

Table of Contents	Page
Online Registration	2
Scheduling and Payments	2-3
Cancellations and Changes	3
Operating Hours and Late Pick-Up Fees	3
Authorized Account Holders	4
Age and Grade Policy	4
Sign-In and Sign-Out	4
Absences and Unscheduled Attendance	4
Communication	4-5
Sibling Discount	5
Financial Assistance	5
Outstanding Balances	5
Dependent Care Reimbursement Forms	5
Health and Medication Policies	5-6
Illness or Injury	6
School Accommodations	6
Rules and Discipline	6-7
Updates to Policies and Procedures	7
Dismissal Policy	7
Parent Conduct	7-8
Right or Refusal and Discontinuation in Program	8
Child Abuse and Neglect	8
Staff	8
Electronic Devices, Cell Phones and Texting	9
Personal Items	9
Visitors	9
Weather Policy	9
Daily Schedule	9
What to Bring	10
Enrichment Activities	10
Grievances	10
No Contact Policy	10
Swim Lessons	11
Field Trips	11
Parent Advisory Council	11
Contact Us	11-12
Program Rates	12

Welcome to EdVenture Club!

Please read this entire program policy book carefully.

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

Online Registration

- Registration for EdVenture Club-Summer must be completed online on Community Education's Eleyo website at www.isd728.ce.eleyo.com ***before the first day of attendance***. No student is allowed to participate in the program until all registration details are completed.
- The following information is needed to complete registration:
 - Names and contact information for emergency contacts and authorized pickups.
 - Child's allergy, medical and special needs details.
 - Automatic payment method (debit/credit card or checking/savings account). You may opt out of automatic payments after your registration is approved.
 - You do not need to know your schedule at the time of initial registration, but you must select at least one day of before and/or after school care to complete registration. You will be able to modify your requested schedule after your registration is approved.
- The person completing the online registration will receive all mailing/billing information and is responsible for payments and updates.
- Once you've created your childcare account, additional account holders may be added to the account by request. This is a convenient option for dual households. Each account holder will have their own password to access the account; account holders will not be able to see each other's personal information and payment method details. Each account holder can schedule childcare and request schedule changes. Both account holders may enroll in automatic payments for weekly fees. To add an additional account holder, please complete the following steps:
 1. The additional account holder should create an Eleyo account at www.isd728.ce.eleyo.com by clicking Login/Create Profile on homepage.
 2. If you intend for both account holders to use the automatic payment option, the additional account holder should add a saved payment method to their account.
 3. BOTH account holders must email the EdVenture Club office and agree to the shared childcare account. If you intend for both account holders to use the automatic payment option, your email should also include the payment split arrangement (50/50, 60/40, etc.).

Scheduling and Payments

- This is a pay-in-advance program. Only those who have fully paid in advance for their week of childcare will be considered registered and may attend.
- Schedules and payment will not be accepted by email or telephone.
- Attendance schedules must be submitted using your Eleyo online childcare account. **All schedules are pending until approved by the EdVenture Club office.**
- Attendance schedules and schedule change requests that include additions are due by 11:59pm on Monday 2 weeks prior to planned attendance week, unless an early due date has been posted. Attendance schedules submitted after the deadline will automatically be added to a waiting list. Late schedules that are approved are subject to a \$20 late schedule fee.

Authorized Account User (Primary Account Holder)

EdVenture Club office is only allowed to share information with the primary account holder or dual account holder(s). The primary account holder is the individual that registered the eleyo contract. We are unable to answer questions that come from non primary account holders (i.e. other family members, significant others, siblings, non-family members, etc.).

Age and Grade Policies

EdVenture Club-Summer is a grade K-5 program. Students who have already completed grade K through grade 5 are eligible to attend the program. Student's that have not attended grade K are not eligible to attend the Summer program.

Sign-In and Sign-Out

You or another authorized person must use your family's assigned On-Site Security Code and the iPad at your child's site to sign your child in and out of EdVenture Club each day. Your On-Site Security Code will be provided in your confirmation email and can also be found in your childcare account. It is your responsibility to share your family's On-Site Security Code with all other persons authorized to sign your child in and out of EdVenture Club.

