



Parent Handbook

School Year 2026-27



OUR MISSION

Columbia Heights Public Schools
Creating worlds of opportunity for each and every learner
"All Belong, All Succeed"

Table of Contents

Welcome	1	Schedules.....	4
Mission Statement	1	Absences.....	4
Goals	1	Daily Activities Schedule	4
Telephone Directory & Sites	1	Daily Attendance – Sign In/Out.....	4
Hours of Operation	1	Release of Children	4
Program Standards/Staffing.....	2	Late Fees.....	4
Registration/Enrollment.....	2	Schedule Changes.....	4
Enrollment Requirements.....	2	Withdrawing from the Program.....	4
Changes to Registration Information	2	Health	4-5
Non-School Day Full Day Care.....	2	Allergies/Medical Conditions.....	4
Transportation.....	2	Contagious Disease	4
Transportation for Kindergarten-5 th Grade	2	Emergencies.....	5
Non-School Days.....	2	In Case of Illness.....	5
General Information	2-3	Medication Procedure.....	5
Drop-In Care.....	2	Immunizations.....	5
Equipment.....	2	Nurse.....	5
Lost & Found	2	Non-School Days	5
Movie Videos	3	Information and How to Register	5
Proper Clothing	3	Non-Schools Days Adventure Club is Open	5
Snacks	3	Days Closed.....	6
Toys from Home	3	Tuition	6
Visitors to the Program	3	Tuition Payment Schedule.....	6
Weather Policy	3	Assistance Programs.....	6
Building and Physical Premises; Free of Hazards.....	3	Late Payments	6
Emergency Preparedness.....	3	Tuition Payment	6
Inclement Weather Procedures.....	3	Behavior Guidance	7-8
		Staff Responsibilities.....	7
		Parent's/Guardian's Responsibilities.....	7
		Child's Responsibilities.....	7
		Discipline Procedures	7
		Reasons for Dismissal	7
		Behavior Plan.....	8
		Behavior Guidance.....	8
		Bullying.....	8
		Removal from the Program	8
		Parent/Guardian Concerns/Feedback	8
		Internet Use Policy	8
		Background Checks- notice to Parents.....	9
		School Board Policy.....	9
		Reporting of Maltreatment of Minors Policy.....	9

Welcome to the Adventure Club program! To assist you in knowing about the program, this handbook is for you to read and familiarize yourself with the policies and procedures for the school year. Please keep this in a safe place so that you can use it for reference. If you have any specific questions after reading through the handbook, call Jodi Gadiant, Program Manager, at 763-528-4512.

Mission Statement

Columbia Heights Public Schools create worlds of opportunity for every learner in partnership with supportive small-town communities by challenging all to discover their talents, unleash their potential, and develop tools for lifelong success.

Goals

1. To encourage independence, friendship and responsibility through activities that stimulate creativity and individuality.
2. To provide Adventure Club staff who are caring, creative, knowledgeable professionals who strive for a continuing positive interaction with parents and children.
3. To promote respect for self and others while responsibilities and social development are both enhanced and encouraged.

The Adventure Club program is operated out of the Community Education Department, which is a program sponsored by Columbia Heights Public Schools. Adventure Club is a self-supporting program. Adventure Club does not discriminate on the basis of race, creed, sex or national origin. **The Family Handbook and Child Care Contract may be changed at any time by the Adventure Club Manager, with or without notice.**

Telephone Directory & Sites

Highland Adventure Club – 763-528-4408

1500 49th Avenue NE - Held in room 201 - enter in front door before 3:30pm and the school secretary will let you in. After 3:30pm please access the remote Audio/Video entry system.

Valley View Adventure Club – 763-528-4208

800 49th Avenue NE – Held in the cafeteria - enter in front door before 3:30pm and the school secretary will let you in. After 3:30pm please access the remote Audio/Video entry system.

North Park Adventure Club – 763-528-4356

5575 Fillmore St NE Fridley- Held in room 210 - enter in front door before 3:30pm and the school secretary will let you in. After 3:30pm please access the remote Audio/Video entry system.

Remote Audio/Video Entry System

- Approach the security box located to the left of the front office window.
- Press the button and that will ring the Adventure Club staff who will buzz you in.
- Please make sure that your list of appropriate pick-up people is accurate.



