

Schools of Eastern Carver County
Community Education
School Age Care

Club Care Family Handbook

(Updated February 2023)



Welcome

Mission Statement, Contact Information, Expectations for Staff, Families, & Children

Program Description**Program Components and Hours**

School Year Program, Optional Days, Summer Program

Enrollment and Registration

Registration, Contract Details, Program Withdrawal, Updating Information, Optional Days Registration & Cancellation

Financial Policies

Program Fees, Payments, Late Payments, Returned Checks, Contract Change Fee, Finder's Fee, Vacation/Sick Credit, Emergency Closing Credits, Dependent Care Reimbursement

Attendance Policies and Procedures

Authorized Pick-Ups, Late Pick Up, Absences, No Show Procedure, School Suspension

Parent Communication

Family Area, Custody of Children, Child Protection

Emergency Closing and Preparation

Closing Notifications, Emergency Closing Policies, Emergency Preparation

Medical Information and Policies

Allergies/Chronic Health Conditions, Medication, Illness, Communicable Diseases, Toileting, First Aid & Emergency Procedures, School Nurses, Inclusion & Access, Sunscreen, Outdoor Weather Policies

Programming

Curriculum, Field Trips, Outdoor Play, Supervision, Club Care Staff, Toys & Personal Belongings, Appropriate Dress, Meals & Snacks

Behavior Guidance**Volunteers and Community Partners****District Policies****Online Resources****Club Care Locations**

Welcome to Club Care

We are glad that you have chosen District 112 for your childcare needs. Club Care is sponsored by the Community Education Department of Eastern Carver County Schools. This family handbook outlines the Club Care program, guidelines, and procedures. Please know that Club Care reserves the right to amend its policies and procedures at any time. Program staff will update the Club Care Family Handbook in a timely manner in the case of any policy and/or procedure changes.

Mission Statement

Club Care provides students enriching opportunities outside of the school day. We provide students experiences for personal growth, social skill acquisition, recreation, and fun.

Contact Information

Billing and Registration

Club Care Program Administrative Assistant

Rita Mortensen

952-556-6401

mortensenr@district112.org

Club Care Specialist

McKenzi Moore

952-556-6493

mooremc@district112.org

Extended Time Learning Manager

Nicolette Abel

952-556-6439

abelni@district112.org

Community Education, Club Care

110600 Village Road

Chaska, MN 55318

Administrative Assistant: Rita Mortensen

952-556-6401 (Phone)

952-556-6409 (Fax)

mortensenr@district112.org

Expectations of Staff, Families, and Children

Staff

- provide a positive and enriching environment for children
- accept and support each child as a unique individual
- be a positive role model
- communicate effectively with children, families, and other staff
- participate in activities with children

Families

- read program handbook, billing information, and information posted at site
- share information about your child's needs with program staff
- follow the guidelines/procedures established by the program and keep financial account current
- keep account and child information up-to-date
- inform site staff when your child will not be in attendance
- inform site staff if someone else will be picking up your child

Children

- follow Club Care rules
- respect Club Care staff and follow their directions
- respect other students
- respect property of Club Care
- be responsible for actions

Program Description

Club Care provides...

- recreational and enriching activities including art, science, technology, engineering, music, cooking, drama, indoor and outdoor play, field trips, and special events
- opportunities for growth and social skill development
- a child-centered, developmentally appropriate learning environment
- group and individual activities
- parent and family support in partnership with the elementary schools
- a welcoming, fun environment where children feel good about attending

Program Components and Hours

School year program begins the first day of the school and concludes the last day of school

Monday - Friday	Before School	6:30 am - start of the school day
	After School	end of the school day - 6:00 pm

Optional Days are offered on most school release days from 7:00 am – 5:30 pm or until the last child has been picked up (may be before 5:30). Optional Days offer a variety of onsite activities and field trips. Registration will be available online and is separate from school year registration. More information regarding Optional Days registration can be found in the **Enrollment and Registration** section of the handbook. Information regarding Optional Days will be posted at site a few weeks prior to each set of days. Optional Days are open to current Club Care students only.