Only legal-age adults (18 or older) will be permitted to pick up or drop off your student. Some exceptions may apply; please contact the EdVenture Club office for explanation. You and other authorized persons may be asked to show identification before your child will be released from EdVenture Club's care. Please do not take offense to this measure; it is instituted for the safety of all. It is your responsibility to maintain the list of people authorized to pick up your child. This list can be managed through your online Eleyo account.

EdVenture Club cannot restrict a parent from picking up their own child/children. It is your responsibility to provide the EdVenture Club office with documentation of court orders that restrict named individual(s) from picking up your child. This documentation must include start and expiration dates.

Absences and Unscheduled Attendance

If your child is going to be absent, please notify the EdVenture Club office and/or your child's EdVenture Club-Summer site. Site contact numbers are listed on page 11-12 of this policy booklet. Business cards with email and phone number can be found at each of our site locations for easy reference. Unscheduled attendance(drop in care) will be permitted ONLY in rare circumstances and will depend on prior management approval. A daily attendance rate will be applied to your childcare account.

Communication

Site staff members will greet you and inform you of any specific notes related to your student and their experiences that day (behavior, questions, etc.). Please watch for emails, handouts at the site, and/or display board signage or other information emailed to your home. Emails will be sent to the primary account holder on your childcare account. Our intent is to keep you up-to-date about program changes, program needs and account information. EdVenture Club's preferred method of communication is email. Only the primary account holder will be provided private information.

If your contact information changes during the program year, please update your online childcare account. You may also use your childcare account to manage emergency contacts and authorized pickups. If your child's health and/or other needs change during the school year, please contact the EdVenture Club office.

Unless you specify otherwise, in writing, EdVenture Club staff and other school staff may engage in an exchange of information in an effort to better serve the needs of your child.

Sibling Discount

EdVenture Club offers a discounted rate for additional siblings. Discount will automatically be applied to the weekly invoice sent to the primary account holder, if applicable.

Financial Assistance

If you receive County Child Care Assistance, the EdVenture Club office must receive an official "Notice of Decision" document from the county before your child may begin to attend. If you choose to attend prior to approval notice from the county you will need to pay all fees in advance. If financial assistance is canceled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements, including providing information and childcare schedules, submitting timely reports and making payments not covered by the financial assistance program. If you are eligible for the school year you must contact your child care worker to make sure you are also eligible/qualified for the Summer program.

An alternative schedule for invoicing and payments will apply for families receiving County Child Care Assistance. You will be provided with notice of any balances due via email, usually monthly, and provided a due date.

Sliding fee scales, scholarships, etc., are not offered through EdVenture Club.

Outstanding Balances

Failure to make payment on delinquent accounts may result in termination of child care services. Delinquent balances will be forwarded to a collection agency for recovery. If forwarded, collection fees may be added to the current outstanding balance. If an EdVenture Club account has a delinquent balance, no attendance will be allowed until the balance has been paid. In addition, there will be a one-year probationary period once attendance resumes.

Dependent Care Reimbursement Forms

A 24- to 36-hour notice is needed to verify and sign reimbursement forms for childcare expenses. Forms must be signed by EdVenture Club Central Office staff and cannot be signed at sites.

Health and Medication Policies

We follow ISD 728 policies and guidelines regarding illnesses and medications. Students should not come to EdVenture Club if they have any of the symptoms below, or have had them within 24 hours. If you are unsure, please ask.

- If your student has had a fever of 100 degrees or more, they should stay at home for 24 hours after the temperature returns to normal.

- If your student has vomited or had diarrhea, they should stay at home for 24 hours after the last episode.
- If your student has any rash, check with your family physician before sending them to school. Any student with an undiagnosed rash will not be allowed to stay.
- If your student is found to have live lice and/or nits within ½ inch from the scalp, a parent/guardian will be notified.

Please note--broken bones, concussions, etc., are also considered illnesses and are non-refundable/transferable if cancellation is received after the deadline, during the same day or same week.

Due to planning and preparation cost, we are unable to provide refunds for students who are ill.