Columbia Heights Community Education Office – 763-528-4517

1440 49th Avenue NE

Office Hours: Mondays-Fridays, 7:30am-4pm

Staff: Jodi Gadiant, Community Education Coordinator - 763-528-4512

Irene Ventura, Community Education Administrative Assistant - 763-528-4517

Kristen Stuenkel, Community Education Director - 763-528-4515

Hours of Operation

Adventure Club will run from Monday, August 21, 2026 through Thursday, June 10, 2027. Adventure Club will take place from 2:20pm-6pm.

Program Standards/Staffing

Program standards for the Adventure Club Program are adapted from guidelines developed by the Minnesota Department of Education and have been reviewed and approved by the School Board of Columbia Heights Public School District.

Adventure Club is staffed with caring people experienced in the fields of elementary education, early childhood, child development, child care, social work, psychology, etc. Background checks, first aid, CPR and continued staff training are required of all staff. Each Adventure Club site is staffed by at least one supervisor, who is responsible for overseeing the operation of the site and children. Assistants are trained to help with the operation responsibilities but spend most of their time directly with the children. All Adventure Club sites are supervised by the coordinator who directs and guides the staff in general site operation, including communication, organization, challenging behavior, teamwork, scheduling, etc.

All questions or concerns should first be directed to the supervisor at your site. If you have further questions or concerns they should be directed to the Manager.

Staff to child ratios are 1:15 for kindergarten-fifth grade. Lower ratio adjustments may be made according to the needs of the children and staff.

Registration/Enrollment

Children in kindergarten through fifth grade may be registered for Columbia Heights Public Schools Adventure Club Program. Enrollment options for kindergarten through fifth grade include: after school 1-5 days a week and non-school days. There is a \$25, non-refundable registration fee due at the time of registration, or up to \$50 for a family.

Registration/Enrollment Options

Go online: <https://colheights.arux.app/>

This will bring you to our online registration site where you can set-up/log-in to your family account, register for care and make payments. If you have questions about this, please call 763-528-4517. The afterschool rate for the 2026-2027 year is \$25 per day.

Changes to Registration Information - For safety reasons, it is imperative that children's files include current data at all times. Should a change occur to address, work or home telephone numbers, employer, emergency contact information, or other data, please let the supervisor at your child's site know of these changes and go online and update your account.

Non-School Day - Full Day Care

Non-school days will be offered to children who attend Highland, North Park and Valley View Elementary. Non-school days will take place at Highland Elementary. There will be various themed activities and special projects throughout the day. Hours are from 6:30am-6pm. *All parents (including families on child care assistance) must register their children online for the non-school days. Children who are not registered for the non-schools by the registration deadline will NOT receive care. Non-school day rates are \$56 per day. Payments can be made online. Please note, these are separate registrations and are not included in autopsy schedules. Registrations are taken on a first come, first serve basis. No refunds will be given, so please plan accordingly. Registration for non-schools will close 5 business days prior to the non-school day.

Transportation

Transportation for Kindergarten-Fifth Grade – Programming is available to all elementary schools. Please have your child picked up before 6pm.

Non-School Days – There is no transportation provided on non-school days. Parents are responsible for dropping off and picking up children at the designated program site.

General Information

Drop-In Care – Drop-in children will be allowed to attend the program provided there is adequate space on the day they wish to attend. Before a child can attend, the registration fee - along with all of the enrollment forms – must be completed and on file at the program site. Paying the registration fee does not guarantee a spot on all given days. Parents will need to contact the Community Education office **1-2 days prior** to the drop-in date to check for space availability. Please also notify your child's teacher that your child will be attending Adventure Club that day. Your drop-in payment **must** be paid before the day of attendance. Drop-in rates are \$28 per afternoon and \$56 per non-school day.

Equipment – It is the policy of the Adventure Club Program that if a child/youth misuses or damages Adventure Club equipment, the parent/guardian will be assessed a replacement fee, price to be determined.

Lost & Found – Please check the lost and found area located near the parent table. To minimize our lost and found collection, we recommend that you label all of your child's belongings.

Movie Videos – The Adventure Club program will be showing movies during the school year. Ratings: G and PG

Proper Clothing – Children should be adequately dressed for indoor AND outdoor activities during the time they are at Adventure Club. The children and staff use the outside playgrounds every day except in inclement weather.

Snacks – A snack will be served each afternoon.

