EXPLORER CLUB
LITTLE EXPLORERS
LAKES INTERNATIONAL LANGUAGE ACADEMY

Family Handbook 2026-2027
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

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Contents

Goals	3
Registration	3
Care Options	5
Hours	5
Pricing - School Year	5
Credits/Discounts	7
Additional Fees	8
Bathroom/Toileting Requirements	9
Food Program	10
Schedule	11
Summer Program	12
Treats/Birthday Celebrations	14
Apparel/Sunscreen	14
Personal Belongings	15
Photos/Videos	16
Family Participation	16
Program Content	17
Expectations	17
Behavior Guidelines	18
Health & Safety	21
Agreement to Terms of Handbook	27
Staff Contact Information	28
Calendar	29
Handbook Signature Page	31

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. 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, and is responsible for complying with Minnesota Department Human Services requirements.

Registration

Child care is offered Monday through Friday to children enrolled at LILA. We offer before and after school care along with non-school days and summer care. Preschool and Kindergarten care is held at the Kinder Center and grades 1st - 5th is held at the Lower School. Morning care is 6:00am to 7:30am, after school care is 2:00pm to 6:00pm, and non-school days/summer care is 6:00am to 6:00pm. Online registration is available at www.mylila.org. Applications submitted prior to the end of the registration period will automatically be accepted. Registrations received after the deadline are accepted based upon space, availability, and staffing. A temporary waitlist could be used if space and staffing are unavailable.

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 toilet-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 Qualifications/Accommodations/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.

Explorer Club & Little Explorers is not designed to provide long term 1:1 assistance for students. If a child receives 1:1 student support in the classroom or has a behavior plan developed, EC/LE Director must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. The child's start date may be delayed so that EC/LE collaborate with LILA Special Education department to see if they have staff available with the skills necessary to meet the child's needs and to determine the level of care.

*Please Note the Following Criteria Children Must Meet to
Enroll in Explorer Club and Little Explorers

- All Children are expected to be toilet trained. Unless there are Medical and IEP-Based Accommodations, you will be called to pick up your child if they have a bathroom accident that the child cannot independently take care of themselves. Please see *Bathroom and Toileting* in this handbook
- Students must be able to independently participate in a large group setting with similar age peers.
- Students must be able to independently follow simple directions appropriate to the child's age.
- Students must have the ability to independently play and work cooperatively with similar age peers.
- Students must be able to safely and successfully transition independently from one activity to another.
- Students must be able to remain in the building or on school premises unless otherwise directed by a staff person.
- Students must refrain from hitting, kicking, biting, or any other forms of physical aggression towards peers or staff.

Information regarding your child will be shared between LILA and Explorer Club Leadership if your child has an IEP or 504 plan. Explorer Club Leadership may contact you to discuss your child's needs and abilities to make sure accommodations can be met for your child's specific needs. Information regarding a student's needs will not be used to prohibit a child's enrollment in Explorer Club & Little Explorers, unless it is determined that the child will need significant assistance beyond our program's capabilities. At any time the Site Supervisor, Program Coordinator or

Director may offer information, resources, or refer families to LILA's Special Education Department.

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

Care Options

Explorer Club/Little Explorers offers contracted and drop-in care on a monthly basis. Monthly care calendars are available online and at the parent centers. 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.

Child Care Hours

Before School **6:00 am - 7:30 am**
After School **2:00 pm - 6:00 pm**
Non-School Day **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.

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.

Pricing - School Year

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 Based on availability**
6:00 AM - 7:30 AM	$17/day	$25/day
2:00 PM - 6:00 PM	$20/day	$27/day
AM/PM until 6:00 PM	$29/day	$40/day
Non-School Day (School Year) 6:00 AM - 6:00 PM	$50/day	$60/day

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 Based on availability**
6:00 AM - 7:30 AM	$18/day	$26/day
2:00 PM - 6:00 PM	$23/day	$31/day
AM/PM until 6:00 PM	$30/day	$40/day
Non-School Day (School Year) 6:00 AM - 6:00 PM	$50/day	$60/day

Payment Due Dates
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 or email to explorer.office@mylila.org. 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 6:00pm on the 22nd will incur a late fee of $40/occurrence. Availability of care will need to be assessed.