If a student becomes ill during care, parents will be asked to take the student home. Medications that are necessary during the course of the day must be sent in a current prescription bottle with the doctor's directions printed on it. Only designated staff will have access and authority to administer the medications and will only give the dosages as printed on the label. Completion of a "Medications Form" is also required and must be turned in to the office or site.

Please note: Your child's school does not share health/medical information or medication with EdVenture Club. It is very important that EdVenture Club is aware of your child's health concerns before your student begins attending so that any concerns may be addressed with staff.

Illness or Injury

In the event of illness or injury, every reasonable attempt will be made to contact the parent(s)/guardian(s), primary account holder. If we are unable to reach the parent/guardian, we will then contact those listed as emergency contacts in your child's account. If the illness or injury is deemed more extensive, emergency treatment will be sought by calling 911, and, if transport is required, the student will be accompanied by a staff member to the nearest emergency facility.

School Accommodations

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the EdVenture Club-Summer setting if parents and physicians work with EdVenture Club staff to minimize risks and provide a safe environment for students with food allergies. "Safe Eating Zones" practices will be used, as needed, in the cafeteria. For example, we will try to encourage students with food allergies to sit in a specific area and we will try to monitor students' lunches next to and across from that student. We encourage you to note ALL allergies on the Eleyo questionnaire with registration, if there are changes please contact the EdVenture Club Central Office..

Rules and Discipline

The general rules and expectations will be covered with the students. Discipline will be handled by the class instructors and Site Leaders and/or site coordinators in a fair and respectful manner. The following steps are used:

- Inform the student of any inappropriate behavior and give them a warning. Remind them what behavior is expected.
- At the time of the second occurrence, redirection within the activity may be given (cumulative throughout the day).

- If the behavior continues, the student will be asked to leave the activity and will spend time with the Site Leader or childcare staff.
- When warranted, the student may work through a written Discipline Form with the Site Leader(s).
- Parental contact (if necessary) will be made either at the time of student pick-up or by telephone.
- See list of rules posted at the site for students and parents.
- In cases where a student is removed for a week, a day or partial day, refund is at the discretion of the Program Manager.

Updates to Policies and Procedures

The aforementioned policies and procedures may be suspended or amended as a result of developments after/during the program season begins. In the event of any policy changes, EdVenture Club will notify you via the email address in your online childcare account. Please keep your account's email address current so you receive important program notices, updates and reminders.

Dismissal Policy

For serious and/or repeated behavior concerns, it may become necessary for a student to be removed from our program. If a student is having trouble being successful in the program, this may not be the best setting for that student. Since we are concerned with the well-being and safety of a large group of students, we need to consider what is best for all of them. Therefore, any of the following behaviors may be brought to the attention of ISD 728 administration and the District's Police Liaison:

- **Verbal behavior** – includes the use of curse words, harmful put-downs, name-calling, disrespect for others, racist or sexist language.
- **Physical violence against others** – includes hitting, pushing, kicking, wrestling, biting, pinching, throwing objects at others or property.
- **Sexual behaviors** – includes showing private parts, negative words about sexuality, inappropriate touching of self, students or staff.
- **Threatening behaviors** – includes use of threats to do damage or harm to any other person(s) in the school or program, and/or threats of bringing or using a weapon at the program.

Depending on the severity of the conduct, immediate removal from the program may be warranted, and will be at the discretion of the Program Manager with input from the program staff. Parents/Guardians will be called to immediately pick up their student from the program site, and will be given the reason for the student's leave of absence from the program and the length of the leave or dismissal. Refund will be at the discretion of the Program Manager.

Parent Conduct

EdVenture Club has adopted the following parent/guardian code of conduct to strive for a supportive and safe environment for all EdVenture Club children, families, and staff.

- Parent/Guardian will speak respectfully and calmly with all EdVenture Club site staff and central office staff.
- EdVenture Club staff are mandated reporters of suspected child abuse and/or neglect under Minnesota State Law and are required to report suspected cases of abuse.
- Parent/Guardian will refrain from using harsh or threatening verbal or physical forms of discipline while in the EdVenture Club program space.

