ADVENTURE CLUB PARENT HANDBOOK

2026-2027

Welcome!

We are glad you have chosen District 281 for your child care needs. Adventure Club offers child care for children in grades K-5 before and after school and on school release days. During the summer we offer child care to children entering Kindergarten through 5th grade, as well as a separate program for students in 6th-8th grade. We are sponsored by the Community Education Department of Robbinsdale Area Schools.

Mission Statement

Adventure Club is committed to providing safe, fun and enriching experiences in a respectful and nurturing environment. We teach life-long learning skills to all children and youth during out of school time as a division of the Robbinsdale Area Schools Community Education department.

Adventure Club will:

- Provide opportunities for students to practice positive social skills and build friendships.
- Provide a secure and inclusive environment, allowing all students to feel safe and respected.
- Provide opportunities for students to make choices, gain independence and participate in a variety of experiences.
- Support families by providing information on the community's resources.
- Encourage students to be civic minded and involved in their community.
- Provide positive adult role models who are skilled in supporting youth development, relationship building and student engagement.

Program Description

Adventure Club Provides:

- Recreational and enriching activities including, art, science, music, cooking, drama, indoor/outdoor play, field trips and special events.
- Opportunities for growth and social skills development.
- A child-centered, developmentally appropriate learning environment.
- Group and individual activities.
- Parent and family support in partnership with the elementary schools.
- A welcoming, fun environment where children can feel good about attending.

Program and Hours of Operation

➢ ***School Year program:*** runs Monday-Friday beginning the first day of school and concluding the last day of school. Your registration includes only days school is in session.

- Before school: 6:30 am-school start time.
- After school: school release time-6:00 pm

➢ ***Non-School Days:*** offered on most school release days from 6:30 am-6:00 pm. These days offer a variety of activities and trips. These days are open to elementary students throughout the community. Registration is available online. Per policy, only one Adventure Club site is to be selected for a child's Non-School Days.

➢ ***Summer:*** Monday-Friday; 6:30 am—6:00 pm. The summer program begins a few days after the school year program ends and concludes approximately 1-2 weeks prior to the start of the next school year. Per policy, only one Adv Club site is to be selected for a child's NSDs.

➢ ***Holidays:*** fees are not charged on days Adventure Club is scheduled to be closed.

Signing your child in and out

➢ The safety of your child is important to Adventure Club. Because of this we require all students to be signed in and out of the program daily by an adult. If a sibling is listed as an authorized pick up, they must be 16 years of age and have proper identification to verify their identity.

➢ When you register for the program you will provide the names of people who are authorized to pick up your child. The program will not release your child to anyone who is not listed as “authorized” on your account. If someone is picking up your child who is not listed as “authorized”, you must leave a written note or call the program to inform staff. You are responsible for updating your authorized pick up list on your Eleyo account online.

➢ Be prepared to show a form of picture ID until the staff gets to know you. Please inform any authorized people that they will be asked for ID when picking up your child.

➢ No person will be allowed to sign a child out who:

- Has not been named as an alternative pick-up for the day.
- Is not identified as an Authorized pick up in the Eleyo system.
- Cannot verify identity with proper photo ID.
- Is under the influence of alcohol or drugs.

Parent/Guardian Area

Each site has a designated area with information for parents and guardians. This area will include information about staff, scheduled activities and breakfast and snack menus. Each family will also have a folder. Please check your folder daily for important information about the program and your child.

Communication/Parent Involvement

- ➢ We feel it is very important to keep the lines of communication open between the parents and staff regarding a child's progress and involvement at Adventure Club.
- ➢ We appreciate any feedback you can offer to provide for the best possible experience for your family.
- ➢ Parents are always welcome to visit the site, or watch and participate in Adventure Club activities.
- ➢ Parent orientation is held before the start of the summer and school year programs. Families who start later will have an on-site orientation by the site staff.
- ➢ Conferences are available for families at their request.
- ➢ A Parent Advisory Council is in place to represent the input, needs, comments, feedback and planning of program parents.
- ➢ A Community Education Advisory Council also has seats designated to School Age Care parent involvement.