Toys From Home – Some of the sites may offer children an opportunity to bring toys from home on a specific day. Toys brought must be shared with other children and be appropriate in nature. Toys that promote violence in any way (guns, knives, swords, magazines, etc.) will be taken and must be picked up by a parent/guardian. Remote controlled toys and items that fly in the air are not allowed. Adventure Club will not assume the responsibility for loss or damage to items brought from home. Adventure Club supports the Columbia Heights Public Schools policy involving actions and items of a violent nature. No phones or electronic devices are allowed at Adventure Club.

Visitors to Program - Due to liability and staffing, children registered in the program may not bring friends or guests to the program who are not registered.

Weather Policy – No outside play if the temperature or the wind chill are below zero degrees Fahrenheit.

Building and Physical Premises: Free of Hazards

Adventure Club physical premise are free of hazards and the areas used by the children are clean and in good repair. The furniture and equipment is structurally sound and is appropriate to the age and size of the child who uses the area.

Adventure Club keeps all hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants and chemicals out of the reach of a child.

Adventure Club safely handles and disposes 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.

Risk Reduction

Adventure Club will:

Identify the risks of the physical plant where we provide services, including electrical hazards;

Identify the risks of the environment, including proximity to busy roads;

Identify the risks of the environment, including bodies of water;

Create policies and procedures to minimize the risks of the physical plant where the certified services are provided, including electrical hazards;

Create policies and procedures to minimize the risks of the environment, including proximity to busy roads;

Create policies and procedures to minimize the risks of the environment, including bodies of water.

Emergency Preparedness

Adventure Club has an emergency preparedness plan that is written using the Child Care Emergency Plan form and is available for review upon the request by the child's parent or legal guardian.

Adventure Club trains all staff at the time of orientation and at least once each calendar year on the emergency plan and documentation of this is kept in each staff personnel file.

Quarterly, Adventure Club will conduct one evacuation drill and one shelter-in-place drill.

Inclement Weather Procedures

In the event of severe weather, the Adventure Club Program will follow the procedures listed below:

1. If the school district is closed, **Adventure Club is closed**. School closings are announced on: KARE-11 TV (Channel 11), WCCO-TV (Channel 4), KSTP-TV (Channel 5), WCCO-AM radio and K102 radio. Please note: The Columbia Heights School District stands alone and is not a part of any other school district. When listening to school closings, specifically listen for mention of the "Columbia Heights School District."
2. If the school district closes early, during the school day, Adventure Club will be closed.
3. On non-school days the program will be cancelled under only very extreme weather conditions based on the following criteria.

- General weather conditions
- Estimated driving conditions
- Number and types of other cancellations announced.

Please do NOT bring your child to the program when it is closed; staff members will not be at the sites to provide child care. If Adventure Club is closed due to the weather, Adventure Club families will be responsible to pay for the first two closure days. If there are more than two days where Adventure Club is closed due to the weather, Adventure Club accounts will be adjusted/credited. If a closure falls on a Non-School Day where Adventure Club is open, your Adventure Club account will be adjusted/credited.

For the benefit of your child(ren) and yourself, please have an alternative plan for child care should any of these situations arise.

-3-

Schedules

Absences – If a child is absent from Adventure Club for any reason, the program **must be** notified immediately by calling the appropriate site. If your child's site is not notified that your child is absent a \$10 fee will be charged to your account for having to locate your child. The schools are not responsible for notifying us if your child will be absent. There is no pro-rating of fees or refunds for days a child is absent.

Daily Activities Schedule – The Adventure Club Program provides a variety of activities for the children in the afternoon such as: indoor/outdoor play, arts and crafts, science, music, reading, dramatic play, computers, group time, free play, games, movies and relaxing.

Daily Attendance – Sign In/Out – Parents must bring their children into the Adventure Club area to sign their child in and out each day, indicating the time at which this takes place. (Signing in is only required on a non-school day) Parents must notify a staff person when picking up their child. **When arriving in the morning on a non-school day or leaving at the end of the day, a child must be accompanied by their parent/guardian. Children are not allowed to sign themselves in or out.**

Parental Access- Any child's parent or legal guardian will be allowed access to the parent's or legal guardian's child at any time while the child is on our care.

Release of Children – The Adventure Club staff will not release children to anyone who is not listed on the registration form as "authorized to pick up your child" or listed as an emergency contact. It is imperative that anyone who will be picking up a child be listed on that child's registration form or the emergency contact list.