A fee of $30 will be added for credit card payments that are declined and checks returned as Non Sufficient Funds.

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. Payment is due on or before the day child 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 the lockbox at the Parent Centers.

Non-School Day Care (All-Day Explorer Club & Little Explorers care)
Explorer Club and Little Explorers provide care for most of the teacher in-service/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
Explorer Club will occasionally take the children on field trips off campus within walking distance, or with a contracted transportation service. The cost of field trips are included in your tuition, although, at times there may be a small fee for a field trip that has added expenses, if so, we will notify parents before the scheduled date. Signed consent for field trips is on your registration form and your initials are required on your summer care calendars.

Credits & 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 three 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 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 or a credit card is declined for non-sufficient funds, it is the parent/guardian's responsibility to submit the NSF amount plus a late payment fee of $30 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.

Late Pick-Up Fee Policy

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 and later: $15 +$5/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*.**

Bathroom/Toileting Requirements

Children enrolled in the Explorer Club and Little Explorers program must be toilet 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**.**

Toilet-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:

Bathroom/Toileting Policy: Medical and IEP-Based Accommodations
Explorer Club and Little Explorers remain committed to fostering an inclusive environment while maintaining the safety, dignity, and developmentally appropriate practices for all children. In addition to the existing Bathroom/Toileting Requirements, the following clarifications and exceptions apply:

Medical and IEP-Based Toileting Accommodations Children who are not fully toilet trained may be considered for enrollment only under the following circumstances:

1. Medical Documentation Requirement

   If a child has a medical condition that affects their ability to independently manage toileting, documentation of this condition must be provided by a licensed healthcare provider. This documentation must clearly indicate the nature of the condition and the support required.

2. IEP with Toileting Support

   - If a child has an Individualized Education Plan (IEP) that includes toileting assistance as a required accommodation, Explorer Club will review the plan to determine what support can be reasonably provided.
   - If a paraprofessional (1:1 support) is included in the IEP and one is available, Explorer Club can accommodate the child. In this case, the paraprofessional will provide toileting support—not Explorer Club staff.

Limitations

Explorer Club is not a potty-training program. Children without a medical diagnosis or documented IEP requiring toileting support must meet the current toileting requirements. Pull-ups and diapers are not permitted unless outlined in both an IEP and supported by medical documentation.

Collaboration and Staffing Limitations

Explorer Club works in collaboration with the LILA Special Education Department to coordinate paraprofessional support when required by an IEP. However, availability of paraprofessionals is not guaranteed.

- During the academic school year, paras are primarily assigned to support students during regular school hours. This may limit their availability to provide 1:1 support during Explorer Club hours during the school year.
- Families will be informed during intake if para support is not available, and the child's enrollment in Explorer Club will be evaluated accordingly.

Explorer Club reserves the right to reassess placement based on the child's ongoing needs, staffing availability, and the ability to maintain safe and appropriate care standards for all enrolled children.

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 Policy

During the school year, an afternoon snack will be provided to all students at no additional cost. On non-school days, both a morning and an afternoon snack are included as part of your tuition.

Families will receive a monthly snack menu outlining the snacks we plan to serve. While we make every effort to offer inclusive options, we cannot guarantee that all snacks will be free from common allergens such as nuts, dairy, or eggs.

If your child has a food allergy or dietary restriction, we encourage you to send a snack from home to help prevent potential exposure to allergens. We do our best to offer substitutes when possible, but safety is our top priority.

If your child brings a snack from home, they will be encouraged to eat it unless you've communicated a different preference.

Each child is offered one snack during snack time. If your child regularly needs more food and you've sent additional snacks from home, please contact the Explorer Club Office in advance so we can plan accordingly.

While we encourage all children to eat during snack time, they will never be forced to eat, nor will food be taken away as a form of discipline.

If your child requires dietary accommodations or allergy-related support, communication with the Explorer Club Office is essential so we can work together to meet their needs.

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.

Schedule

Explorer Club and Little Explorers follow the same school year calendar as LILA with the option of non-school day care from 6:00 am - 6:00 pm on most non-school days with the exception of holidays. **If enrollment numbers are not met, Explorer Club and 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. Child 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.