Summer program typically begins the Monday following the end of the school year and concludes one and a half weeks prior to the start of the next school year. Summer programming runs Monday – Friday, 7:00 am – 5:30 pm.

Holidays Club Care is closed on major holidays. Tuition fees are not assessed when Club Care is closed in observance of district holidays.

Community Education classes including science, drama, athletics, art, game clubs, etc. are available to Club Care students at their site for an additional fee. Community Education classes can be found in the District 112 Community Education Catalog published three times throughout the year as well as online at www.ce4all.org. Any questions regarding Community Education classes can be directed to the Community Education Main Line 952-556-6400.

Enrollment and Registration

Registration is available online at www.ce4all.org In order for registration to be processed, we required the following:

- Completed online account/contract including emergency contact information, authorized pick-ups, allergies, medications, and any special needs
- \$50 non-refundable registration fee per child
- A valid and frequently checked e-mail address

If you need assistance registering for Club Care, please call the Community Education Office at 952-556-6401.

Please allow two weeks for the processing of registration.

Club Care reserves the right to delay enrollment due to the following conditions:

- the need to increase staffing
- the need to obtain additional information about the student
- non-payment of previous Club Care or other Community Education charges

In the case of delayed enrollment families will be notified in advance with a program start date. Club Care also reserves the right to deny Club Care services due to non-payment of previous Club Care or other Community Education charges.

Contract Details

Club Care requires a consistent weekly schedule with a three-day minimum for all enrollments.

- Families may request permanent contract changes via their online account. Please allow two weeks for the processing of any requested contract changes. All contract changes incur a \$10 fee per child.
- Vacation/Sick credit is available to families, more information regarding Vacation/Sick credit can be found in the **Financial** section of the handbook.
- Drop-in days may be added at the “Drop-In” rate and will be invoiced the following billing cycle. Drop-in day requests should be completed online and are accepted on a space-available basis. Club Care cannot guarantee that drop-in space will be available.

Program Withdrawal

In the event that the use of Club Care is no longer needed, families are required to submit a two week online request in order to withdraw from the program. In the event that appropriate notice is not received Club Care reserves the right to bill the account for a two-week period.

Withdrawing from program is subject to our \$10 change in contract fee.

In order for Club Care to close an account, the balance owed must be \$0. Any account with a remaining balance will be subject to addition charges and late fees. To enroll in future Community Education classes and programs, all account balances must be paid.

Program Dismissal

Club Care program staff reserves the right to terminate or deny a contract for child care services due to:

- Non-payment of Club Care charges
- parent/guardian’s inability to follow Club Care policies and procedures
- child consistently putting their own safety or the safety of others at risk
- child’s consistent inability to demonstrate toileting success with reasonable accommodations in place

Updating Information

Parents/Guardians are responsible for keeping all enrollment information up to date. For safety and emergency purposes, it is extremely important that families update their account information with any contact information (phone numbers, address, etc...), medical information, emergency contact information, authorized pick-up, etc... changes that occur.

Optional Days

Registration for Optional Days will be available online throughout the year as school breaks approach. Please watch for communication from site each year for specific registration dates. Online registration will close 14 business days prior to the start of each set of Optional Days. Any registration requests made after online registration has closed will be processed on a space available basis. Club Care cannot guarantee space for Optional Days after the registration deadline.

Cancellation of accepted Optional Days will be refunded, with a \$10 per child processing fee, up to 5 business days prior to the start of each set of non-school days. Cancellation requests must be made to Rita Mortensen at mortensenr@district112.org. Any cancellation requests after the deadline will not be refunded.

Optional Days will be invoiced on the following billing cycle.

Financial Information and Policies

Program Fees

Club Care charges are generated from the contract submitted online. Invoices are generated one time per month and sent to families via email. If you do not have computer access please contact the Community Education office, 952-556-6401, to make billing arrangements. Payment is due on the 15th of each month. The May payment will cover the remainder of the school year. All Club Care accounts must have a \$0 balance prior to the start of a new session.