Late Fees – Parents are required to pick up their children by 6pm. A \$5 fee will be assessed for the first five minutes after 6pm and a \$2 fee per minute after 6:05pm will be added. This is a per child fee. The Adventure Club clock next to the sign in/out sheet is the time to be followed and written in when signing your child in/out. The late fee was put in place to provide care in an emergency situation ONLY and to discourage routine tardiness. If you are unable to pick up your child(ren) by 6pm, please notify the Adventure Club site to authorize release of your child(ren) to another adult by 6pm and thereby prevent a late fee. At 6:30pm, if you have not picked up your child(ren), the authorities will be called and you may need to pick up your child(ren) at the police department. Three late pick-ups during the 2025-2026 school year may result in dismissal of your child(ren) from the Adventure Club program. Please remember, we too have families and commitments after 6pm.

Schedule Changes – To make modifications to your schedule, you must contact the Community Education office 5 business days prior to when you'd like the change to occur. Up to three schedule changes are allowed per year.

Withdrawing from the Program – A ten-working-day, written notice is required to withdraw from the 2026-2027 school year program. If proper notification is not given, two weeks of contracted tuition will be charged.

Health

Allergies/Medical Conditions – Parents/guardians will indicate while registering if their child(ren) has an allergy or medical condition. It is important that staff be informed as to the nature and severity of the allergy/condition. Some conditions will require a medical plan from your child's doctor. Adventure Club will require this before admitting a child for care, the center must obtain documentation of any known allergies from the child's parent or legal guardian. Adventure Club will maintain these records in the child's record, and the allergy information must include: a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and procedures for responding to an allergic reaction, including medication, dosages, and doctor's contact information.

A child's allergy information must be available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

Adventure Club will inform all staff of each child's current allergy information. At least annually, and when a change is made to allergy-related information in a child's record. Documentation will be kept on site that all staff were informed of the child's current allergy information.

Contagious Disease – If your child becomes ill with a contagious disease such as pink eye, impetigo, strep throat, chicken pox, lice, etc., parents/guardians will be expected to notify the site supervisor of the disease/conditions immediately. Adventure Club follows the same policy that the school district has established for the various diseases.

- 4 -

Emergencies – The Adventure Club program will take whatever emergency measures that are judged necessary for the care and protection of your child while they are under our supervision. In case of a medical emergency your child will be transported to an appropriate medical facility by the local emergency resources before the parents, the child's physician, and/or other adults acting on the parents behalf are notified. Any expenses incurred in emergency care will be the responsibility of the child's family. Adventure Club will inform the commissioner within 24 hours of any injuries to a child in the program that required treatment by a physician or of a death of a child in the program.

In Case of Illness – If a child becomes ill while attending Adventure Club, parents will be notified by phone immediately and asked to make arrangements to have your child picked up from the program within one hour after notification of illness. Children will be in a supervised rest area, not actively participating in activities with other children until the authorized person arrives. If your child has any of the following symptoms, please keep them at home or make appropriate arrangements for their care:

- Diarrhea
- Body rash (not from heat or allergies)
- Pink eye or eyes with pus or mucus draining from them
- Sore throat – especially with fever or swollen glands
- Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable
- Vomiting
- Lice, scabies
- Fever of 100 degrees or more

If a child becomes ill with a contagious reportable illness Adventure Club will post notice the same day we are notified, so families are aware what contagious exposure was in the classroom. Bringing a child to Adventure Club with any of the symptoms listed will result in further inconvenience to the parent/guardian who must come back to pick up their child, possible exposure of illness to other children/staff, and a general uneasiness for the sick child. Also, if a child is absent from school due to illness or any other reason, they should not attend Adventure Club that same day.

Medication Procedure – All prescription and over-the-counter medications must be accompanied by a written order from the doctor. All medications must be in the medicine's original container with a legible label stating the child's first and last name. All medication will only be given to the child whose name is on the label. It will not be given after an expiration date on the label. The medication will be returned to the child's parent or legal guardian or destroyed, if unused. Adventure Club staff will document in child's record the administration of medication, including: child's first and last name; name of medication or prescription number; date, time and dosage; and name and signature of the person who administered the medicine.