Absences

- ➢ Adventure Club provides you the phone number and email for your Adventure Club site.
- ➢ If your child will not attend Adventure Club please call the Adv. Club site and leave the following information:
  - date of absence
  - your child's name
  - phone number where we can reach you
- ➢ If you know in advance that your child will not be attending the program please leave a note for the staff in the parent area, send an e-mail or tell site staff
- ➢ You will be responsible for payment of all absences.

Curriculum/Activity Plans

➢ Adventure Club's Curriculum is designed to reinforce both academic and life skills for students through choice and experiential learning. Some examples of activities you will see at Adventure Club include:

~science and engineering	~arts and crafts	~cooking
~music and movement	~language arts	~physical exercise

➢ Homework time will be available as a choice for all students each day. Staff may assist students with homework as needed.

➢ Students will have access to school resources such as the gym, cafeteria and outdoor play areas.

➢ Our programs are choice based, which means each student has the ability to select their activities from a variety of offerings each day.

➢ Opportunities for enrichments classes are sometimes provided in partnerships with other community organizations. Children also have the opportunity to plan and implement enrichment classes with the assistance of staff.

➢ Occasionally enrichment opportunities may include a small materials or busing fee. Off site enrichments may require students to be picked up at the class location.

Field Trips

➢ Field trips are included in the daily/weekly tuition.

➢ Most field trips are scheduled for non-school days and during the Summer program.

➢ Information will be provided prior to each field trip.

➢ Field trips are designed to enhance children's learning and introduce new experiences as well as fun!

Pets/Animals in the Program

➢ On occasion, Adventure Club may have working service dogs at our locations. We also may have presentations from outside organizations involving animals.

➢ Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program.

➢ You will **be notified in writing/email if any animals** will be present in the program for any reason.

Outdoor Play

➢ Outdoor play is an important part of your child's day. Weather permitting, we will go outdoors as much as possible.

➢ Children need to have appropriate clothing for outdoor play. In winter: labeled boots, warm coat, mittens, cap and snow pants.

➢ Tennis shoes are needed to participate in the gym & outside activities.

Staff Supervision

➢ Children are supervised by staff.

➢ As a site team, all staff work together to know the whereabouts of all the children. Staff will spread out to ensure all children are being supervised.

➢ Each site has implemented a tracking system (i.e.: magnets, clips) to ensure all children are accounted for in the different choice areas.

➢ Staff ratios may be lower than normal on field trips to ensure the safety and fun of students.

Enrollment Options

Adventure Club provides a variety of scheduling options to meet the needs of each family**.**

➢ **Consistent Schedule** – Requires the same schedule every week (ie. every Monday after school or every Tues, Wed, Thurs before school, all school year).
- Permanent schedule changes (representing a new consistent pattern of attendance) require families to request the change via their online account. They will then be notified of acceptance/denial. Please allow one-week for notification. All changes will incur a $20.00 per child revised contract fee.
- If space is available, additional days may be added at the "Drop-in" rate. Drop-in days will be billed on the next invoice date.

➢ **Drop-In** Parents/Guardians must make an advance registration request, at least 48 hours prior to the needed date, via their online account for drop-in care. For an emergency drop-in (within 24 hours) please contact the site directly. Drop-ins are accepted on a space-available basis and we cannot guarantee that space will be available for your child.
- Drop-in charges incurred will be billed on the next invoice date.
- No refunds will be given for canceling an approved drop-in date.

➢ **Pick Your Days – (Varied monthly schedule)** You may select the schedule that fits the needs of your family. Monthly schedule must be submitted via online account, 2 full weeks prior to the first of the month. No $20.00 schedule change fee is charged with **Pick Your Days** contract. Schedules submitted after the due date will be drop-in only at the drop-in rate. You can find the **Pick Your Days** due date schedule for each month can be found in the Fees and Billing information

- To qualify for a **Pick Your Days** schedule you must commit to a minimum of 8 days per month.
- Schedule changes are not permitted, and credit will not be given once the submitted schedule is approved.
- If space is available, drop-in days may be added at the "Drop-in" rate.