It is the responsibility of the parent/guardian to frequently access and manage their online account at district112.ce.eleyo.com

Payment is due on the 15th of every month and can be made by:

- Credit/Debit card automatic payment
 - At the time of registration families will be given the option to set up automatic payment using a credit/debit card. Automatic payment will be charged on the 15th of each month. Families can add automatic payment to their account at any time throughout the year.
- Online payment using a credit/debit card
 - A credit/debit card payment can be made online at any time at <https://district112.ce.eleyo.com/>
- Check or Money order - make payable to Community Education. Drop off or mail to:
Community Education - Club Care
110600 Village Road
Chaska, MN 55318
- Cash payments must be made at the Community Education Office during office hours which are Monday – Friday 7:30 am - 4:00 pm

Late Payment Fee

A \$25.00 late payment fee will be assessed to accounts that have a balance of any dollar amount after the 15th of each month. If you are unable to make your payment by the due date, contact the office at 952-556-6401 to discuss payment plan options. If payment or payment plan arrangements are not made by the final working day of the month Club Care reserves the right to terminate child care services.

Returned Checks

Parents/guardians will be notified in writing if a check has been returned due to insufficient funds. The exact amount of payment along with the appropriate bank fee must be re-submitted by cash or money order within 10 days of the notice or child care services may be terminated. Upon payment child care services may be reinstated.

Contract Change Fees, in the amount of \$10.00 will be charged for each contract change submitted. Contract change requests can be submitted online. Please allow 2 weeks for the processing of contract changes.

Finder's Fees, in the amount of \$10.00 may be charged in any instance in which Club Care staff is pulled from programming to look for a child who has not been reported as absent for the day. More information about absence from program policies can be found in the **Attendance Policies and Procedures** section of the handbook.

Vacation/Sick Credit is available based on the number of days children are scheduled weekly.

- 5 day a week schedule has access to 5 days of vacation/sick credit
- 4 day a week schedule has access to 4 days of vacation/sick credit
- 3 day a week schedule has access to 3 days of vacation/sick credit

In order to use a vacation/sick day credit, the child must be absent from Club Care for the entire day. It is the parents'/guardians' responsibility to complete the vacation/sick credit form, available [online](#), in order to receive a credit for the day(s) missed. Once the allotted days have been used, payment is required for any additional absences. Any unused vacation/sick days are forfeited at the end of each session.

Emergency Closing Credits

In the case that Club Care is closed due to an unforeseen non-weather related emergency, all families registered for the session affected by the closure will receive a credit for the session's cost. Families will also receive a credit for **up to three weather related closings**. Please see the **Emergency Closing and Preparation** section of the handbook for details on weather related closings.

All reimbursement credits will be reflected in the next billing cycle.

Dependent Care Reimbursement forms may be faxed to 952-556-6409 or emailed to mortensenr@district112.org. Please allow up to 48 hours for the Community Education office to verify, sign, and return reimbursement forms.

Attendance Policies and Procedures

Authorized Pick-Ups

When completing registration, families are asked to list all authorized pick-ups for their child. Upon pick-up all adults will be asked to show a photo ID if they are not immediately recognized

by staff. This allows us to cross reference the authorized pick-up list and ensure that children are going home with an authorized adult. If someone not on your authorized list will be picking up your child, you must give written notice to staff with the person's name and date of pick-up.

Late Pick-Up

Club Care closes at 6:00 pm daily. All children are required to be picked-up by 6:00 pm on school days and 5:30 pm on Optional Days and during summer programming. In the case that a late pick up occurs Club Care staff will take the following steps:

- after 5:30/6:00 pm staff will attempt to contact the parent/guardian
- after 5:45/6:15 pm, if a parent/guardian has not been reached, staff will contact the child's emergency contact(s) to pick up the child
- after 6:15/6:45 pm, if a parent/guardian or emergency contact has not been reached, staff will contact the local police

After 5:30/6:00 pm a **fee** of \$5 for the first 5 minutes and \$1 for every minute thereafter, per family is assessed until the child is picked up. The iPad check out system and staff observation will validate the time of child pick up. The iPad will automatically connect with your account to assess the late fee.