Written permission will be obtained from the child's parent of legal guardian before administering prescription medication, sunscreen lotion, and insect repellent.

Nonprescription medicine, sunscreen lotion and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. All medications, insect repellents and sunscreen products will be stored according to the directions on the original container. Prescription Medications will be stored in the Health office.

Immunizations

State law requires that all children registered for Public School submit immunization records each programming year by their first day of attendance. These will be reviewed by a Health Aid and returned to parent if immunizations need updating. Doctor signature is not required.

Nurse – The Columbia Heights Public Schools has a district nurse available to answer questions or concerns as needed. The District Nurse can be reached at 763-528-4427 during the school year.

Non-School Days

During the school year, Adventure Club will be open on most non-school days from 6:30am-6pm. Should enrollment be too low, Adventure Club will close for the day. If your child needs care on a non-school day, you need to register them ahead of time for the

days they need care. Registration can be found online <https://colheights.arux.app/>. If a non-school day registration needs to be canceled, the cancellation needs to take place 10 days prior to the non-school day. Breakfast and lunch are NOT provided on non-school days. Please provide a bag lunch for children on each of these days. An afternoon snack will be provided.

Tuition will only be charged for the following non-school days if you register your child for care. Cost is \$56.00/day.

Non-School Days Open

October 9 and 15, 2026
November 3 and 25, 2026
December 4, 2026

January 18 and 25, 2027
March 10 and 15, 2027
April 2, 5, 6, 7, 8 and 9, 2027

- 5 -

Days Closed

September 7, 2026
October 8 and 16, 2026
November 26 and 27, 2026
December 21-31, 2026
January 1, 2027

February 5 and 15, 2027
March 26, 2027
May 31, 2027
June 11, 2027

Tuition

Tuition payments are due on the dates specified below (before care dates occur). Payments must be received by noon of the due date to avoid late charges. Registered non-school days will be charged at the time of registration.

August 28, 2026 (8/31-9/11)	December 4, 2026 (12/7-12/18)	March 26, 2027 (3/29-4/9)
September 11, 2026 (9/14-9/25)	January 1, 2027 (1/4-1/15)	April 9, 2027 (4/12-4/23)
September 25, 2026 (9/28-10/9)	January 15, 2027 (1/18-1/29)	April 23, 2027 (4/26-5/7)
October 9, 2026 (10/12-10/23)	January 29, 2027 (2/1-2/12)	May 7, 2027 (5/10-5/21)
October 23, 2026 (10/26-11/6)	February 12, 2027 (2/15-2/26)	May 21, 2027 (5/24-6/10)
November 6, 2026 (11/9-11/20)	February 26, 2027 (3/1-3/12)	
November 20, 2026 (11/23-12/4)	March 12, 2027 (3/15-3/26)	

Assistance Programs – When fees are paid by an assisting agency, the parent/guardian is responsible for notifying the Adventure Club Manager of this assistance. If there is a co-payment fee the parent/guardian is responsible to pay their co-payment bi-weekly. All policies and procedures in this handbook and on the Adventure Club contract apply to parents/guardians receiving assistance and will be charged accordingly.

Late Payments – The Adventure Club program operates on a non-profit, self-supportive basis. Because of this, it is imperative that all fees are paid on time. A charge of \$5 will be assessed to your bill if payment is not received on or by the due date and/or your check comes back to us NSF. After two NSF checks, you will be required to pay cash at the Community Education office or with a money order. Please keep accounts in good standing, as a delinquent account is grounds for termination from the program. If you leave our program or the school year/summer ends and you fail to pay your balance, you will be expected to pay the balance in full upon returning.

Tuition Payments – Invoices are emailed approximately one week before the two-week tuition period begins, and are due the Friday before the care dates occur. Parents are expected to pay their bi-weekly fees even if their child is absent on any of their registered days. Payments can be made online through your family account with Visa/MasterCard/Discover. The bi-weekly emailed invoices contain a link to your family account, where you can log-in, register for care and make payments. Registration fees, late fees and non-school day fees are separate from regular tuition fees and cannot be set-up with an autopay or combined with an existing autopay schedule. Families will need to make separate payments for these. If you must make a payment in cash, check or money order, you need to bring the payment to the Community Education office in the Family Center between the hours of 7:30am-4pm. Payments will not be accepted at the sites..

