and Preschool Age Care  
Program with an International Twist



Explorer Club School Age Care  
&  
Little Explorers Preschool Age Care Program

[explorer.office@mylila.org](mailto:explorer.office@mylila.org)

246 11th Ave S.E.  
Forest Lake, MN 55025  
651-252-6720  
651-305-1047 (fax)

# Explorer Club and Little Explorers Family Handbook

Goals	3
Eligibility	3
Enrollment	3
Program Content	4
Explorer Club Kindergarten - 5th Grade Child Care Program	5
Payment Due Dates	6
Credits and Discounts	7
Additional Fees	8
Food Program	10
Arrival and Pick-up	10
Expectations	11
Constructive Guidance and Discipline	11
Health and Safety	12
Treats/Birthday Celebrations	14
Clothing and Personal Belongings	14
Pictures or Video	15
Family Participation and Access	15
Bathroom/Toilet Requirements	15
Little Explorers 3 & 4-Year-Old Child Care Program	16
Agreement to Terms of Handbook	17
Summer Explorer Club	18
Summer Little Explorers	20
Staff Contact Information	22
Calendar	23
Handbook Signature Page	25

# Explorer Club and Little Explorers Family Handbook

## Goals

The Explorer Club school age care program seeks to provide a high quality childcare program for Lakes International Language Academy (LILA) children attending Kindergarten through the summer after 5<sup>th</sup> grade. We also provide care for the LILA Kinder Prep program through our Little Explorers program. **For additional information regarding Little Explorers please see page 16.** Both programs provide a safe, fun, caring environment of play-based learning where children can pursue a variety of interests, develop positive relationships with peers and non-parent adults, learn life skills, and grow in confidence and respect for themselves and others. Explorer Club continues to foster the acquisition of the Spanish, Chinese, and English language through play and age appropriate enrichment activities. Explorer Club and Little Explorers continue to strengthen learning and youth development through reinforcement of concepts and practical applications of skills. Like all LILA staff, Explorer Club and Little Explorers staff have professional training and job experience. Explorer Club falls under the policies and procedures of Lakes International Language Academy.

## Eligibility

Incoming children enrolled in kindergarten through fifth grade at LILA are eligible to attend the Explorer Club School Age Care program. Children attending LILA Kinder Prep program who are at least 3 years old by September 1<sup>st</sup> are eligible for Little Explorers. Children must be able to use the bathroom independently and be potty-trained prior to entrance into either program.

## Enrollment

Both programs are designed for children within the eligibility requirement listed above. Enrollment will be on a first-come, first-serve basis. Each fall and summer session requires separate enrollment forms annually. All enrollment forms must be completed and returned to the Explorer Club office by the specified due dates.

These include:

- An Explorer Club or Little Explorers summer program application (\$40/child or \$65/family non-refundable registration fee)
- An Explorer Club or Little Explorers school year program application (\$40/child or \$65/family non-refundable registration fee)
- A signed Behavior Contract
- A signed Family Handbook Signature Page (page 25 of Family Handbook)
- All outstanding balances and dues are paid in full

## Explorer Club and Little Explorers Family Handbook

### Program Content

Personal choice and self-initiated learning experiences will be encouraged and supported in all program planning for the before and after school age care programs. The staff will work cooperatively with LILA staff to provide for consistency in classroom goals, language immersion philosophy and social management. Written schedules of activities for the various components of the program will be posted and available to families. Featured enrichment activities will be planned periodically and held before and after school. These activities may include but are not limited to: physical activity (gym, outside), manipulative and sensory play, homework time, academic enrichment (reading, math, science, dramatic play, storytelling, music, fine art, social studies, and cultural awareness), field trips, games, sportsmanship/team building activities, community involvement, creative play and free choice activities.

Explorer Club and Little Explorers are under the direct guidance of a site supervisor along with program aides. The staff to child ratio for Explorer Club is 1:15 and for Little Explorers it is 1:10.

**Explorer Club/Little Explorers WILL NOT be open on** observed holidays, the week before school begins (for training and set up), and the two days after school is out (for training and set up). See Calendar on page 23 for a listing of those days.