A family may be dismissed from Club Care if late pickups become an ongoing issue. Please make the necessary arrangements to ensure that your child is picked up by 5:30/6:00 pm.

Absences

If your child will be absent from Club Care, please contact the site via phone or email to inform staff of your child's absence. When calling or emailing please indicate the following information:

- your name
- your child's name
- your child's grade (in case of duplicate names)
- the date of the absence
- phone number where you can be reached

Reporting your child absent from school does **not** automatically inform program staff that your child will be absent from Club Care for the day. A finder's fee may be assessed for any child not reported as absent for the day, more information regarding the Finder's Fee can be found in the **Financial Policies** section of the handbook.

No Show Procedure

When a child does not arrive at Club Care as expected, program staff will take the following steps:

- check with school staff to verify the child's attendance at school
- thoroughly search the school
- contact the parents/guardians
- contact the local police

School Suspension

In the case that a child is suspended from school, the child will be unable to attend Club Care effective immediately, for the duration of the suspension. Payment is required unless you choose to use vacation/sick credit for the time period.

Family Communication

Communication between home and Club Care is important to the success of children in our program. Please feel free to share any information that may affect your child's time in Club Care with staff at any time. If you need to share important confidential information about your child please call, email, or set-up a meeting with the Out of School Time Supervisor.

If any concerns about the Club Care Program or staff arise please set up a time to discuss the issue with the Out of School Time Site Supervisor and/or Club Care Program Specialist.

Custody of Children

Club Care is obligated to release children to either parent unless otherwise informed by a court order. Families are responsible for making copies of court orders available to Club Care staff. Program staff will follow the custody arrangements outlined in the court order provided.

Child Protection

All staff who work with children are required by Minnesota State Law to report any and all suspected physical, emotional, and sexual abuse or neglect of children to the appropriate authorities.

Emergency Closing and Preparation

Closing Notifications are announced on all major Twin Cities television channels, as well as WCCO radio. Notifications will be listed under "Eastern Carver County Schools".

Club Care follows district emergency closing policies.

- **Late Start** - If school is starting two hours late, AM Club Care programs will be closed
- **School Closing** - If school is closed for the day, Club Care will be closed
- **Early Dismissal** - If school is dismissed early, PM Club Care programs will be closed
- **Cancellation of After School Activities** - Club Care will remain open until all children are picked up. For the safety of all, we request that parents pick-up as early as possible.

Please make arrangements with your children ahead of time about what should be done in the case that school is closed due to weather or other unforeseen circumstances. More information regarding emergency closure credits can be found in the **Financial Policies** section of the handbook.

Severe Weather

In the event of a tornado warning, all staff and students will move to weather safe locations within the building. For the safety of all, parents should avoid pick-up or drop-off during a tornado warning. If you are already in transit to your Club Care location when sirens sound, please call the site cell phone number. Staff in the building will assess the safety of all when determining whether or not it is possible to come to an external door to facilitate pick-up or drop-off.

Emergency Preparation

Fire drills, tornado drills, and lockdown drills will be performed regularly in Club Care to ensure that staff and children are aware of the procedures in case of an emergency.

Medical Information and Policies

Allergies/Chronic Health Conditions

Parents/guardians are responsible for reporting all allergies and chronic health conditions at the time of enrollment. **Please inform site staff of all medical conditions and any additional information needed regarding the treatment of medical conditions should they happen to occur while your child is at Club Care.**

Medication

Completed Medication Consent and Student Health Information forms need to be completed and on file with Club Care in order for staff to administer any prescription or over the counter medications. These forms can be found on the Club Care website. All medications must be provided to Club Care staff in the original packaging. Staff will administer medication in its original form and according to prescription and/or packaging guidelines. Club Care staff is unable to cut, crush or alter medication in any way. This includes adding medication to children's food due to the potential for inaccurate dosing. Parents/guardians should give the first dose of any medication in order to observe the child's reaction. Epi Pens and inhalers will be made available to children at all times with staff supervision.