Tuition and Fees

➢ Fees are based on a child's accepted contract submitted by the account holder. Parents/Guardians are financially responsible for all days registered.

➢ Registration for the school year and summer are separate. The registration fee must be paid at the time of registration or your contract will not be accepted. Registration fees are non-refundable.

➢ The first school year payment is due approximately one week prior to the first day of school. All payments are due bi-weekly on Mondays.

- Payments may be made online at https://rdale.arux.app/ with check, credit or debit card or deductions from a bank account. Cash payments must be made at the Community Education office at 3725 Pilgrim Lane, Plymouth, MN 55441.

- Receipts for payment will be automatically emailed to the account holder when payment is received. Additional receipts may be printed from your account at https://rdale.arux.app/

- Accounts that are not current will be accessed a $5 late payment fee if payment is not made within 3 days. Accounts that are not current on the last day of the bi-weekly cycle will be subject to termination.

- Changes to your current schedule will be accepted, pending availability, with a 10-business day notice and should be submitted via your online account. A $20 processing fee will be charged for all schedule changes.

- Withdrawal from the Adventure Club program also requires a 10 business day notice and must be completed online at https://rdale.arux.app/

- Non-School Days are not included in the regular tuition and must registered for separately online at https://rdale.arux.app/. The registration deadline for all non school days will be 15 days prior to the start of the non-school day or 15 days prior to the first day of Winter break or Spring break. Space may still be available after the deadline so please check with your site supervisor.

Vacation Credits

- Vacation credit is given for planned consecutive days absences only. Each enrollee may receive one vacation credit per child per school year.

- Credit will be based on the number of days each child is enrolled per week and must be taken on consecutive days.

- Vacation credit is 50% of one week's enrollment.

- To receive the credit, parents/guardians must contact the site supervisor in advance of a planned absence and complete a vacation credit form.

- An unplanned extended absence should be reported to the site supervisor immediately on the first day absent. For a long-term absence in which the child may return, parents/guardians may change their child's enrollment option to Drop-in.

Child Care Assistance/Dependent Care Reimbursement

➢ Adventure Club works with County Child Care Assistance to ensure subsidy for all families as allowed. Please call county assistance at 612-348-5937 for more information.

➢ Dependent Care Forms require 24 -48-hour notice for verification and signature from billing staff.

➢ On rare occasions, scholarship dollars for tuition may be available on a short-term basis.

Child Protection

➢ Adventure Club employees are mandated reporters and are legally required to report any suspected abuse or neglect of children or vulnerable adults.

➢ For more information or resources on child abuse visit Prevent Child Abuse Minnesota at: http://www.pcamn.org/

Custody of Children

➢ Our program legally must release children to either parent unless we have a copy of a court order prohibiting one of the parents from having custody of the child.

➢ If your child legally may not be released into the custody of a parent, please provide a copy of the court order to staff before your child begins Adventure Club.

Adventure Club Staff/Staff-to-Child Ratios/Group Size

➢ Adventure Club employs trained professionals with a combination of experience and education who are especially suited to working with school-age children.

➢ All staff attend yearly trainings to further develop their knowledge and skills working with children.

➢ Staff/child ratio for K-6th grade = 1:15; when Pre-Kindergartners are present = 1:10

➢ Generally, the program will operate with maximum group sizes of 30 for school agers and 24 for kindergartners. There are times in multi-purpose spaces where “group” sizes will be above maximum suggested but children will be self-grouped in smaller numbers at interest centers and play areas.

School Suspension

If a child is suspended from school, the child will not be able to attend the Adventure Club program.

Dismissal

➢ The Adventure Club may require a parent to take their child out of the program if:

- The parent/guardian refuses to follow Adventure Club policies and procedures or creates a hostile or unsafe situation for other parents, staff or students.
- The child is unable to adapt to Adventure Club rules, plans or creates consistent unsafe situations for other students or staff.
- Unable to pay the fees for the program.

Transportation

➢ Transportation to/from the program is the parent/guardian’s responsibility.

➢ Adventure Club transports children to and from most field trips via school buses.

Children’s Belongings

➢ Items brought to the site (clothing, lunch boxes, etc.) should be clearly labeled with their full name.