**School and Explorer Club/Little Explorers Closings:** If severe weather conditions or other emergencies necessitate the closure of LILA an Instant Alert will be made as soon as possible and LILA safety procedures will be followed. **If LILA is closed Explorer Club and Little Explorers will be closed.** There will not be a separate listing for Explorer Club or Little Explorers. If LILA has a late start and the announcement is made before Explorer Club or Little Explorers is open, then Explorer Club/Little Explorers morning session will NOT be open. If LILA closes before the school day ends, Explorer Club and Little Explorers will NOT be open. If LILA cancels all after school activities Explorer Club and Little Explorers will remain open, but will ask that you pick up your child as soon as possible for the safety of all Explorer Club and Little Explorers children and staff. **(Weather hotline: 651-982-8143)**

# Explorer Club

## Kindergarten - 5th Grade Child Care Program

### Hours of Operation

**Before School**                      **6:00 am-7:30 am**

**After School**                      **2:00 pm-4:30 pm**

**2:00 pm-6:00 pm**

**All-day Explorer Club** **6:00 am-6:00 pm**

*A minimum of 15 students needs to be registered. If there are insufficient requests for childcare on non-school days, Explorer Club will not be open.*

*(See page 16 for hours of operation for Little Explorers)*

## Sample Schedules

**(Students are separated by grade levels depending on enrollment)**

**6:00-7:30 AM** Self-Guided Centers/Arts and Crafts/Homework time

**7:30 AM** Release to classrooms/breakfast option

**2:00-2:30 PM** Check-in at Explorer Club

**2:30-3:00 PM** Afternoon Meeting/Greeting/Activity

**3:00-3:30 PM** Bathroom Break and Snack

**3:30-4:00 PM** Homework/Reading - Quiet Activities

**4:00-5:00 PM** Outdoor play

**5:00-6:00 PM** Gym Time / Self-Guided Centers

## Care Options and Pricing

**Explorer Club offers contracted and drop-in care on a monthly basis.** Monthly care calendars are available online. Monthly care calendars are due by 6:00pm on the 22nd of the month prior to the requested care along with your payment in order to secure a place for your child in Explorer Club.

*(See page 17 for the Little Explorers contract and rate options)*

## Explorer Club and Little Explorers Family Handbook

Explorer Club School Age Care Rate Options Kindergarten - 5th Grade		
*Hours and rates are subject to change	Scheduled Rates	Drop-In Rates (24 hour notice based on availability)
6:00 AM-7:30 AM	\$14.00/session	\$20.00/session
2:00 PM-4:30 PM	\$15.00/session	\$21.00/session
2:00 PM-6:00 PM	\$19.00/session	\$25.00/session
AM/PM until 4:30 PM	\$22.00/session	\$28.00/session
AM/PM until 6:00 PM	\$24.00/session	\$30.00/session
All-day Explorer Club and Summer Care 6:00AM-6:00PM	\$44.00/day	\$50.00/day

## Payment Due Dates

### Care

Program fees along with the monthly care calendar are due by 6:00 pm on the 22nd of each month prior to service. Submit payment and calendar to the lockboxes located at the Main Campus and Kinder Center. Payment must be received before services are rendered. Continual late payments or past due balances may result in termination of childcare services.

**Explorer Club and Little Explorers are certified through the Department of Human Services to be able to participate in the Child Care Assistance Program (CCAP).**

**Electronic Funds Transfer (EFT) is available for tuition payments by debit/credit cards. An authorization form is available on the LILA website under Child Care/Registration.**

**Calendars submitted after 6:00 pm on the 22nd will incur a late calendar fee of \$10/occurrence. Availability of care will need to be assessed.**

**A late payment fee of \$25/occurrence will be added to payments received after the due date.**

**Explorer Club care and Little Explorers care WILL NOT be provided for your child until:**

- 1) All outstanding balances are paid in full.**

## **Explorer Club and Little Explorers Family Handbook**

- 2) All registration materials, including health forms, Individual Education Plans, etc. are complete and received by the Explorer Club office.**

### **Drop-In Care (Program care based on availability)**

Any request for care with the absence of a submitted calendar will be charged the drop-in rate. A 24-business hour notice is required to check for availability. Any calendar change received, after the due date, will be charged the drop-in rate or schedule change fee (see p.8). Payment is due on or before the day care is provided. **Your account will be charged once your request for care has been confirmed.**

**\*Please do not hand payments to our staff.**

**All payments must be placed in a lockbox or EFT form.**

### **Non-School Day Care (All-day Explorer Club & Little Explorers care)**

Explorer Club and Little Explorers provide care for most of the teacher in-service/workdays when school is not in session. A detailed information sheet will be available closer to each non-school day informing families of themes and activities planned for those days. **Explorer Club and Little Explorers reserve the right to cancel any non-school day care, in which there are not enough children enrolled for the day. (Minimum 15 for Explorer Club/minimum 10 for Little Explorers)**

### **Field Trips**

Field trips are included in your tuition (if applicable). Explorer Club will occasionally take the children on field trips off campus within walking distance, or with a contracted transportation service. Signed consent for field trips is on your registration form and your initials are required on your summer monthly calendars.

## **Credits and Discounts**

### **Multiple discounts cannot be applied**

#### **Tuition credit and fee changes**

Explorer Club and Little Explorers are non-profit, self-supporting programs. Tuition rates are based on an annual budget. There is no change in the tuition rate during the week a holiday occurs. **Tuition refunds are NOT issued for absences.** Explorer Club and Little Explorers hours and rates are subject to change.