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.**

Sign In & Out

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. Please do this by entering your PIN (found on your Procare App) in the iPad at your Parent Center. **You must sign your child in/out each day** as we use this to check against attendance, emergency evacuations

and fire drills. Children are not allowed to sign themselves in/out of the program. Parents must not sign kids in and leave children alone. Parents must wait to hand off their child to an Explorer Club staff member. Continued refusal to follow these procedures could result in termination of child care. When your child arrives directly from school, Explorer Club & Little Explorers staff will sign them into the program.

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.

Daily Schedule (subject to change)
(Grade levels are combined during low enrollment at their school)

Morning
6:00-7:30 AM Self-Guided Centers/Arts and Crafts/Gym
Afternoon
2:00-2:30 PM Check-In
2:30-3:15 PM Group Meeting
3:15-4:00 PM Snack from home/homework/reading - quiet activities
4:00-5:30 PM Outdoor play, gym, or classroom free choice/small group activities
5:30-6:00 PM Combine grades in gym/self-guided centers/dismissal

The 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.

Summer Child Care

The Explorer Club summer program offers a fun and exciting summer enrichment program with an international twist, for children 1st - summer after 5th grade. The program allows kids to experience a wide variety of both enrichment and recreation opportunities. Children will participate in a variety of hands-on activities that build social, emotional, physical and academic development.

Little Explorers summer care offers a fun and exciting summer enrichment program with an international twist, for children turning 3-years old by June 1st, toilet trained, and who are registered with LILA's Kinder Prep preschool program.

Our programs continue to foster Spanish, Chinese, and English language skills and cultural appreciation throughout our summer program and feature fun in the sun, outdoor adventures,

water activities, on-site field trips for all grades and off-site field trips for grades 1st - 5th. *Registration for the summer programs opens in mid-February.*

Summer Locations:

LILA Lower School (1st - 5th Grades)

Kinder Center (Preschool and incoming Kindergarteners)

Hours: 6:00am – 6:00pm

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 the preceding month. Information, along with pricing, is subject to change without notice.

Summer Registration Fee: $50/child or $75/family maximum

Age Requirements
Summer *Explorer Club* provides care for LILA children who are entering Kindergarten through the summer after 5th grade. Must be enrolled at LILA.

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.

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 Discount: *$10/day discount when your child is scheduled for Explorer Club and camp on the same day.

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

*Multiple discounts do not apply

Explorer Club/Little Explorers Summer Care Pricing Preschool - 5th+ Grades

Summer	Scheduled	Drop-In
6:00 am - 6:00 pm	$50/Day	$60/Day

What to Expect at Summer Care
The staff plan and implement many different activities every day. 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, arts and crafts, social studies, cultural awareness, sportsmanship, team building activities, off-site field trips for grades 1st - 5th, on-site field trips for all grades, community involvement, and structured free choice activities.

Rest Time

A rest time will be provided after lunch every day for Preschool and Kindergarten children. Children who do not sleep during rest time are offered quiet activities. 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.

Summer Food Program

Parents/guardians are required to send with your child/ren 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. For full details, see our snack policy starting on page 10.

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 trip costs are included in your monthly care fee. If a specific field trip requires additional purchase of required items or fees, 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.

Treats/Birthday Celebrations

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.

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 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.
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.

Photos/Videos

Our staff occasionally takes photos and short video clips of children during daily activities. These images are used strictly within our program for the following purposes:

• Sharing with currently enrolled child care families through the Procare app, helping you see what your child is engaged in throughout the day.

• Staff training and classroom projects to improve program quality and support curriculum planning.

• Enrolled-family newsletters, where we highlight program happenings.

These photos and videos are never shared on social media, online platforms, or used for advertising without written permission from the child's family.

If you do not want your child to be included in any photos or videos used for the purposes listed above, please contact the Explorer Club Office.

Family Participation & 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.

Family Responsibility Checklist

- Read the Family Handbook and know the terms and program policies. Failure to follow policies could result in termination of child care services.
- Sign your children in and out daily at your school's parent center.
- Check the parent center bulletin board daily for communication and/or Procare emails for important information or updates. Notify explorer.office@mylila.org if your child is absent or there is a change to schedule. We will update Silent Dismissal accordingly.
- Ask staff for feedback on your child's day or progress in the program or communicate with staff through your family Procare communication app.
- Model respectful behavior when dealing with staff and students.
- Provide written notice of change in contract or withdrawal from the program by contacting explorer.office@mylila.org or by calling 651-252-6720.
- Pay all costs incurred for your contracted days regardless of whether your child attends.
- Adequately dress your child for indoor and outdoor play.