➢ Students are encouraged to bring a bag to keep all items together.

Equipment, Games, and Toys

➢ Adventure Club has a wide variety of developmentally appropriate games, toys, books, and equipment for learning and recreation.

➢ Children are discouraged from bringing personal items from home, unless permission is given by site staff. Adventure Club is not responsible for personal items that may become lost or broken.

Birthdays and Celebrations

➢ Birthdays are special days and Adventure Club staff would be happy to help your child celebrate.

➢ Parents/guardians may bring wrapped, commercially purchased healthy treats to share with the children. No homemade items.

Appropriate Dress

➢ Tennis shoes are needed to play in the gym & on the playground.

➢ A light-weight jacket or sweatshirt may be needed in the buildings and outdoor play.

➢ Wear comfortable clothes to allow participation in all activities.

➢ Outdoor play is a part of every day, every season. Please plan accordingly with appropriate clothing, outdoor gear, and footwear.

Sunscreen

- During the summer program Adventure Club will not provide sunscreen. We encourage parents to send sunscreen with a SPF 30 or higher with their child.

- Staff will supervise the application of sunscreen.

Late Pick Up

- Parents/Guardian are expected to have children picked up by 5:00pm (5pm contract) or 6:00 pm (6pm contract).

- After 5:00pm/6:00 pm a charge of $1.00/minute/child will be assessed until your child is picked up.

- After 5:00pm/6:00 pm staff will attempt to contact parent/guardian.

- At 5:15/6:15, if a parent/guardian has not been reached, staff will contact the child's emergency contacts to pick up the child. Police may be called if no one can be contacted.

- Your child care contract may be terminated if late pick-ups become an ongoing issue.

- If you are running late, please call the site cell phone to notify staff.

Update of Information

- For the safety of your child, it is extremely important that Adventure Club has updated contact information. Please update your account with any new contact information online at https://rdale.arux.app/

- If you are going to be away from your place of work on a specific day, please leave a number with the staff at your site where you can be reached in the event of an emergency.

Missing Persons

➢ When a child does not arrive at Adventure Club as expected the staff will:

1. Check with school staff to verify the child's attendance at school.
2. Thoroughly search the school.
3. Call the parent/guardian.
4. Call local police if the child is not found.

➢ It is extremely important that staff know if your child is not coming when scheduled. If your child is absent and you have not informed the site staff your account will be assessed a $20 Finder's Fee. Please also call your Adventure Club site besides the attendance line when your child will be absent from school.

Emergency Preparation

Fire drills, tornado drills, and lockdown drills will all be performed regularly to ensure all staff and children are aware of procedures.

District Policies

➢ Adventure Club follows District 281's policies regarding: Data Privacy (confidentiality), Harassment,Drugs & Alcohol, Firearms, Discipline, Transportation and Students Rights & Responsibilities, Bullying, etc.

➢ These policies are available on the District website https://www.rdale.org/

School Closing due to Weather or Unforeseen Circumstances

➢ Adventure Club will be closed for all school closings due to SNOW. In the case of an emergency school closing of any nature, information may be found at: the district website - *www.rdale.org* **OR** WCCO 830 AM radio and other metro television channels.

➢ There are no refunds for emergency closings.

➢ Two Adventure Club locations will be open for school closings due to **cold** that occur before 6:30 a.m. Adventure Club students from any site are welcome to attend their designated location. More detailed information is on our website ced.rdale.org

➢ Parents are asked to read the *Emergency School Closing Information* carefully on the website. Students do not need to be registered for these days, however there is a daily charge. **The emergency school closing sites open at 8:00 am when school is closed for COLD.**

➢ ***Early Dismissal*** -If school is canceled AFTER school starts, Adventure Club **WILL NOT OPEN** and will be **CLOSED** for the rest of the day.

➢ Should the school district announce a ***Late Start before 6 a.m.***, all Adventure Club locations will open at 8:00 a.m.

Nutrition Guidelines

➢ Adventure Club works to support lifelong healthy eating habits by ensuring that healthy snacks are available for children during regular snack times.

➢ Children have the opportunity to learn about healthy food choices during snack and mealtimes as well as during cooking projects.