#### **Inclement Weather/Emergency School Closing Credit**

If you are scheduled for care and LILA closes due to inclement weather, or an unexpected emergency closing, for more than 3 consecutive days, credit will be given for the 4th day of scheduled care, and thereafter, for the current school year, **if attending all scheduled closure dates.**

# Explorer Club and Little Explorers Family Handbook

## Sibling Discount

When siblings are enrolled in Explorer Club and/or Little Explorers, the first and second child in each family will pay full price. A 50% discount will be applied to the third child with the lesser tuition rate. This only applies to the original tuition rates and not on any additional fees. Siblings need to be attending the same day in order to receive the sibling discount.

## Financial Assistance (CCAP- County Assistance)

Child care assistance may be available to qualifying families through county funds. Families must provide a written verification form from the financial agency prior to starting care at Explorer Club and Little Explorers. The person who completed the registration form is ultimately responsible for all child care expenses incurred that are not paid by the financial agency. Any required co-pays need to accompany the care calendar by the calendar due date.

Explorer Club and Little Explorers are both **Certified License Exempt Centers** through the Department of Human Services. Certification helps protect the health and safety of children by requiring that the provider meets minimum standards for care and physical environment.

## Free and Reduced Tuition Discount

Families who qualify for the Free and Reduced Food Program will receive a 25% discount on the full tuition price. Multiple discounts will not apply.

# Additional Fees

## Schedule Change Fee

An additional schedule change fee per child will be charged for switching days after calendars have been turned in. Based on availability, you may switch a scheduled session for an equivalent non-scheduled session (excluding field trip days) within the same calendar month by notifying the Explorer Club Office by 12:00 pm on or before that same day.

Session change fee: \$10.00 per school day session

Full Day change fee: \$22.00 per non-school day or summer session

Extend Session fee from 4:30 to 6:00 pm: \$10.00



# Explorer Club and Little Explorers Family Handbook

## Security Key Cards and Key Fobs (If Applicable)

Two security key cards are provided to each family at no cost upon registration, and will need to be returned at the end of the school year. A \$5 replacement fee will be charged for lost or additional cards. We also have a key fob available to purchase for an \$8 fee which is yours to keep and will be deactivated at the end of your child's time at Explorer Club or Little Explorers.

## Non-sufficient funds

If a check is returned for non-sufficient funds, it is the parent/guardian's responsibility to submit the NSF amount plus a return check fee of \$40 to the Explorer Club office by cash, money order, or certified check. Failure to comply may result in termination of care. After the second NSF check, Explorer Club will only accept the following as payment: cash, money order, or credit card.

## Past Due Accounts

Continual late payments or past due balances may result in additional fees or termination of childcare services. Please contact the Explorer Club office if special arrangements need to be made.

## Withdrawal from the Program

If a family chooses to withdraw their child from the program, a two-week notice is required and a \$25 cancellation fee will be assessed per child. All outstanding balances must be paid in full by the withdrawal date. Upon withdrawal from the program, return to the program would be based upon availability, and a registration fee will be applied.

## Late Pick-Up Fee

If you are scheduled for 2:00-4:30 pm during the school day and pick up after that time, your account will automatically be charged the Extended Session fee of \$10.00.

If you are unable to pick up your child by the Explorer Club and Little Explorers closing times, please contact your emergency contacts and notify Explorer Club staff and/or Little Explorers staff immediately. **A late pick up fee of \$1/minute per child will be assessed.**

## Attempt to contact after closing time:

**After 15 minutes** - Call parent/guardian

**After 20 minutes** - Call emergency contacts

**After 60 minutes** - Call the police

If you are more than one hour late and we were unsuccessful in reaching you or an emergency contact person, the police will be called for further assistance.

## Explorer Club and Little Explorers Family Handbook

*Explorer Club and Little Explorers reserve the right to dismiss a child from the program if a parent/guardian fails to pick up their child by the program's closing time more than three times.*

### Food Program

**Breakfast:** Breakfast is available at 7:30 am for Explorer Club children and 7:15 am for Little Explorers children during the school year through your child's ISD #831 PayPams food program account (when available). Otherwise breakfast must be provided from home.

**Lunch:** Lunch must be brought from home on All-Day Explorer Club and All-Day Little Explorers days. During Summer Explorer Club, lunch may be purchased through your child's ISD #831 PayPams food program account (when available) during our lunchtime from 11:30-12:00 pm. Otherwise lunch must be provided from home.

**Explorer Club contracts breakfast and lunch, when available, through the ISD #831 food program. For further information on menus, cost, and free and reduced options, check out their website at <http://www.paypams.com>. Breakfast and lunch are an additional cost and are paid directly to ISD #831. This is a separate cost from your Explorer Club tuition.**

**Snack:** A healthy after school snack will be provided for the students at no additional charge during the school year. During All-Day Explorer Club and All-Day Little Explorers a morning snack and an afternoon snack are included in your tuition. If your child is still hungry please provide them with any additional snacks that they can keep in their backpacks.