- Provide a cold breakfast/lunch for your child on non-school days and summer care.
- Provide a water bottle daily for your child.
- Make sure your child is picked up by 6:00pm to avoid late pick up fees.

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 and training/set-up days in June and August.

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.

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.

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.

Behavior Guidelines

Explorer Club and Little Explorers staff work cooperatively with Lakes International Language Academy to provide for consistency in social and emotional 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 a child's behavior in after school care or during non-school day care threatens his/her safety, the safety of students or staff, an immediate end of day will be warranted. EC/LE will follow the Behavior Incident Report Guidelines below after a report has been issued.

Inappropriate & Harmful Behaviors

- Behavior which threatens the safety of children or staff.
- Behavior which directly or indirectly threatens others. This includes any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behavior which prevents a staff person from fulfilling his/her ability to be available for all children, including removing self from group or program area without staff approval, or demonstrating lack of self control (anger, blatant disrespect, or absolute refusal to follow directions of staff person in charge.)
- Behavior which intentionally causes destruction of property. `

Behavior Incident Report Guidelines

A serious disciplinary action such as those listed above will result in a Behavior Incident Report being filed. Fees will still be charged for behaviors resulting in a "Day End." Should a child receive three Behavior Incident Reports that result in "Day End," program leadership will schedule a meeting with the family, as well as invite the classroom teacher if available and or any other school professionals, if applicable, to collaborate in the Child Care Behavioral Support Plan (CCBSP). Several factors are considered during this process; each child's plan is created with their individual needs in mind and the program's ability to accommodate those needs.

This Behavior Incident Report Policy is inclusive of all School Age Child Care Program options,

i.e., Summer and School Year Programs, as well as Non-School Enrichment/Late Start/Early Release Days and when children attend an Explorer Club field trip. Behavior Incident Reports accumulate consecutively throughout these program options.

After the first initial CCBSP, the EC/LE staff will communicate regularly for the next two weeks with the family, and any other school professionals as needed, about the child's progress. If progress is being made there may be no need to revisit the plan. If the behaviors are not improving or worsening, program leadership will schedule another CCBSP meeting to make needed adjustments to the plan.

Program Dismissal and Re-Entry

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 a child is dismissed from the program, he/she may be considered for re-entry into the next EC/LE seasonal program if the following criteria are met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss the child's behavior and changes that need to occur for a successful return to the program.
2. Depending on the severity of the next behavioral incident, Parents/Guardians understand that EC/LE reserves the right to terminate services at any time.
3. The individual needs of the child can still be met by the program.

Day End Procedures

When a child's behavior poses a safety risk to themselves, other children, or staff, or significantly disrupts the program's ability to safely supervise all children, a "Day End" may be issued. Parents/Guardians will be contacted and asked to pick up their child within **30 minutes** of notification. If a child is "day ended" three times and the family is late to pick up the child each time, the Late Pick Up Fee policy found on page 9 will go into effect after the third time.

This policy exists to ensure the safety and well-being of all children and staff in the program. When a child is unable to regain self-regulation and safely participate in the program, staff must focus their attention on maintaining a safe environment for the entire group. While staff will utilize preventative strategies, de-escalation techniques, and reasonable accommodations whenever possible, there may be times when a child is unable to safely remain in the program for the remainder of the day.

Child Care Behavior Support Planning (CCBSP)

If a child receives **three (3) Day Ends within a 30-day period**, program leadership will schedule a meeting with the family to develop a CCBSP. When appropriate, classroom teachers, school support staff, and other professionals may be invited to participate in the planning process.

Following the third "Day End" child care services will be suspended until a meeting can be held with the Director and/or designated program leadership. The purpose of this temporary suspension is to ensure that appropriate supports, expectations, and safety plans are established before the child returns to the program. Families will be contacted promptly to schedule the meeting.