Daily Fees

After School: \$25/day
After School Drop-In: \$28/day
Non-School Day: \$56/day

Discipline

Staff's Responsibilities/Supervision:

- I will:
1. Provide a safe and caring environment for your child.
 2. Staff will supervise each child at all times.
 3. Staff will be responsible for the ongoing activity of each child, appropriate visual or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs.
 4. Staff will intervene when necessary to ensure a child's safety.
 5. In determining the appropriate level of supervision of a child, a staff must consider:
 - a. The age of the child
 - b. Individual differences in abilities
 - c. Indoor and outdoor layout of the child care program
 - d. Environmental circumstances, hazards and risks
 6. Provide an educational and recreational environment conducive to the physical, intellectual, emotional and social development of each child.
 7. Communicate regularly with you, the parent/guardian, concerning your child.

Parent's/Guardian's Responsibility:

- I will:
1. Escort my child to the Adventure Club area and sign my child in and out.
 2. Drop off my child no earlier than 6:30am(non-school days). Pick up my child by 6pm.
 3. Notify the Adventure Club staff of absences and family situations that may affect my child's care experience.
 4. Notify in writing any changes to my child's enrollment forms (phone numbers, persons permitted to pick up my child, schedule changes etc.).
 5. Be kind and courteous to all staff.

Child's Responsibility:

- I will:
1. Put my belongings away neatly in the designated area when I enter my Adventure Club area. Any toys/equipment brought from home are my responsibility.
 2. Show respect to all Adventure Club participants and staff.
 3. Follow directions from all staff.
 4. Use appropriate language. No foul or abusive language, including roasting of other students.
 5. I will try my best and participate in all activities.
 6. Always show respect for the other person. I will keep my hands to myself.
 7. Always show respect for others' property. I will treat toys, books and games carefully and ensure they stay in good condition.
 8. Be polite in words and actions – no put downs or foul language.
 9. Pick up my area before I go on to another activity.
 10. Stay with Adventure Club at all times, and only leave the area if I have permission from a staff member.
 11. Only use equipment that is Adventure Club property,
 12. Use outdoor equipment safely. Rocks, sticks, and snowballs stay on the ground.
 13. Use balls in the designated areas only.
 14. Run only when it is part of an activity or safely outside.
 15. Walk quietly and orderly in the school halls.
 16. When I eat I will: sit, clean up my area, wait to be excused, use a quiet voice, and use good table manners.
 17. Have permission from a staff person to leave the care area.
 18. Follow bus rules and board the bus one at a time.
 19. On field trips, I will be a good representative of Adventure Club, I will stay with my buddy, stay with my group leader, listen attentively, and follow all bus rules.

In order to run safe and effectively, student need to be able to conform to a group setting. Children are supervised in a group setting, and their behavior is not expected to routinely require one-on-one supervision. If a child's behavior does not allow them to follow these expectations, it may be determined that Adventure Club is not the best setting and we would ask that you find alternative care.

Discipline Procedures

- 1st Step – Staff will discuss the issue with the child and is redirected.
- 2nd Step – Staff discusses the situation with the child and a fair consequence is determined.
- 3rd Step – Child will be removed from the situation in order to calm down, and discussion/mediation will follow. If this step does not resolve the problem, the staff will call the parent/guardian and the child will discuss the situation with them.

- 7 -

Reasons for Dismissal

1. Children's safety is at risk.
2. Child's needs are not being met.
3. Discipline used is ineffective.
4. Staff's safety is at risk.
5. Program rules are not being followed.
6. Child is not adjusting to the program.

Behavior Plan – A Discipline Log Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects with intent to hurt, profane language, racial slurs, leaving the room/building/group, verbal or physical abuse of staff, not listening to staff, or the inability to confirm to the rules of the program will be considered serious disciplinary concerns. Violating two different behaviors does not constitute two first offenses; it shall be a second offense.

The goal of discipline and guidance techniques in child care programs is to help children develop safe and appropriate ways of interacting with others and with the environment. With this goal in mind we need to know that parent and child understand that inappropriate behavior will not be tolerated. Adventure Club follows school board policy on student discipline.

First Offense: Parents/guardians, site staff, and child will discuss the behavior to correct the situation. A written warning of the action will be given to the parent/guardian.

Second Offense: Parents/guardians will be called for a conference with the Site Supervisor and/or Manager. A written warning of the action will be given to the parent/guardian and the child may be asked to take a one-day leave of absence from the program.