*If your child has special dietary needs, the family must provide the prescribed diet items that are not a part of the program's menu plan.*

### Arrival and Pick-up

Explorer Club and Little Explorers require that all children be signed in and out of the program by parents/guardian/designees whether picking up or dropping off each day. This includes initials and accurate written time. **You must sign your child in/out each day as the sign-in/out sheets** are used for emergency evacuations and fire drills. The staff will ask for identification and will refer to the authorized pick up list. In the event of a divorce, every effort will be made by the Explorer Club staff and Little Explorers staff to treat each parent/guardian equally. It is the responsibility of the family to provide legal documentation in order for either program to act in compliance with the request.

## Explorer Club and Little Explorers Family Handbook

Explorer Club and Little Explorers staff will not be involved in custody disputes between family members.

### After School Activities

Explorer Club must be notified in writing if a child is to go home with another child during after school hours. If your child is to attend after school activities, Explorer Club needs to be notified in writing of the class name, time, dates and duration of the class. **All students scheduled for extracurricular activities will need to check in with their Explorer Club staff before heading to that activity if they plan on returning to the program. Responsibility of care will then transfer to the activity provider.**

### Under the Influence

If an authorized person is suspected to be under the influence of an intoxicating substance when picking up a child from Explorer Club and/or Little Explorers, the child will remain at Explorer Club and/or Little Explorers until another authorized person can be contacted. In order to protect the safety of the child, police will be notified if no other authorized person is available.

## Expectations

All families and children enrolling in the Explorer Club or Little Explorers program will be expected to sign and comply with a behavioral contract. Please read and discuss the following expectations with your child/ren:

- Keep hands, feet and objects to yourself
- Follow directions and be respectful of the person in charge.
- Use appropriate language
- Respect other people and property

It is the child's responsibility to notify the staff if they need to go to another area. The child needs to remain with a staff member at all times.

## Constructive Guidance and Discipline

Explorer Club and Little Explorers staff work cooperatively with Lakes International Language Academy to provide for consistency in social management. Both programs strive to provide positive social context to help children develop positive social skills in accordance with the Responsive Classroom Model. Explorer Club and Little Explorers staff guide group discussions, establishing "classroom agreements" for behavior that everyone feels good about. This is one of the most important steps in establishing a classroom community. We focus on actions students should take: what to do in order to create a caring, productive learning environment. If the behavior of a child threatens

## Explorer Club and Little Explorers Family Handbook

his/her safety, the safety of others or staff, an immediate suspension may be warranted. The Explorer Club director will determine the length of the suspension. It is up to the director to determine whether a credit will be issued for the suspension. After a suspension, no child will be permitted to re-enter the program before holding a conference with the parent/guardian, child, Explorer Club coordinator and Explorer Club director. A behavior plan of action will be discussed including consequences should similar behavior be exhibited in the future. **Explorer Club and Little Explorers reserve the right to dismiss any child from Explorer Club or Little Explorers if the program cannot meet the needs of the child.**

If at any time a **parent/guardian of a child** becomes belligerent in a threatening manner towards an Explorer Club or Little Explorers staff member or another child, the parent/guardian will be asked to leave the building and the police will be called. The Explorer Club director will be contacted, and at the discretion of the Explorer Club director and the LILA director, the parent/guardian may be prohibited from entering the building. Given the degree of the dispute, the child may be terminated from the Explorer Club or Little Explorers program.

### Addressing Concerns

In order for Explorer Club or Little Explorers to address your concerns and suggestions at the most appropriate time, please use the following steps:

- 1) Direct your questions to your child's Explorer Club or Little Explorers site supervisor at your site.
- 2) If concerns persist or feel unresolved, please contact the coordinator or director at [explorer.office@mylila.org](mailto:explorer.office@mylila.org).

## Health and Safety

### Emergency Information

Explorer Club and Little Explorers staff will use the emergency contact information provided on your child's Explorer Club/Little Explorers registration form. If a child becomes ill or injured in Explorer Club or Little Explorers, the emergency procedures will be followed, and families will be contacted. If the staff is unable to contact the parent/guardian, then the alternate person will be called. Please ensure it is current by updating changes in telephone numbers and alternate contacts through the Explorer Club office throughout the year.

### Immunizations

Children must have current immunizations or applicable exemption on file.

# Explorer Club and Little Explorers Family Handbook

## Illness/Injuries

If your child becomes ill or is injured during school hours, the staff will provide basic first aid. If your child cannot remain in school, the staff will contact a parent/guardian to pick up the child. **Please keep your children home when they are ill. If your child is vomiting the night before or in the morning, running a temperature, and has signs of a cold or sore throat, please keep him/her home for at least 24 hours before returning to school. Please keep him/her home for 24 hours after the last vomiting episode and 24 hours after fever has been reduced without the use of medication. This will help control the spread of illness to other students and staff.** Please remember to contact and report the absence to the Explorer Club office.