The purpose of the CCBSP is to collaborate with families and school personnel to:

- Identify triggers and contributing factors to challenging behaviors.
- Develop consistent support strategies between home, school, and Explorer Club/Little Explorers.
- Establish a clear response plan for future incidents.
- Identify accommodations and supports that can be reasonably provided within the program setting.
- Create consistency in expectations, communication, and behavioral interventions across environments.

After the initial CCBSP meeting, EC/LE staff will communicate regularly with the family and any relevant school professionals regarding the child's progress. Progress will be reviewed, and additional meetings may be scheduled as needed to adjust supports and strategies.

Program Capacity and Accommodations

Explorer Club and Little Explorers are group care programs designed to serve children within established staffing ratios. The program does not employ dedicated one-to-one behavior support staff or individualized care providers.

The program will make reasonable accommodations and provide support that can be implemented within the existing program structure. However, accommodations must be compatible with maintaining a safe, positive, and successful environment for all children and staff.

Several factors are considered when determining whether the program can meet a child's needs, including:

- The frequency, intensity, and duration of behaviors.
- The effectiveness of interventions and support strategies.
- The impact of behaviors on the safety and well-being of other children and staff.
- The program's ability to provide appropriate supervision and support within existing staffing ratios.

Explorer Club and Little Explorers are committed to working collaboratively with families to support children's success. The safety of all children and staff remains the program's highest priority.

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.

Suspension From School

If a child is suspended from school or sent home by a school staff, they may not attend Explorer Club & Little Explorers during the suspension. Charges for child care will remain in effect as scheduled and are non-refundable.

Communicating Concerns/Suggestions

Communicating concerns/suggestions to staff help us to make continual quality improvements to our program. Please share your thoughts and perspectives by communicating by telephone, email, or in person with: Site Supervisors, Program Coordinator or Director.

Health & 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**.**

Medication

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

Explorer Club and Little Explorers 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 child care nurse will obtain the required information:

- Written parental permission
- Dosage instructions
- Proper storage of medication
- Administrative documentation

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 15 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 repellant must be stored out of reach of children. School age children can apply sunscreen with the assistance of staff who need to 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, 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.

Illness/Injuries

If your child becomes ill or is injured during school hours, the staff will provide basic first aid. If a child becomes sick during Explorer Club & Little Explorers, the parent/guardian will be notified immediately that their child is not feeling well and needs to be picked up from the program. Sick children will continue to be supervised, and may need to be isolated from other children in the program and unable to actively participate in program activities. EC/LE will post or give notice to the parent/guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox. This notification will be posted on the parent/guardian board near the sign in/out. LILA School district policy and EC/LE programs require that children be fever free, without the aid of fever-reducing medication, for 24 hours before returning.

Parents/Guardians should keep children home from school and Explorer Club:

- If your child has vomited within the past 24 hours
- If your child has had diarrhea within the past 24 hours
- If your child has an undiagnosed rash
- If your child feels ill enough that he/she would not be able to benefit from school or child care activities
- If having your child at school would significantly put others at risk for contracting your child's illness
- If your child has had a temperature of 100.0 degrees or higher in the past 24 hours

Please keep your child's emergency information current. Registration and emergency information is kept on site for each child. Explorer Club & Little Explorers is not linked to a main school office database, so parents/guardians must contact Explorer Club & Little Explorers separately with family information changes, address, absences etc. at explorer.office@mylila.org.

Emergency Procedures

The Emergency Preparedness Plans include the following:

- Procedures for an evacuation, relocation, shelter-in-place, or lockdown
- Designated relocation site and evacuation route
- Procedures for notifying a child's parent/guardian of the relocation and reunification with families
- Accommodations for a child with a disability or a chronic condition
- Procedures for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation
- Procedures for continuing operations in the period during and after a crisis
- Procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities
- The Identification of hazards which include the potential impact this hazard could have on at

the site and a plan for continuing operations during and after the emergency

EC/LE locations also conduct at least one of each emergency drills each quarter. This includes: Emergency Evacuation, Shelter in Place, Lockdown, Hold and Secure.

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

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 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 calling 651-252-6720.

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.

Security & Safety/Child Abuse & Neglect

Explorer Club & Little Explorers must comply with the reporting requirements for abuse and neglect specified in Minnesota Chapter 260 E.

Any person may voluntarily report abuse or neglect. EC/LE staff are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or anyone else in the

program. If staff know, or have reason to believe, a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outstanding agency.