- Parent/Guardian will not attempt to discipline any children in EdVenture Club other than their own.
- Parent/Guardian will express concerns through the proper channels and in a respectful manner.
- Parent/Guardian discussions about concerns or situations with the EdVenture Club staff will be in a private area, away from children and only when staff are in ratio with children, and know they are available for a scheduled conference.
- EdVenture Club staff will request that another individual pick up the child/ren, if they observe a parent/guardian that is impaired due to the use of drugs and/or alcohol. In the event that the choice is made to drive from site with the child, after EdVenture Club staff makes this request, the police will be contacted.
- EdVenture Club staff are instructed to disengage from interaction, when they feel threatened and verbal or physical harassment is being experienced. Verbal harassment may include; disrespect of EdVenture Club staff, or any harsh or threatening language being used; such as swearing or yelling.
- Parent/Guardian may not engage in sexual advances towards staff, such as comments about their personal appearance, lewd comments of any kind, or inappropriate physical contact with staff.
- Parent/guardian will share this code of conduct with all authorized parties who may pick up and/or drop off my child/ren at the EdVenture Club program.

EdVenture Club staff are unable to disclose information about other children or their families due to the data privacy policy. Any violations of the above code of conduct may result in the parent/guardian having to have someone else pick up and/or drop off my child/ren at EdVenture Club or may lead up to and/or include immediate termination of care from the EdVenture Club program.

Right of Refusal and Discontinuation in Program

District 728 Community Education and its staff reserve the right to reject registration or discontinue participation in the EdVenture Club program due to matters such as ongoing discipline or behavior concerns, violations of school policies or state laws, delinquent payments or similar circumstances. Parents will be kept informed of any student concerns and decisions made by staff.

Child Abuse and Neglect

EdVenture Club staff are required by state law to report to the proper authorities any instances of observed or suspected child abuse or neglect. This includes a parent who appears to be intoxicated or impaired when dropping off or picking up a child from EdVenture Club.

Staff

Site staff is chosen based on their experience with school-age children. They receive ongoing child development training. As school district employees, all staff must complete a criminal background check. Staff will directly supervise the students and interact with them. We follow a 1:15 adult-to-student ratio and we use a 1:10 adult-to-student ratio for outings or field trips.

Electronic Devices, Cell Phones and Texting

Student electronic devices, cell phone calls and texting are not allowed during EdVenture Club program hours. If you need to contact your student during EdVenture Club hours, please call the site phone number (see page 12). If your child needs to get in touch with you during EdVenture Club hours, they should ask their Site Leader if it is appropriate to call. They will be allowed to use a site phone if necessary to call home.

Personal Items

Any item that disrupts the learning environment, including electronic devices and cell phones, will not be tolerated and may be confiscated. The first time this occurs, an item may be returned to your child at the end of the program session. Repeated offenses may result in the items(s) being returned to parents only.

Electronic devices are easily stolen and rarely recovered. EdVenture Club cannot be held liable for lost or stolen items and has no responsibility to provide a secure location for such items or to provide assistance if these items are lost or stolen.

All personal items must be labeled with your child's name.

Visitors

EdVenture Club is not accepting visitors/parents into the schools for the Summer 2024 program.

Weather Policy

Storms during EdVenture Club-Summer hours are likely to happen. Our staff is equipped with radios to monitor the storms, and stay in close contact with the Community Education Office for weather updates and advice. In the event of a storm watch or warning, they will take the appropriate actions for the situation and location.

EdVenture Club-Summer generally does not close due to weather. However, it may be necessary for you to have back-up care in case of an emergency. In the event EdVenture Club-Summer is forced to close early, parents or guardians will be called to pick up their students. If you decide to find alternate care due to weather, our regular cancellation policy does apply.

With our family-friendly fee structure, we do not have the systems in place to accommodate refunds due to weather cancellations.