If your child develops any contagious conditions such as chickenpox, head lice, etc. please notify our staff as soon as possible. We will post the information (no names included) and/or send an electronic notification in order to inform other families of the illness and its symptoms.

## Administration of Medication

Whenever possible, medication should be administered at home. **NO MEDICATIONS** are to be given in school without a written order from the doctor and parent/guardian's written permission. Authorization forms may be obtained from the LILA Website. The medication must be in a current prescription bottle accompanied by the authorization form. This also applies to over the counter medications.

## First Aid Emergency Care

If your child should become ill while at Explorer Club or Little Explorers, your child will be separated and not actively participate in activities with other children while waiting to be picked up. Explorer Club and/or Little Explorers staff will apply appropriate care and basic first aid for minor injuries and verbally communicate with families. In the event a serious injury or emergency should occur, Explorer Club and/or Little Explorers staff will contact 911 to dispatch an ambulance. All expenses incurred will be the responsibility of the child's parent/guardian.

## Special Needs

Families must inform the Explorer Club and/or Little Explorers program prior to enrolling their child in either program if their child has an Individual Education Plan (IEP) or special needs relating to their behavior or medical condition.

A conference may be required so that the staff and families can discuss and determine the "appropriateness" of the program for the child. To ensure safety, appropriate staffing and a care plan need to be in place before the child starts the program.

Families must inform the Explorer Club and Little Explorers staff before enrolling their child in the program if their child has a chronic health condition, such as; allergies, asthma, eczema,

## Explorer Club and Little Explorers Family Handbook

etc. Health plans need to be returned to the Explorer Club office seven business days prior to the first day of care.

### Child Abuse and Neglect

LILA staff are trained and required to report all suspected physical abuse, emotional abuse, sexual abuse, or neglect of children according to Minnesota State Law 245H.11 and 626.556

### Emergency Procedures

All staff will have training and annual review of emergency procedures. Explorer Club and Little Explorers staff will conduct emergency practice with children according to LILA policies. An Emergency Preparedness Plan is available for review upon request.

### Building and Physical Premises: Free of Hazards

Explorer Club and Little Explorers follow the guidelines of the Lakes International Language Academy Right to Know policy.

## Treats/Birthday Celebrations

### Birthday/Celebration Treats

Explorer Club and Little Explorers will follow LILA policy on pre-packaged snacks. Healthy treats/snacks are encouraged. State guidelines require that all treats for students are store bought, not homemade. Please contact the site supervisor to make arrangements and to check for student food allergies. Advance notice is also helpful so that teachers and families can plan for children with food allergies. Please provide any utensils, napkins, cups, plates, etc, that may be needed.

We love to celebrate birthdays with our students. You are welcome to bring in a store bought treat. We do encourage our students to eat healthy, so we do try to limit the amount of sugar. If sending in sweet treats, mini versions of the item would be preferred.

## Clothing and Personal Belongings

### Outdoor/Indoor Apparel

Families should anticipate weather conditions when children dress for the day, be it warm weather or cold weather conditions. In keeping safety in mind, staff will monitor air temperature, air quality, and UV index daily. Layered clothing allows children to wear appropriate weight clothes and permits them to feel comfortable throughout the day. Students will have time to explore outside during all seasons. During **cold weather months**, children will need to bring a hat, mittens, boots, snow pants, and warm outerwear to school every day. All students should dress appropriately and come prepared to go outside unless the temperature is below zero/minus 5 wind-chill or they have a doctor's note saying they should stay indoors. During **warm weather months**, students may apply

## Explorer Club and Little Explorers Family Handbook

sunscreen from home or bring sun blocking apparel to wear when needed. All students must have “indoor” footwear to wear during the day. Each year many children misplace articles of clothing such as boots, caps, mittens, etc. We encourage you to permanently label each article of outer clothing with your child’s full name.

### Personal Belongings

Explorer Club and Little Explorers do not encourage toys from home. **However, on occasion staff may allow electronics and toys to be brought from home on special days and may only be used during specific free choice times.** Please label all items. Staff is not responsible for lost, broken, or stolen items. Toys with weapons or that promote violence are NOT permitted at Explorer Club or Little Explorers.

## Pictures or Video

Explorer Club and Little Explorers will follow LILA’s student video and photo procedures. **If you prefer that your child’s picture or video not be used by the school (e.g. marketing, newsletters) please send a written request to the Explorer Club office. We will also be sharing photos with our families on SmugMug. There is a link on the Explorer Club and Little Explorers webpage.**

## Family Participation and Access

Family involvement is welcomed at Explorer Club and Little Explorers. We welcome your participation (e.g. reading books, sharing information about your occupations or hobbies, attending field trips, and talking about special holidays or customs). If you would like to share something with the children, please let your site supervisor know and we will try to arrange an opportunity for you to visit. You are always welcome to join your child in their classroom spaces or on the playground at any time.