Staff may report to:

- The county the child lives in numbers of Child Protection for all Counties is posted at each site and the EC/LE office.
- The Department of Human Services, Division of Licensing Maltreatment intake line at 651-431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.
- The telephone number of the Washington County child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community at 651-430-6457.
- The telephone number of the Department of Human Services, Division of Licensing at 651-431-6500, for reporting possible certification violations.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county protection.
- EC/LE provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN chapter 260 E). EC/LE documents this training in individual personnel records and monitors implementation by staff.
- 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

Custody

Explorer Club & Little Explorers staff will not be involved in custody disputes between parents/guardians. In the event of a divorce, separation, or joint custody ruling, every effort will be made to treat each parent/guardian equally. If parents/guardians have custody issues, they must provide our staff with a copy of any relevant court document or orders. It is the parents'/guardians' responsibility to work out the scheduling and payments for child care. The person identified as the primary account user is responsible for making payments associated with the account, unless a court order states otherwise.

Building & Physical Premises

Explorer Club & Little Explorers will ensure that areas used by children are clean and in good repair and that furniture and equipment are structurally sound and are appropriate to the age and size of a child who uses the area. EC/LE will also ensure that hazardous items, including but not limited to, sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child. The program will also safely handle and dispose of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluid in a securely sealed plastic bag.

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 8:00am - 4:00pm 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 Child Care Office
Administrative Assistant:
Lynette Erchul
Phone: 651-252-6720
explorer.office@mylila.org

Site Supervisors: Andrew Croft, Olivia LaJoye, Juan Zaragoza

Coordinator:
Abigail Paulson
apaulson@mylila.org
651-252-6720

Director:
Nicole Johnson
njohnson@mylila.org
651-252-6720 or 651-464-0771 Ext. 229

Explorer Club and Little Explorers Family Handbook

2026-2027 Calendar

June 2026

4	Last day of school
5	All-Day Explorer Club and Little Explorers 6am-6:00pm
8-12	Explorer Club & Little Explorers CLOSED - Summer setup/training
15	First day of Summer Explorer Club Care and Little Explorers
19	Holiday - Explorer Club and Little Explorers CLOSED

July 2026

3	Holiday - Explorer Club and Little Explorers CLOSED

August 2026

14	Explorer Club and Little Explorers CLOSED - Transition out of Classrooms
27	Explorer Club and Little Explorers CLOSED - Staff Training
28	Last Day of Summer Care - Explorer Club and Little Explorers
31	First Day of School/First Day of Explorer Club and Little Explorers

September 2026

4,7	Holiday - No School/Explorer Club & Little Explorers Closed

October 2026

14-16	All-Day Explorer Club and Little Explorers 6am-6:00pm

November 2026

2	All-Day Explorer Club and Little Explorers 6am-6:00pm
13	Explorer Club and Little Explorers **Early Dismissal** 3:45 - Staff Training
25	All-Day Explorer Club and Little Explorers 6am-6:00pm
26-27	Holiday - Explorer Club and Little Explorers CLOSED - No School

December 2026

21-23	All-Day Explorer Club and Little Explorers 6am-6:00pm
24-25	Holiday - Explorer Club and Little Explorers CLOSED - No School
28-30	All-Day Explorer Club and Little Explorers 6am-6:00pm
31	Holiday - Explorer Club and Little Explorers CLOSED - No School

January 2027

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

February 2027

15	All-Day Explorer Club and Little Explorers 6am-6:00pm

March 2027

8-12	All-Day Explorer Club and Little Explorers 6am-6:00pm
26	Holiday - Explorer Club and Little Explorers CLOSED - No School

April 2027

2	All-Day Explorer Club and Little Explorers 6am-6:00pm

May 2027

3	All-Day Explorer Club and Little Explorers 6am-6:00pm
31	Holiday - Explorer Club and Little Explorers CLOSED - No School

June 2027

3	Last day of school
4	All-Day Explorer Club and Little Explorers 6am-6:00pm
7-11	Explorer Club & Little Explorers CLOSED - Summer setup/training
14	First day of Summer Explorer Club Care/Little Explorers

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Family Handbook Signature Page 2026-2027

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 Club & Little Explorers School Age and Preschool Age Child 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