Illness

Club Care is committed to providing a safe and healthy environment for all children. Children should be kept at home if they show any of the following symptoms:

- a fever of 100 degrees Fahrenheit or higher before fever reducing medication. The child must be fever free without fever reducing medication for 24 hours before returning to Club Care.
- vomiting or diarrhea within the last 24 hours
- undiagnosed rash or a rash attributed to a contagious condition or illness
- uncontrolled cough
- contagious conditions including but not limited to scabies, chicken pox, ringworm, hand foot and mouth disease, influenza, impetigo, pinworm, and strep throat
- any child who is unable to participate in program with reasonable comfort or who

requires more care than staff can provide without compromising the health and safety of other children

If a child becomes ill at Club Care staff will take efforts to make the child as comfortable as possible and notify the parents/guardians to pick up the child. In the event that staff cannot reach the child's parents/guardians, the emergency contact(s) will be asked to pick up the child.

Communicable Diseases also known as infectious or transmittable diseases should be reported to Club Care within 24 hours of diagnosis. If a case has been reported or staff suspects the possibility of exposure to a contagious disease, a form letter will be posted in the Family Area.

Toileting

We expect that children be toilet trained and all aspects, such as recognizing and vocalizing urge to go to the bathroom, as well as the ability to use the toilet, dress and use self-help skills independently have been used at school and home with success. We understand that some of these skills will still need to be practiced at school and reminders given. If your child has a toileting concern, this must be communicated with the program prior to the start of care and a plan must be put in place.

First Aid and Emergency Procedures

Club Care staff are trained in First Aid and CPR. In the case of any injury, basic first aid will be administered. Any time first aid is administered parents/guardians will receive written notice via an Accident Report. If serious injury occurs that requires advanced medical attention, 911 will be called immediately. Children will be taken to the nearest hospital if deemed necessary by Emergency Medical Technicians and parents will be notified as soon as possible. Expenses incurred will be the responsibility of the family.

School Nurses

School nurses are not on duty during Club Care hours and the Club Care staff do not have access to the nurse's offices in order to access medication, including Epi Pens and inhalers. If your child has been prescribed an Epi Pen or inhaler, Club Care requests parents/guardians provide Club Care with an Epi Pen and/or inhaler separate from that which is kept at school.

Inclusion and Access

Club Care welcomes individuals of all abilities. Please notify Club Care at the time of enrollment of any special needs your child may have. The program will provide reasonable accommodations if needed to make integration successful. Please note that the program start date may be dependent upon the implementation of the necessary accommodations.

Sunscreen

In order to promote good health, safety, and to protect students from harmful sun exposure Club Care encourages the regular use of sunscreen on students during all outside events and activities.

Club Care follows these guidelines regarding the application of sunscreen:

- It is the responsibility of parents/guardians to apply sunscreen to their child before releasing them to the care of program staff.
- One brand/type of sunscreen with an SPF of at least 30 will be available for children during summer programming. In order to use this product, permission must be granted at the time of registration.
- Children will apply sunscreen, under the supervision of staff, at least once before participating in outside activities and re-apply if outside for more than four hours.
- Club Care asks that families provide sunscreen for any children who have a sensitivity or allergy to sunscreen. Please bring sunscreen that is safe for your child in the original container, labeled with your child's first and last name.

Students are also encouraged to use the following sun protection measures:

- Wear hats that protect their face, neck, and ears
- Wear sunglasses that cover as much of the eye area as possible
- Wear rash guard shirts while swimming outdoors

Cold Weather Policy

During the cold weather months Club Care will follow the district outdoor weather policy regarding outdoor play. Club Care will remain inside if the temperature is 0 degrees Fahrenheit or lower. That includes an actual temperature of 0 degrees or the actual temperature factoring in the wind chill reaching 0 degrees Fahrenheit.