## Bathroom/Toileting Requirements

**Children enrolled in the Explorer Club and Little Explorers program must be potty trained before attending the program.** We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should happen infrequently. We will begin with a “three accident” practice in place. When three accidents occur in one month’s time we need to re-evaluate your child’s placement in the program.

# Explorer Club and Little Explorers Family Handbook

## Potty-trained children can:

- Communicate to the teachers that he/she needs to go to the restroom.
- Go to the restroom and perform the necessary functions without assistance from an adult.
- Wear cloth underwear. Pull-ups are not allowed.

## Little Explorers 3 & 4-year-old Child Care Program

### Hours of Operation

Before School	6:00 am-7:30 am
After School	2:00 pm-4:30 pm
	2:00 pm-6:00 pm
All-day Little Explorers	7:30 am-5:00 pm

***A minimum of 10 students needs to be registered. If there are insufficient requests for child care on non-school days, Little Explorers will not be open.***

Little Explorers Child Care Program follows the same policies and procedures as the Explorer Club School Age Care Program along with the following information:

### **Child (Eligibility) Requirements**

Children must be registered with Lakes International Language Academy's Kinder Prep Program. Children must be at least 3 years of age, but not yet in kindergarten by September 1<sup>st</sup>.

Children must be toilet trained and be able to use the bathroom independently prior to entering the program.

### **Schedule**

Little Explorers follows the same school year calendar as Kinder Prep with the option of All-Day Little Explorers care from 7:30 am-5:00 pm on most non-school days with the exception of holidays (a minimum of 10 students need to be in attendance.) **If enrollment numbers are not met, Little Explorers will not be open for care.**

We offer monthly contracted care and drop-in care (24-business hour notice required/based on availability for drop-in care) Monday–Friday. Little Explorers care calendars are available online and at the parent center. Calendars are due along with your payment by 6:00 pm on the 22<sup>nd</sup> of the month prior to care requested.



## Explorer Club and Little Explorers Family Handbook

<b>Little Explorers Preschool Care Rate Options</b>		
*Hours and rates are subject to change	<b>Scheduled Rates</b>	<b>Drop-In Rates</b> (24 hour notice based on availability)
6:00 AM-7:30 AM	\$17.00/day	\$23.00/day
2:00 PM-4:30 PM	\$18.00/day	\$24.00/day
2:00 PM-6:00 PM	\$22.00/day	\$28.00/day
AM/PM until 4:30 PM	\$25.00/day	\$31.00/day
AM/PM until 6:00 PM	\$27.00/day	\$33.00/day
All-day Care 7:30 AM–5:00 PM (min. of 10 students enrolled)	\$47.00/day	\$53.00/day

## Agreement to Terms of Handbook

This handbook contains important information about our Explorer Club School Age Care Program and Little Explorers Program and Policies that apply to all participants. Information in this handbook is subject to change. **By signing the last page of this handbook, you are stating your awareness and agreement with the terms and conditions identified in this handbook.**

# Explorer Club and Little Explorers Family Handbook

## Summer Explorer Club

Explorer Club School Age Care offers a fun and exciting summer enrichment program with an international twist, for children attending *kindergarten through the summer after fifth grade*, and attending LILA. Our program continues to foster Spanish, Chinese, and English language skills and cultural appreciation throughout our summer program. Summer Explorer Club features fun in the sun, outdoor adventures, water activities, field trips, and much more!

**Location:** LILA Main Campus

**Hours:** 6:00 am – 6:00 pm

### Registration

**Summer registration is separate from school year registration.** Registration materials can be found online. Monthly care calendar submission required to schedule care, and is due on the 22<sup>nd</sup> of preceding month. Information, along with prices, is subject to change without notice.

### Age Requirements

Summer Explorer Club provides care for LILA children who are entering kindergarten through the summer after 5<sup>th</sup> grade.

### Bathroom/Toileting Requirements

Children enrolled in the Summer Explorer Club program must be potty trained before attending the program. See p.15

### Pricing/Rates *(multiple discounts cannot be applied)*

Registration Fee: \$40/child, \$65/family maximum

Scheduled Care: \$44.00/day

Drop-In Care: \$50.00/day (not available on field trip days)

Absences: No credit offered for absences

Sibling Discount: The first and second child in each family will pay full price. A 50% discount will be applied to the third child with the lesser tuition rate. This only applies to the original tuition rates and not to any additional fees. Siblings need to be attending the same day in order to receive the sibling discount.