Third Offense: Parents/guardians will be called to pick up their child from the site or field trip immediately. Parents/guardians will be given a written warning of the action and the child may be asked to take a two-day leave of absence.

Fourth Offense: Parents/guardians will receive a phone call and a written notice that they are to find alternate child care immediately. The child will not be able to return to the program.

Behavior Guidance:

Staff and volunteers will use positive behavior guidance and do not subject children to:

1. Corporal punishment, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
2. Humiliation
3. Abusive Language
4. The use of mechanical restraints, including tying
5. The use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm
6. Prone restraints, as prohibited by section 245A.211; or
7. The withholding or forcing food and other basic needs

Bullying – **Bullying is not tolerated in the Columbia Heights Public Schools.** Bullying means any repeated behavior, action or pattern of interaction that makes another person feel intimidated, fearful or threatened. There are three types of bullying behavior: verbal, which includes such things as name calling, teasing, unkind notes, etc.; physical, which includes hitting, shoving, etc.; and psychological, which includes blackmailing, extorting, spreading rumors, etc. If upon investigation it is determined that bullying behavior exists, there will be consequences as prescribed by School Board Policy 514 – Bullying Prohibition.

Removal From the Program – We reserve the right to remove any child for disciplinary reasons. In such cases tuition will not be refunded. The staff and parent/guardian have the right to request a parent conference at any time. Adventure Club can remove a child from the program for three late pickups, non-payment of tuition, failure to comply with health and safety rules or failure to complete requirements for enrollment.

Parent/Guardian Concerns/Feedback – Honest differences of opinion regarding conditions of care or procedures will arise from time to time. When problems arise, families are encouraged first to bring the matter to the attention of the site supervisor. A meeting can be set up where we can address your concerns in private. This meeting will need to be set up during the supervisor's prep time. We recognize that not all problems can be remedied through this informal basis. The following more formal procedure is available:

- 8 -

1. Address the Manager telling them about your complaint. Describe the situation or topic you would like to discuss. The Manager will either discuss this over the phone or schedule a meeting with you to resolve the problem.
2. If this discussion does not resolve the problem, you may request a meeting with the Community Education Director.

Because Adventure Club's goal is to provide a quality, safe place for school-age children, our procedure to air grievances does not include the option of discussing concerns while children are present. We will strive for a positive working relationship with our clients and children.

Internet Use Policy

The Internet Acceptable Use Policy of the Columbia Heights School District sets forth guidelines for access to the school district's computer system and acceptable use of the Internet. In developing this policy, the school board considered the district's educational mission, goals and objectives. Electronic information research skills are now fundamental to future career success. Access to the Internet allows students to explore thousands of libraries, databases, bulletin boards, and other resources while communicating with people around the world. The school district expects that school staff will blend thoughtful use of the computer system and Internet throughout the curriculum and will provide guidance and instruction to students in their use of technology. The use of the school district's computer system and access to the Internet is a privilege, not a right. Unacceptable use of the computer system or the Internet can result in one or more of these consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of child care; or civil or criminal liability under other applicable laws. *(Note: This is an excerpt from the school district's Internet Acceptable Use Policy. You can view the entire policy in the principal's office or media center of your child's school, in the office of the school district superintendent.)*

Employment and Services Criminal History Background Checks – Notice to Parents and Guardians

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of the students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive and offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

School Board Policies

For a complete listing of school board policies please see the Columbia Heights School District Website: www.colheights.k12.mn.us under School Board.

Reporting of Maltreatment of Minors

Adventure Club Maltreatment of Minors Mandated Reporting Policy

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a certified center, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your center. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.

- 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 child protection services. Anoka County Child Protection agency for reporting suspected maltreatment of a child occurring within a family or in the community 763-324-1400. Or after hours 612-852-0935.
- Reports concerning suspected abuse or neglect of children occurring in centers certified by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at or local law enforcement at.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500. What to Report
- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.

- 9 -

- A report to any of the above agencies should contain enough information to identify the child involved, any person(s) responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays. Failure to Report A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed or certified by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations. MN Department of Human Services Division of Licensing December 2017 Retaliation Prohibited an employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred. Staff Training The certification holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The certification holder must document the provision of this training in individual personnel records, monitor implementation by staff.

- 10 -