➢ Handwashing is expected and encouraged before eating meals, after using the bathroom, blowing nose and when arriving to the program.

Meals and Snacks

➢ Adventure Club is committed to providing children with healthy food choices.

➢ Breakfast is available from the District Nutrition Department. We will inform you if nutrition services will be closed on any non school days that Adventure Club is open.

➢ After school snacks are provided daily. Check with your specific site for monthly menus.

Inclusion and Access

➢ Adventure Club welcomes individuals of all abilities. The program will provide reasonable accommodations, if needed, to make physical and social integration successful.

➢ Your start date may be dependent on the implementation of these accommodations. Adventure Club will work with parents and school staff to ensure successful reasonable accommodations.

Volunteers and Community Partners

➢ Parents or community volunteers may be used in our program as needed. Volunteers are not left alone with a group of children and must complete a background check.

➢ Adventure Club may partner with other community organizations for special events, support, education, or activities. Staff will supervise students at all times.

➢ Adventure Club is committed to teaching children about the world. Each year each site will have the opportunity to participate in appropriate service projects.

Illness

➢ ***Children should be kept at home if they have any of the following conditions:***

- Vomiting or diarrhea within the last 24 hrs.
- Undiagnosed rash or a rash attributed to a contagious condition or illness.
- 100° F temperature of higher before fever reducing medication is given. Children must be fever free for 24 hours before returning to Adventure Club.
- Bacterial infection such as strep throat, ear infection, or impetigo and has not completed 24 hours of antibiotics.
- Uncontrolled cough
- Any contagious illness such as Lice, Scabies, Chicken pox, Ringworm, Hand, Foot, & Month disease, Influenza, Impetigo, Pink eye, Pinworm, Strep throat.
- Any child who is unable to participate in child care program activities with reasonable comfort or who requires more care than the staff can provide without compromising the health and safety of the other children.

➢ ***If a child becomes ill at Adventure Club:***

- All efforts will be made to make your child as comfortable as possible.
- The parent/guardian will be notified to pick up the child.
- In the event we cannot reach a parent/guardian, the emergency contact will be asked to pick up the child.

➢ ***Communicable Diseases***

- The parent/guardian must notify the site within 24 hours when their child has been diagnosed with a contagious reportable disease.
- If a case has been reported or staff suspects the possible exposure of a contagious disease, it will be posted in the Parent Information Area. We will follow all reporting protocols through the Department of Health.

Medication

- Adventure Club follows the health policies of District 281 and DHS.

- A child's health information must be completed at the time of registration. Please list any special needs your child might have that requires special attention and alert staff if your child has any allergy.

- We may administer prescribed medication only with a parent's/guardian's and doctor's signature on a District 281 permission slip. Medication must be in the original bottle and any pills that need to be cut must be cut by the parent or guardian.

- Written permission by parent/guardian must be obtained before administering non prescribed medication. The Same procedures for prescribed medication will also be followed for non prescription medications.

- Staff are trained in medication administration (5Rs,etc.) and will document all doses of medicine administered. Medication is stored in a locked location. Refrigeration may not be available at Adventure Club.

- If your child has a medical accommodation plan we ask that you provide Adventure Club with a copy so we can best meet the needs of your child.

Allergies/Chronic Health Conditions/Immunizations

➢ Please make sure all allergies and chronic health conditions are listed when your registration is completed so staff are able to accommodate all children. You must answer all questions regarding triggers, avoidance tactics, etc. when listing allergies.

➢ Epi Pens, inhalers, and other medication provided by the parent/guardian will be available to students at all times with staff supervision.

➢ Immunizations must be on file with the district in order to attend the program.

First Aid and Emergency Procedures

➢ All staff are trained in First Aid and CPR and first aid kits are available in all spaces used by program.

➢ Minor illness or injury will be documented on a "Boo-boo Report". Copies of all reports will be placed in your parent file.

➢ In the case of injury, basic first aid will be administered.

➢ If serious injury occurs that requires advanced medical attention, 911 will be called immediately. Children will be taken to the nearest hospital if deemed necessary by Emergency Medical Technicians and parents will be notified as soon as possible.