Camp del Sol/Camp Taiyang: \$10/day discount when your child is scheduled for Explorer Club and camp on the same day.

Summer School: \$10/day discount when your child is scheduled for Explorer Club and Summer School on the same day.

Free and Reduced Lunch Discount: Only applicable during the school year, not during summer care.

# Explorer Club and Little Explorers Family Handbook

## Summer Food Program

The Summer Explorer Club Program contracts breakfast and lunch through the ISD #831 food program, when available. For further information on menus, cost, and free and reduced options, check out their website at <http://www.paypams.com>. Breakfast and lunch cost are an additional cost and are paid directly to ISD #831. *This is a separate cost from your Explorer Club tuition.* When the ISD #831 food service program is not available, you are required to send your child/dren with a breakfast and lunch from home.

**Breakfast:** Available at 7:30 am through the ISD #831 PayPams food service program account when available or may bring breakfast from home.

**Lunch:** Can be purchased through ISD #831 PayPams food service program account when available, served at 11:30 am or you can bring lunch from home. Milk can also be purchased through the food service program if needed for lunches from home. Some field trips will require lunch to be eaten while on the trip. You will have the option to bring a lunch from home or order one through the food service program.

**Snack:** A healthy snack will be provided for the students at no additional charge in the morning and the afternoon. If your child is still hungry please provide them with any additional snacks that they can keep in their backpacks.

**Special Dietary Needs:** The parent/guardian must provide the prescribed diet items that are not a part of the program's snack menu plan.

## Field Trips (If Applicable)

Field trips costs are included in your monthly care fee. Small amounts of spending money may be allowed on some trips, but not required. Information regarding each field trip is sent to all families at least one week before the date of the trip.

## What to Expect At Summer Explorer Club

The staff plan and implement many different activities every day at Summer Explorer Club. Written weekly schedules of activities for the various components of the program will be posted and available to families. Some of those activities include gym and outside play, academic enrichment (reading, math, science), dramatic play and music activities, fine art and arts and crafts, social studies and cultural awareness, sportsmanship and team building activities, field trips, community involvement, and even structured free choice activities.

# Explorer Club and Little Explorers Family Handbook

## Summer Little Explorers

Summer Little Explorers Care program offers a fun and exciting summer enrichment program with an international twist, for children turning 3 years old by June 1<sup>st</sup>, and who are registered with the Kinder Prep preschool program. Our program continues to foster Spanish, Chinese, and English language skills and cultural appreciation throughout our summer program. Summer Little Explorers features fun in the sun, outdoor adventures, water activities, on site field trips, and much more!

**Location:** LILA Kinder Center

**Hours:** 7:30 am – 5:00 pm

### Registration

**Summer registration is separate from school year registration.** Registration materials can be found online. Monthly care calendar submission required to schedule care, and is due on the 22<sup>nd</sup> of preceding month. Information, along with prices, is subject to change without notice.

### Age Requirements

Summer Little Explorers provides care for children who are 3 years old by June 1<sup>st</sup> but not yet in kindergarten. Must be enrolled in LILA Kinder Prep Program.

### Bathroom/Toileting Requirements

**Children enrolled in the Summer Little Explorers program must be potty trained before attending the program.** We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should happen infrequently. We will begin with a “three accident” practice in place. When three accidents occur in one month’s time we need to re-evaluate your child’s placement in the program.

#### Potty-trained children can:

- Communicate to the teachers that he/she needs to go to the restroom.
- Go to the restroom and perform the necessary functions without assistance from an adult.
- Wear cloth underwear. Pull-ups are not allowed.

### Pricing/Rates *(multiple discounts cannot be applied)*

Registration Fee: \$40/child, \$65/family maximum

Scheduled Care: \$47.00/day

Drop-In Care: \$53.00/day

Absences: No credit offered for absences

Sibling Discount: The first and second child in each family will pay full price. A 50% discount will be applied to the third child with the lesser tuition rate. This only applies to the original tuition rates and not to any additional fees. Siblings need to be attending the same day in order to receive the sibling discount.

# Explorer Club and Little Explorers Family Handbook

## Summer Food Program

The Summer Little Explorers program contracts lunch through the ISD #831 food program, when available. For further information on menus, cost, and free and reduced options, check out their website at <http://www.paypams.com>. Lunch costs are an additional cost and are paid directly to ISD #831. *This is a separate cost from your Explorer Club tuition.* When the ISD #831 food service program is not available, you are required to send your child/dren lunch from home.

**Lunch:** Can be purchased through ISD #831 PayPams food service program account when available, served at 11:30 am or you can bring lunch from home. Milk can also be purchased through the food service program if needed for lunches from home. Some field trips will require lunch to be eaten while on the trip. You will have the option to bring a lunch from home or order one through the food service program.

**Snack:** A healthy snack will be provided for the students at no additional charge in the morning and the afternoon. If your child is still hungry please provide them with any additional snacks that they can keep in their backpacks.

