



EXPLORER CLUB
LITTLE EXPLORERS
LAKES INTERNATIONAL LANGUAGE ACADEMY

Family Handbook 2024-2025

June - May

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

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
Care Options and Pricing	4
Payment Due Dates	5
Credits and Discounts	6
Additional Fees	7
Food Program	8
Emergency Contacts	8
Arrival and Pick-up	9
Expectations	10
Constructive Guidance and Discipline	10
Health and Safety	11
Treats/Birthday Celebrations	16
Clothing and Personal Belongings	16
Pictures or Video	18
Family Participation and Access	18
Bathroom/Toilet Requirements	18
Explorer Club Kindergarten - 5th Grade Child Care Program	19
Little Explorers 3 & 4-Year-Old Child Care Program	20
Summer Explorer Club	21
Summer Little Explorers	23
Agreement to Terms of Handbook	24
Staff Contact Information	25
Calendar	26
Handbook Signature Page	27

Goals

The Explorer Club school age care program seeks to provide a high quality child care program for Lakes International Language Academy (LILA) children attending Kindergarten through the summer after 5th 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 20.** 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 receive yearly professional development and have various levels of job experience and education. 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 1st 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 (\$50/child or \$75/family non-refundable registration fee)
- An Explorer Club or Little Explorers school year program application (\$50/child or \$75/family non-refundable registration fee)
- A signed Behavior Contract
- A signed Family Handbook Signature Page (last page of Family Handbook)
- All outstanding balances and dues are paid in full

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 staff are under the direct supervision of a site supervisor along with direction from the program Coordinator and Director. 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 following week after the last day of school in June (for training and set up), and two days in August before school begins (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. Visit FLAschools.org/winter-weather-cancellations.

Care Options and Pricing

Explorer Club/Little Explorers 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 child care.

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 Lower School and Kinder Center. Payment must be received before services are rendered. Continual late payments or past due balances may result in suspension or termination of child care 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 \$30/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.**
- 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 Family Handbook

Explorer Club and Little Explorers provide care for most of the teacher in-service/work days 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.**

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 (Child Care Assistance Program - CCAP)

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

Explorer Club and Little Explorers Family Handbook

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 standards for care and physical environment.

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

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, suspension, or termination of child care 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.

Explorer Club and Little Explorers Family Handbook

Late Pick-Up Fee

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/Little Explorers staff immediately. **A late pick up fee will be charged per child as follows:**

- **6:01 pm - 6:15 pm: \$15**
- **6:16 pm: \$15 +\$1/minute until child/ren are picked up**

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, the police will be called for further assistance.

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 & Lunch: Cold breakfast and lunch must be brought from home on non-school day care and during summer care. Do not send food that will need to be prepared at child care.

Snack: A healthy after school snack will be provided for the students at no additional charge during the school year. During non-school day care 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.

Emergency Contacts

All child care staff train, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. The Department of Human Services requires a minimum of two emergency contacts with name and phone number for each child enrolled in the program. The contact person must be 18+ years of age and permitted to pick up the child when the parent/guardian can not be reached. By providing these contacts parents/guardians give permission to share information to the person picking up any immediate health or safety concerns for their child. Contacts

Explorer Club and Little Explorers Family Handbook

must be willing and able to pick up the child. All staff must ask the contact for a photo ID at pick up when the staff do not recognize this person. Parents/guardians remind contacts they will be asked to provide photo ID at pick up.

On the registration form parents/guardians are asked to check the following boxes: Living With/Emergency/Pick Up when listing themselves as contacts.

Explorer Club/Little Explorers use a separate enrollment database from the school. We ask that any contacts listed with the school be listed with child care.

Please update emergency contacts as soon as information changes or the need to add a contact. Updates can be made by emailing explorer.office@mylila.org or call 651-252-6720.

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 child care 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 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 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.

Explorer Club and Little Explorers Family Handbook

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.

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.

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.

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

Explorer Club and Little Explorers Family Handbook

must be in a current prescription bottle accompanied by the authorization form. This also applies to over the counter medications.

Explorer Club and Little Explorers programs train staff yearly for administering medication. Medication includes prescription and nonprescription medication. The diagnosis of illness is not the responsibility of the School or program.

Before administering medication, the programs' nurse will obtain the required information:

- Obtaining written permission
- Following instructions
- Storing medication
- Documenting administration.

Explorer Club and Little Explorers must document the administration of medication.

Documentation must include:

- Child's first and last name
- Name of the medication or prescription number
- Date(s), time(s), and dosage(s)
- Name and signature of the person who administered the medicine.

Medication administered at child care must have:

- (1) Health Care Plan from doctor with instructions of use
- (2) Medication must remain in the original container with a legible label stating the child's first/last name, expiration date, and child's birth date.
- (3) If there are two medications to be split between groups, please ask the pharmacist for an extra container and label for the extra medication. This is not uncommon and will be accommodated.