Daily Summer Schedule

Sample Daily Schedule

6:00am-7:30am	Quiet activities
7:30am-8:30am	Optional gym or outdoor time
8:30am-8:45am	Morning snack and juice (provided by EdVenture Club)
9:00am-12:00pm	Enrichment activities or
9:00am-3:00pm	Outings (usually) some outings may leave early or arrive later.
12:00pm-1:00pm	Lunch (from home) and playground time
1:00pm-3:00pm	Enrichment activities
3:30pm-4:00pm	Afternoon snack and juice (provided by EdVenture Club)
4:00pm-5:00pm	Enrichment activities
5:00pm-6:00pm	Outdoor and indoor choices

What to bring

- A school bag, duffle, backpack or something similar. These are helpful for extra clothes, shoes, paperwork or projects.
- Additional morning and/or afternoon snack and/or beverage, if desired.
- Any games, toys or books that your child would like to use or share. They must be appropriate to a school setting (non-violent, etc.). Your child will be responsible for the safety and care of any items brought from home and for following the rules of how or when they may be used. ***All items MUST be labeled.***
- A cold lunch and a beverage. A cooler is available, or send a small cooler or insulated lunch box. On outing days, it is best to send a small cooler, insulated container or non-perishable lunch.
- Your child should wear or bring appropriate clothing for the scheduled activities and the weather; sneakers and comfortable clothes are recommended for phy-ed activities, a plain shirt or old clothes for art-related projects.

Enrichment Activities

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

Grievances

Parents and guardians are encouraged to give their input regarding the operation of the EdVenture Club program. If you have a concern about the program, please use the following grievance order to ensure that the concern is addressed:

1. Child Care Worker involved
2. Site Lead
3. EdVenture Club Program Coordinator assigned to the school
4. Central EdVenture Club office
5. Manager of Extended Day Programs
6. Director of Community Education and Community Engagement.

No Contact Policy

EdVenture Club child care staff are not allowed to physically handle children in our care. Sunscreen/Bug Spray- You may send sunscreen and/or bug spray with your child. Please note that by sending sunscreen or bug spray with your child, you are giving permission for these products to be sprayed either by the child or a staff at the site (if needed). If you choose to send a lotion, your child must apply it themselves. Please clearly label the sunscreen and/or bug spray with your child's first and last name. We recommend that you are checking the expiration date for any sunscreen you send.

-Toileting:

All children in the program must be toilet trained and be able to toilet themselves independently. Staff are not allowed to assist with toileting

EdVenture Club-Summer Swim Lessons

A benefit to attending EdVenture Club-Summer is that your child may attend swim lessons offered through ISD 728 Community Education at no additional charge. We specifically set aside openings for our EdVenture Club-Summer youth to attend lessons for those in Level 1-5. Transportation by a school bus will be provided; students attending Parker Elem will walk to Vandenberg MS. Parent will need to send a swimsuit and 2 towels. Additional information is provided with online registration including dates.

We do not automatically enroll your child in swim lessons. Space is limited.

Field Trips

All EdVenture Club-Summer full-time and part-time students participate in field trips each week for no additional fee. All full-time and part-time students (if scheduled) must attend field trips. Families not wanting to participate in a field trip may register their student to attend another site not going on a field trip for that day and if that site has spots available. Field trip days are dependent upon destination; days, departure and arrival may change on occasion.

Late registrations may not be accepted if sites are full or if the registration deadline has passed. All trips are usually from 9:00am-3:00pm. Some trips will depart sooner or some that will be returning later dependent upon the vendors specifications during peak times in a post covid world. Students attending the field trips will be required to wear a program t-shirt and/or wristband. Please remember to have your student wear the t-shirt on field trip days.

One program t-shirt will be provided for each student upon registration at no extra cost. Families will be responsible for laundering and care of each shirt, and for making sure their student wears the shirt on field trip days. Additional or replacement shirts may be available for purchase upon request. Students will be able to keep their shirts at the end of the summer.

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

Parent Advisory Council

Community Education has an Advisory Council of local citizens to address policies and programs. If you are interested in participating on this council or a specific council for EdVenture Club, please contact the Community Education office at 763-241-3520 or email communityed@isd728.org.

Contact Us

The EdVenture Club Central Office is open 8:00am-4:30pm Voicemails and emails will be responded to in the order they are received during business hours.

- EdVenture Club Central Office telephone:
 - 763-241-3544
- EdVenture Club Central Office email: edventureclub@isd728.org

If you have concerns or information to share, please talk with your Site Leader during the sign-in and sign-out times, when possible, to limit the amount of time our Site Leaders are on the telephone and to maximize their time with the students.