Warm Weather Policy

During the warm weather months, decisions regarding outdoor play and field trip attendance will be made based on the heat index, cloud covering, and wind speeds. The National Weather Service defines the heat index as the combination of air temperature and relative humidity to measure the "actual feel" temperature. Club Care program staff will use the National Weather Service's Heat Index Chart as a guide for decisions regarding outdoor play and field trip attendance.

NOAA's National Weather Service

Heat Index

Temperature (°F)

Relative Humidity (%)	Temperature (°F)															
	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution
 Extreme Caution
 Danger
 Extreme Danger

The following actions will be taken in the case of extreme warm weather:

- outdoor activities may be limited to short periods of time
- strenuous outdoor activities (i.e. soccer games, tag, etc...) will be avoided
- children and staff will be offered and encouraged to take frequent water/shade breaks
- outdoor play and/or activities may be limited to the morning hours to avoid the hottest hours of the day

Club Care encourages families to dress children in loose fitting, lightweight, and light colored clothing on days in which extreme heat is cautioned. Club Care staff is informed of common signs of heat illness, as well as first aid measures to take in the case that a student or staff begin to show signs/symptoms of heat illness.

Programming

Curriculum

Club Care curriculum is choice based to ensure that the emerging hobbies and interests of all children can be explored. Each site plans activities and events that support the needs of the children and staff. Weekly lesson plans are posted in the Family Area at each site. Activities offered by Club Care include but are not limited to: arts/crafts, STEM, cooking, language and literacy, dramatic play, physical activity, outdoor play, and field trips

Outdoor Play

Club Care will go outside, weather permitting, on a daily basis. Please be sure that your child has appropriate attire for the weather conditions. This includes labeled boots, snow pants, hats, mittens/gloves, winter jacket in the winter months and a light jacket, sweater, or sweatshirt in the spring and fall.

Field Trips are scheduled on some Optional Days, and on average, twice per week during the summer program. Field trip costs are included within the daily/weekly Club Care tuition.

Information regarding field trips will be posted at site as well as on the Club Care website. http://www.ce4all.org/pages/Community_Education/K-5_Youth/School_Age_Care

Supervision

All staff work together to know the whereabouts of all children. Staff spread out throughout the program areas to ensure that children are being supervised. Staff use two-way radios in order to be in constant contact while monitoring children's whereabouts. Each site has implemented a system to track children as they move between the various program areas. Ask the Out of School Time Supervisor at your child's school for more details on the system being used.

Club Care Staff

Each Club Care site is staffed with an Out of School Time Supervisor, program assistants, and program paraprofessionals. Each group of staff holds a specific set of responsibilities within the program, but all staff interact with children and families on a daily basis. Staff attend trainings throughout the year to further develop their knowledge and skills in the field of school age care.

Toys and Personal Belongings

Club Care has a wide variety of developmentally appropriate games, toys, books, and equipment available to children for learning and recreation. Children are encouraged to keep personal toys and games at home. Club Care is not responsible for any personal items that become lost or broken.

Personal Belongings including clothing, lunch boxes, backpacks, etc... brought to Club Care should be clearly labeled with the child's full name.

Appropriate Dress

- Children should wear comfortable clothing that allows for participation in all activities
- Tennis shoes are required to play in the gym and preferred for warm weather outdoor play. If your child prefers to wear sandals, boots, or other footwear, please pack tennis shoes for the gym.
- Outdoor play is a part of every day, every season. Please plan accordingly with appropriate clothing, outdoor gear, and footwear for each season.

Meals and Snacks

During the **School Year**, morning and afternoon snack are provided daily and included in the daily/weekly tuition. Club Care students have the option to purchase school breakfast via their district lunch account before the school day begins. Club Care works to support healthy eating habits by providing fresh fruits and vegetables as part of snack and/or cooking project at least twice each week. Club Care works with the District Nutrition Department to accommodate many special dietary needs. Any special dietary needs should be noted at the time of enrollment.