If medication is turned into the school without the proper container and labeling, Explorer Club and Little Explorers will send an email to families to turn in the requested items immediately to avoid temporary suspension of services by the listed date. From the first Explorer email, the family will be given 30 days before a suspension is enforced.

Written permission and record of medication administration will be kept in the child's file for a minimum of three years.

Sunscreen, and insect repellent must have written permission from the child's parent or legal guardian. Sunscreen and insect repellent must be stored out of reach of children. School age children can apply sunscreen with the assistance of staff who need to

Explorer Club and Little Explorers Family Handbook

ensure the nonprescription medication is administered according to the manufacturer or health provider instructions. You can find this guide requirement under: Minn. Stat. 245H.13, Subd. 3

Administration of Medication

A. Whenever possible, parents/guardians are encouraged to give their children medication outside of school after school care program hours.

B. Students requiring medications in school will be identified by their parents/guardians and/or the physician to the school nurse, his or her designee, and other school personnel as needed.

C. Prescription Medication

1. May only be given with written permission from the physician and the parent(s)/guardian(s). Written permission must include name of student, medical condition, name of medication and strength, dosage, time/frequency, and duration of treatment.
2. Forms are available on the School's website and/or in the administrative offices; alternate forms are acceptable as long as they include all necessary information and physician signature.
3. The parent(s)/guardian(s), who request and authorize the designated school personnel to give the medication in the dosage so prescribed by the physician, thereby release school personnel from liability should reactions result from the medication.
4. If there is any change to the student's prescription, the school must receive written documentation from the physician. Anytime medication changes are made, LILA's school nurse will share the change of information immediately with the Explorer Club office. The director and coordinator prints copies for each healthcare binder at each site and notifies the site supervisors and classroom staff.
5. Medications must be in their original container with the student's name, name of physician, dosage, and pharmacy name and phone number on the label. The taking of the dosage will be supervised by the school nurse or other designated school personnel, director, coordinator and site supervisors for Explorer Club and Little Explorers programs at a time conforming with the physician's indicated dosage schedule.
6. A student may self-carry/administer his/her inhaler/EpiPen/diabetic supplies, if appropriate as assessed by the physician and demonstrated competence to school nurse.

D. Non-prescription Medication

1. Parent(s)/guardian(s) may request nonprescription medication be given to their student. Written requests are required; they must include student name,

Explorer Club and Little Explorers Family Handbook

- medication name, dosage, route, time, duration of treatment, and reason for request.
2. Medications must be in their original container with the student's name and dosage.
 3. Nonprescription medication will only be given for up to 10 days without a physician's written permission and may not contain ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
 4. The School has the authority to reject a request to administer non-prescription medication.
- E. School and after school personnel will document administration of medication.
- F. Self Carry of medication
1. Only inhalers, EpiPens, or diabetic supplies may be carried and/or self-administered, and only with written physician permission.
 2. No other prescription medication may be self-carried.
- G. All physician authorizations for medication expire at the end of the school year which runs July 1 to June 30.

Storage of Medication

- A. Medications at the School and After School program will be locked, with the exception of EpiPens, inhalers, and diabetic supplies.
- B. EpiPens, inhalers, and diabetic supplies are in unlocked storage, labeled with the student's name. The storage room is locked when students are not present.
- C. Medication stored in classrooms must abide by all conditions in this policy and the individual responsible for administering the medication must have received appropriate training.
- D. Explorer Club administration will work with the school nurse and or parents/guardians for children grades 1-5 that have medication and are at the KC during morning hours and Lower school in the afternoon, to store medication at both sites.
- E. Medication is property of the student/family. Students/Guardians are responsible for keeping track of medication levels, expiration dates, and disposal of expired or unused medication.
- F. Unused medication will be returned to the parent(s)/guardian(s). Controlled substances must be transported by parent/guardian. Non-controlled medication can be transported via student with permission. The school nurse or designee will document the return of the medication. Medications must be picked up by the end of each school year. Medications not picked up by students/guardians will be destroyed/or turned over to the sheriff if they are a controlled substance.

Explorer Club and Little Explorers Family Handbook

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 are encouraged to communicate with the Explorer Club and/or Little Explorers program prior to enrolling their child, especially if their child has an Individual Education Plan (IEP) or special needs related to behavioral, social/emotional, and/or physical needs. Additionally, families should notify the Explorer Club and Little Explorers staff before enrolling their child if their child has a chronic health condition, such as allergies, asthma, or eczema. Health plans should be submitted to the Explorer Club office at least seven business days prior to the child's first day of care.