**Special Dietary Needs:** The family must provide the prescribed diet items that are not a part of the program's snack menu plan.

## Rest Time

A rest time will be provided after lunch every day. Families are encouraged to bring a blanket and/or comfort toy from home (laundered weekly at home). Footwear will be required to be worn for safety. Quiet rooms will be supervised within sight and sound at all times.

## Field Trips (If Applicable)

Field trips costs are included in your monthly care fee. Information regarding each field trip is sent to all families at least one week before the date of the trip.

## What to Expect At Summer Little Explorers

The staff plan and implement many different activities every day at Summer Explorer Club. Written weekly schedules of activities for the various components of the program will be posted and available to families. Some of those activities include gym and outside play, story time, academic enrichment (sensory exploration, shapes, colors, etc), dramatic play and music activities, arts and crafts, social studies and cultural awareness, on-site field trips, and even structured free choice activities.

# Explorer Club and Little Explorers Family Handbook

## Staff Contact Information

### Contact Explorer Club and Little Explorers

Questions? Sick child? Feedback? Attending after school activities? Please contact us below. We appreciate the opportunity to talk with you!

**Office hours are 8:00am-4:30 pm Monday - Friday.** The best way to reach us during and after hours are through email at [explorer.office@mylila.org](mailto:explorer.office@mylila.org) or you can call 651-252-6720 during office hours. Our Explorer Club and Little Explorers staff are busy working with your children, but they do check their emails several times throughout the day.

#### After office hours contact:

**Call 651-252-6720 and leave a message.** The message will be forwarded to the appropriate staff and they will return your call shortly. Or email [explorer.office@mylila.org](mailto:explorer.office@mylila.org) and it will be directed to the following staff:

#### Explorer Club and Little Explorers School Age/Preschool Care Office

##### Administrative Assistant:

Lynette Erchul

Phone: 651-252-6720

Fax: 651-305-1047

[explorer.office@mylila.org](mailto:explorer.office@mylila.org)

##### Supervisors:

Andrew Croft

Amanda Schloer

##### Coordinator:

Abigail Paulson

[apaulson@mylila.org](mailto:apaulson@mylila.org)

651-252-6720 ext 219

##### Explorer Club and Little Explorers Director:

Kimberly Gallegos

[kgallegos@mylila.org](mailto:kgallegos@mylila.org)

651-252-6720 or 651-464-0771 Ext. 229

# Explorer Club and Little Explorers Family Handbook

## 2022-2023 Calendar

### September 2022

5 Holiday - No School  
6 First Day of Explorer Club and Little Explorers

### October 2022

3 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm  
19-21 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm

### November 2022

7 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm  
24 & 25 Holiday - Explorer and Little Explorers Club CLOSED- No School

### December 2022

19-22 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm  
23 & 26 Holiday - Explorer and Little Explorers Club CLOSED - No School  
27 & 28 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm  
29 & 30 Holiday - Explorer and Little Explorers Club CLOSED - No School

### January 2023

2 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm  
16 Holiday - Explorer and Little Explorers Club CLOSED - No School  
23 & 24 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm

### February 2023

20 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm  
*Kindergarten Round Up*

### March 2023

6-10 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm  
13 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm

### April 2023

6 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm  
7 Holiday - Explorer Club and Little Explorers CLOSED - No School  
10 All-Day Explorer Club 6am-6:00pm and Little Explorers Care 7:30am-5:00pm

### May 2023

29 Holiday - Explorer Club and Little Explorers CLOSED - No School

### June 2023

8 Last day of school  
9 & 12 Explorer Club & Little Explorers CLOSED - Summer setup/training  
13 First day of Summer Explorer Club Care/Little Explorers

### July 2023

4 Holiday - Explorer Club CLOSED

August 28-Sept 1, 2023 Explorer Club and Little Explorers CLOSED - Fall Setup and Training

**Explorer Club and Little Explorers  
Family Handbook**

This page intentionally left blank



**Explorer Club and Little Explorers  
Family Handbook**

**Family Handbook Signature Page  
2022-2023**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(please print parent/guardian name) (please print child's name)

have read and agree to comply with the policies stated within the Explorer Club and Little Explorers Family Handbook.

\_\_\_\_\_  
(parent/guardian signature)

\_\_\_\_\_  
(date)

**Please include this form when turning in your registration materials to the  
Explorer Club/Little Explorers Office.**

Thank you,

**Kimberly Gallegos**

**Director of Explorer & Little Explorers School Age and Preschool Age Care Programs**

**Phone: 651-252-6720**

**Fax: 651-305-1047**

**Email: [explorer.office@mylila.org](mailto:explorer.office@mylila.org)**

**Address: 246 11th Ave. S.E.**

**Forest Lake, MN 55025**