On **Optional Days**, morning and afternoon snack are provided. A bagged lunch including a beverage must be provided by parents/guardians on Optional Days unless otherwise noted.

During the **Summer Program**, a light breakfast snack and afternoon snack are provided daily. A daily bagged lunch including a beverage must be provided by parents/guardians unless otherwise noted.

Behavior Guidance

Club Care is committed to providing a positive and safe environment for all children. Staff work to establish clear and consistent limits and expectations for appropriate behavior. Program staff encourage children to understand behavior and related consequences and help children develop safe and appropriate ways of expressing their feelings and interacting with staff and other children.

In the case that inappropriate behavior occurs the following actions will be taken:

1. Warning
 - a. Staff will give the child a verbal reminder of the rule and/or appropriate behavior
 - b. Behavior that threatens the safety of others will result in a separation from the group or area without a warning
2. Redirection
 - a. If the inappropriate behavior continues to be displayed the child will be directed by a staff member to a new activity or program area
3. Thinking Time
 - a. If the inappropriate behavior continues the child will be asked to sit quietly away from the group
4. Cooperative Behavior Modification
 - a. The child will discuss, with a staff member, what happened and what alternative actions they could take in the future
 - b. The child will return to the activity concluding the discussion with staff
5. Parent Notification
 - a. Parents/Guardians will be informed of the incident by phone, email or with a written Incident Report when the child is picked up
 - b. If the behavior is not resolved with steps 1-4 of the Behavior Guidance Plan parents/guardians may be contacted and asked to pick up their child
 - c. Continued incidents may require a conference with the family be held to create a plan of action to resolve the behavior concerns
 - d. If the behavior continues, the child may be suspended from Club Care. Parents/Guardians will be notified of the action, to be effective immediately

Termination of child care may occur if a child exhibits unacceptable behavior and the procedures for behavior modification have not been successful. The dismissal will be given to parents/guardian in writing with a one-week notice.

Physical contact by staff is avoided unless a child is threatening the safety and wellbeing of themselves and/or others. A staff member trained and certified by the Crisis Prevention Institute (CPI) may need to restrain a child until they are calm enough to control their actions.

Volunteers and Community Partners

Club Care may occasionally accept the assistance of parent and/or community volunteers. Volunteers are supervised by a staff member at all times and per District policy never left unattended with children.

Club Care is committed to teaching children about community involvement and may partner with other community organizations for special events, support, education, or activities. Club Care sites may also interact with outside organizations by participating in annual service learning projects. Parents/Guardians will be informed in advance of any interaction with individuals from community organizations.

District Policies

Club Care is a program of Eastern Carver County and follows all district policies. These policies can be found on the website: www.district112.org

Club Care Locations

Bluff Creek Elementary

2300 Coulter Boulevard
Chanhassen, MN 55317
Supervisor: KeAnna Reyes
612-221-7790
reyesk@district112.org

Carver Elementary

1717 Ironwood Drive
Carver, MN 55315
Supervisor: Eric Groen
612-221-8397
groene@district112.org

Jonathan Elementary

110300 Pioneer Trail West
Chaska, MN 55318
Supervisor: Molly Lange
612-221-8289
langem@district112.org

La Academia & Kinder Academy

1800 Chestnut Street
Chaska, MN 55318
Supervisor: Brooke Sefkar

Chanhassen Elementary

7600 Laredo Drive
Chanhassen, MN 55317
Supervisor: Dylan Walter
612-221-7453
walterd@district112.org

Clover Ridge Elementary

114000 Hundertmark Road
Chaska, MN 55318
Supervisor: Ciara Murphy
612-221-7803
murphyaci@district112.org

Victoria Elementary

9300 Red Fox Drive
Victoria, MN 55386
Supervisor: Laurie Howley
612-363-9828
howleyl@district112.org

612-363-9829

sefkarb@district112.org