A meeting may be arranged where the staff and families can collaborate to determine if the necessary accommodations and additional support can be made to ensure the child's needs are met during the Explorer Club and/or Little Explorers program. This ensures that appropriate staffing and care plans are established before the child begins the program, prioritizing their safety and well-being.

Additional information regarding these practices and how they relate to Minnesota law are available upon request.

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/Sunscreen

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. We follow the MN Child Care Weather Watch guidelines. All students should dress appropriately and come prepared to go outside (weather permitting) unless they have a doctor's note saying they should stay indoors. During **warm weather months**, it is important for children to be outside for their physical, social, cognitive and emotional developmental needs. It is also important that children (and staff) enjoy the sun safely when outdoors.

When enrolling their child, parents/caregivers will be informed of the Explorer Club and Little Explorers sun safety policy and be provided information on sun safety practices. Communication will include, but will not be limited to, details of the center's policy relating to hats, sun-protective clothing, sunscreen usage, and sunglasses. The policy will be reinforced in positive ways through parent letters/newsletters, staff memos, bulletin boards, and meetings. Signage will be posted that reminds staff, parents/caregivers, and children to practice sun safety.

Explorer Club and Little Explorers Family Handbook

Explorer Club and Little Explorers will provide sufficient shade in their outdoor space. This shade may be from natural (trees and shrubs), built (shade from buildings, climbers and play equipment). When outside in weather when the UV Index is 3 or higher, parents/caregivers are required to provide permission for staff of Explorer Club and Little Explorers to apply sunscreen to their child. **Explorer Club and Little Explorers will provide a sunscreen that is water resistant, with broad spectrum protection, and an SPF of 50. If your child is allergic or does not want to use the center's offered brand/type, you may send your child their own sunscreen that stays at the school with the program leader.**

Explorer Club and Little Explorers would like to use their own sunscreen. By using one sunscreen, this will make the process more manageable.

Fifteen minutes prior to going outside, staff will assist children as needed in putting on sunscreen and remind them to reapply and use assistance as needed, using an SPF 50, water resistant broad spectrum sunscreen to the child's skin that is not covered by clothing.

All children (through educational sun safety activities) will be made aware of the importance of sun protection and sun safety practices such as: seeking shade, covering up with clothing, wearing hats and sunglasses, and using sunscreen.

Explorer Club and Little Explorers support sun protection for its staff to reduce UV radiation exposure. Explorer Club and Little Explorers will implement, communicate and enforce a sun safety policy. Explorer Club and Little Explorers will review the effectiveness of this policy on an annual basis and will make revisions as 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

Please refrain from sending any articles to child care that do not pertain to a child care activity, such articles may be lost or stolen. These articles include, but are not limited to the following items: game systems, radios, rollerblades, trading cards, toys, skateboards, headsets, footballs, basketballs, or balls of any type. Such items may be confiscated and will be returned to the parent/guardian.

If students bring cell phones, they must be kept in backpacks or turned in to their teacher. Cell phones must be silenced during all child care programs, including before/after school and all non-school days. Students are not allowed to use cell phones during child care.

Explorer Club and Little Explorers Family Handbook

Apple watches MUST be placed in Schooltime mode during all child care programs.

Explorer Club/Little Explorers is not responsible for lost, broken, or stolen items.

Pictures or Video

Explorer Club/Little Explorers will only use photos and videos of students for classroom use and shared only within our Procure app, monthly newsletter, and registered child care families as indicated on the registration form. Explorer Club/Little Explorers will not use for marketing purposes or social media without parental/guardian permission.

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. Any person volunteering on a regular basis must complete a background check and DHS training with the child care Director.

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.

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.

Accommodations may be made for children with disabilities. A meeting will be arranged to discuss the child’s toileting needs and program accommodations that are needed and/or can be met.

Explorer Club

Kindergarten - 5th Grade Child Care Program

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	\$17/day	\$25/day
2:00 PM-6:00 PM	\$20/day	\$25/day
AM/PM until 6:00 PM	\$28/day	\$40/day
All-Day Care 6:00AM-6:00PM	Summer \$45/day School Year \$50/day	Summer \$52/day School Year \$60/day

Hours of Operation

Before School **6:00 am - 7:30 am**
After School **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 child care on non-school days, Explorer Club will not be open.

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

Little Explorers

3 & 4-year-old Child Care Program

Little Explorers Preschool Care Rate Options		
Hours and rates are subject to change	Scheduled Rates	Drop-In Rates 24 hour notice Based on availability
6:00 AM-7:30 AM	\$18/day	\$25/day
2:00 PM-6:00 PM	\$23/day	\$25/day
AM/PM until 6:00 PM	\$30/day	\$40/day
All-Day Care & Summer 6:00 AM – 6:00 PM	\$50/day	Summer \$55/day School Year \$60/day

Hours of Operation

Before School **6:00 am - 7:30 am**
After School **2:00 pm - 6:00 pm**
All-Day Little Explorers **6:00 am - 6:00 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 1st.