➢ Medical expenses incurred will be the parents' responsibility.

➢ Adventure Club has Emergency lock down, shelter in place, and evacuation plans in place at each Adventure Club location. Parents are welcome to view these documents upon request.

➢ Lockdown and shelter in place drills are performed quarterly at each Adventure Club location.

Expectations of Staff, Parents, and Children

➢ To insure a successful experience for each child, the program has established expectations for staff, parents and children.

➢ ***Staff***

- Provide a positive environment for the children.
- Accept & support each child as a unique individual.
- Be a positive role model.
- Communicate effectively with children, families and staff. Data Privacy/confidentiality required.
- Be involved in and supervise activities with the children.

➢ ***Parents***

- Read information the program sends out.
- Meet deadlines that the program has.
- Ask questions when unclear.
- Share information that helps staff understand/support children's needs.
- Talk with site supervisor and staff if there is a concern with the program.
- Treat all staff, students and other parents with respect.

➢ ***Children***

- Be respectful of staff, property and other students
- Stay within the program boundaries
- Follow directions and have fun

Unacceptable Behaviors

➢ Physical encounters that hurt another person.

➢ Inappropriate language, songs or jokes including swearing, teasing, references to drugs, alcohol, abuse, racism, gender, bias, bullying, etc.

➢ Leaving the program area or group without permission.

➢ Vandalism to school or personal property.

➢ Invading, using or taking other people's property without permission.

Behavior Guidance

We recognize that all children have different competence levels with relationships and conflict resolution. Staff will work in cooperation with the parent/guardian and other school professionals to guide children in their growth.

➢ ***Behavior Guidance Plan:*** Adventure Club staff are skilled at working with school-age children and will follow these steps in guiding behavior:

- Encourage appropriate behavior. Staff will recognize students for making good, safe choices.
- Redirect negative behaviors and provide students with acceptable alternatives.
- Explain and enforce natural consequences.
- Write and implement a behavior success plan if needed

Parent Notification

➢ Should your child be part of a serious incident involving inappropriate behavior, you will receive an *Incident Report*. The report will detail what happened and what Adventure Club staff did to resolve the situation. Adventure Club staff always welcome the insight of parents.

➢ Behaviors requiring immediate intervention may result in a phone call to parents or guardians and you may be asked to pick up your child.

**Please note that you may hear of a situation your child was involved in from your child. They may not have told a staff person OR we are aware and still gathering details to share correct information with you. Please be patient as we help navigate and investigate any conflicts or situations your child may be involved in.

➢ If a child is unable to participate in Adventure Club without jeopardizing the safety and well-being of themselves, other students or staff, taking an extended break or termination from the program may occur.

Our goal is to partner with parents/guardians so your child is as successful as possible at Adventure Club!

We are so happy to have your family with us! If you have further questions, please don't hesitate to contact us!

Adventure Club Locations and Phone Numbers

Adventure Club Administrative Office
Crystal Learning Center

305 Willow Bend
Crystal, MN 55428

Website: www.ced.rdale.org
Main Office: 763 504-5320
Adventure Club Director: 763 504-5321

SITE INFORMATION

FAIR at Pilgrim Lane
763-504-8415 Cell:612-707-0198
Advclub_fair@rdale.org

Forest Elementary
763-504-7915 Cell:612-290-1755
Advclub_fo@rdale.org

Lakeview Elementary & Northport Elementary
763 504-4115 Cell: 612-290-1755
Advclub_lv@rdale.org

Meadow Lake Elementary
763-504-7715 Cell: 612-290-1856
Advclub_ML@rdale.org

Neill Elementary
763 504-7415 Cell: 612-290-1858
Advclub_Ne@rdale.org

Robbinsdale Spanish Immersion
763-504-4415 Cell: 612-290-1919
Advclub_RSI@rdale.org

School of Engineering and Arts Elementary (SEA)
763 504-7215 Cell: 763-339-6591
Advclub_SEA@rdale.org

Zachary Lane Elementary
763 504-7315 Cell: 612-290-1915
Advclub_ZL@rdale.org