Children must be toilet trained and be able to use the bathroom independently prior to entering the program (see page 18).

Schedule

Little Explorers follows the same school year calendar as Kinder Prep with the option of Non-School Day care from 6:00 am - 6:00 pm on most non-school days with the

Explorer Club and Little Explorers Family Handbook

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 22nd of the month prior to care requested.

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 Lower School (1st - 5th Grades) & Kinder Center (incoming Kindergarteners)

Hours: 6:00 am – 6:00 pm

Registration

Summer registration is separate from the school year registration. Registration materials can be found online. Monthly care calendar submission required to schedule care, and is due on the 22nd 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 5th grade.

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.

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.

Accommodations may be made for children with disabilities. A meeting will be arranged to discuss the child’s toileting needs and program accommodations that are needed and/or can be met.

Explorer Club and Little Explorers Family Handbook

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

Registration Fee: \$50/child, \$75/family maximum

Scheduled Care: \$45.00/day

Drop-In Care: \$52.00/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.

Summer Food Program

Parents/guardians are required to send your child/dren with a cold breakfast and lunch from home. Do not send your child with a breakfast or lunch that our child care staff need to prepare. No lunch or breakfast will be provided by the child care provider.

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 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. If a specific field trip requires additional purchase of required items, families will be notified prior to that event. 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.

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 1st, 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: 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 22nd 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 1st but not yet in kindergarten. Must be enrolled in LILA's Kinder Prep Program.

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.

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.

Accommodations may be made for children with disabilities. A meeting will be arranged to discuss the child’s toileting needs and program accommodations that are needed and/or can be met.

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

Registration Fee: \$50/child, \$75/family maximum

Scheduled Care: \$50.00/day

Drop-In Care: \$55.00/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

Parents/guardians are required to send your child/dren with a cold breakfast and lunch from home. Do not send your child with a breakfast or lunch that our child care staff need to prepare. No lunch or breakfast will be provided by the child care provider.

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 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.

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. If a specific field trip requires additional purchase of required items, families will be notified prior to that event. 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.

Agreement to Terms of Handbook

This handbook contains important information about our Explorer Club School Age Care Program and Little Explorers Preschool Care 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.

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 8:00 am - 4:00 pm Monday - Friday. The best way to reach us during and after hours is through email at explorer.office@mylila.org or you can call 651-252-6720 to leave a message. 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 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

Site Supervisors:

Andrew Croft

Olivia LaJoye

Juan Zaragoza

Coordinator:

Abigail Paulson

apaulson@mylila.org

651-252-6720

Explorer Club and Little Explorers Director:

Nicole Johnson

njohnson@mylila.org

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

Explorer Club and Little Explorers Family Handbook

2024-2025 Calendar

June 2024

6	Last day of school
7	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm
10-14	Explorer Club & Little Explorers CLOSED - Summer setup/training
17	First day of Summer Explorer Club Care/Little Explorers
19	Holiday - Explorer Club and Little Explorers CLOSED

July 2024

4 -5	Holiday - Explorer Club and Little Explorers CLOSED
------	---

August 2024

15 - 16	Explorer Club and Little Explorers CLOSED - Fall Setup
29	Last Day of Summer Care - Explorer Club and Little Explorers
30	Explorer Club and Little Explorers CLOSED

September 2024

2	Holiday - No School/Explorer Club & Little Explorers Closed
3	First Day of School/First Day of Explorer Club and Little Explorers

October 2024

4	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm
16-18	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm

November 2024

8	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm
27	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm
28 & 29	Holiday - Explorer Club and Little Explorers CLOSED - No School

December 2024

23	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm
24 & 25	Holiday - Explorer Club and Little Explorers CLOSED - No School
26, 27 & 30	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm
31	Holiday - Explorer Club and Little Explorers CLOSED - No School

January 2025

1	Holiday - Explorer Club and Little Explorers CLOSED - No School
2 & 3	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm
20	Holiday - Explorer Club and Little Explorers CLOSED - No School
27	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm

February 2025

17	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm <i>Kindergarten Round Up</i>
----	--

March 2025

3-7	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm
10	All-Day Explorer Club 6am-6:00pm and Little Explorers Care 6:00am-6:00pm

April 2025

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

May 2025

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

June 2025

6	Last day of school
9-13	Explorer Club & Little Explorers CLOSED - Summer setup/training

**Explorer Club and Little Explorers
Family Handbook**



**Family Handbook Signature Page
2024-2025**

I, _____ parent/guardian of _____
(please print parent/guardian name) (please print child/ren'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,

**Nicole Johnson
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**

**Address: 246 11th Ave. S.E.
Forest Lake, MN 55025**