Staples-Motley School District
Child Care Program Handbook

Adventures

School Aged Child Care

Effective August 26, 2026

Table of Contents

Welcome 3

Mission 3

Program Location 3

Program Contacts 3

Registration 4

Schedules 4

Program Hours 4

Holidays & Training Days 5

Inclement Weather 5

Program Goals 5

Program Standards & Staffing 6

Food Service 7

Behavior Management 8

Health & Safety 11

Medication 14

Emergency Contact 15

Suggestions, Questions or Concerns 17

Program Funding 17

Billing & Payment Policies 17

Program Rates & Billing 18

School-Year Fees 18

Add'l Fees - All Child Care Programs 18

How to Pay 18

Welcome

Adventures School Aged Child Care is a child care program offered by Staples-Motley School District Community Education. This program offers safe and engaging environments for participants to grow and develop, led by qualified and caring staff. The district is happy to provide this service for parents/guardians and the community.

Mission

Staples-Motley Child Care Programs will provide a safe, nurturing environment where children can feel they are significant and they belong.

Program Location

Adventures School Age Care
Staples-Motley Elementary School 1025 4th St. NE Staples, MN 56479

Program Contacts

Adventures School Age Care	
Program Lead - Scheduling, Registration and Billing	Emma Gerard emma.gerard@isd2170.org 218-894-5400 x3301
Community Education Director	Josh Wood josh.wood@isd2170.org 218-894-5400 x3171

Registration

- Registration is required for ALL participants, even for drop-in care.
- Adventures provides child care for 4 Yr.Olds through 4th grade students enrolled in Staples-Motley schools.

Go to https://isd2170.arux.app/ and select the Adventures Childcare

1. Set up your profile by selecting Sign in and use the link to Create one now
2. Complete the Register for a New Account form
3. Once your profile is set up and you are logged in, register your student in Arux by selecting the link to view the Adventures program landing page
4. From the School Age Child Care landing page, select the Adventures Program and complete the enrollment steps for each student

A child will be considered registered upon receipt of their registration form and first month's child care fees.

Families currently participating in a program may only register for the next session if their account is in good standing, their child is reliably picked up on time and there are no unresolved behavior issues.

Parent Checklist

- Read the Parent Handbook and understand the program policies
- Get to know the program staff and ask for feedback about your child's day
- Notify the program if your child will be absent for ANY reason
- Model respectful behavior when dealing with staff and students
- Pay all costs incurred for your child's schedule -
- Provide written notice of schedule changes, vacation or withdrawal from program two weeks in advance
- Provide one extra set of clothes for your child and label ALL personal belongings
- Prepare your child to spend time outdoors and send them to care with weather-appropriate gear

Schedules

Schedules are predefined at the time of enrollment. Any updates or changes needed to a child's schedule must be submitted and will be made one week before invoices are sent out. Drop-in care is permitted when space is available *and* registration is complete. Families are billed in advance for scheduled days regardless of attendance or program closure. **Families must pre-register for non-school & early release days during the school year.**

Program Hours

After Care	3:00 pm - 5:30 pm
Early Dismissal	1:00 pm - 5:30 pm
Non-School Days	7:00 am - 5:30 pm

Holidays & Training Days

Adventures will be closed on the following holidays, Parent/Teacher Conferences and designated training days. If the holiday falls on a weekend, it will be observed on Monday or Friday. Notification of closure for training days will be made at least two weeks in advance. On non school days we will offer Adventures. If we do not have enough (8) children signed up, we will not offer care. We will let families know in advance if there will be childcare or not on our non school days.

September (Child care begins on the 8th)	**October**	**November** 5th - Parent/Teacher Conferences 26th & 27th - Thanksgiving	**December** Christmas Eve (all day) Christmas Day
January 1st - New Year's Day	**February** 15th - Presidents' Day 16th - Parent/Teacher Conferences	**March** 26th - Good Friday	**April**
May 31st - Memorial Day	**June** 4th-11th - End of School Year 18th - for Juneteenth	**July** Week of Independence Day	**August** Training TBD (week prior to school)

Inclement Weather

Adventures will follow late start, early dismissal and closure calls of Staples-Motley School District.

District Call	Adventures
Late Start	-We do not offer morning care -After school care operates as scheduled
Early Dismissal due to inclement weather	-Before school care operates as scheduled. -After school care is canceled.
Closure	Closed

Program Goals

1. To assure parents/guardians that their children will be in a safe and healthy environment where staff will strive to meet emotional, social, and physical needs.

2. To create a happy, warm and exciting environment that is inviting, comfortable, flexible and manageable for the children.

3. To promote respect for self and others, while responsibilities and social skills are both enhanced and encouraged.

4. To support a caring staff who show genuine respect for the children, have confidence in each child's potential, and seek to promote the self-esteem of each child.

5. To provide a variety of developmentally appropriate activities that include, but is not limited to, arts, crafts, self-directed play, field trips, dramatic play, physical activities (indoor and outdoor), community service, reading and quiet time.

6. To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.

7. To support and work with the children's teachers and school administrators in building a stable and consistent team to promote an environment where children may learn and grow.

8. To accept enrollment to meet the needs of the community, while ensuring the safety and welfare of all children.

9. To provide quality services to parents/guardians during program hours and encourage parents to be involved in their child’s care experience.

Program Standards & Staffing

Standards

Program standards for Staples-Motley School District Child Care Programs are adapted from guidelines developed by the Minnesota Department of Education and have been reviewed and approved by the Staples-Motley ISD #2170 School Board.

Staff

Adventures is staffed with caring people who have experience in various fields. Background checks, first aid, CPR training and continued staff development are required of all staff.

In this program, staff will provide a variety of activities indoors and outside for children to participate in, ensuring their safety and encouraging their development in several areas.

Capacity

Adventures provides school age care before and after school and during most non-school days as space and staffing allows to maintain a minimum staff to child ratio of 1:10.

Food Service

School Year

Breakfast and lunch are available to students when the school is in session, following the district calendar.

- The USDA breakfast program provides breakfast free of charge for all children.
- Lunch is available to child care families at the regular district fee for lunches.

Summer

In the summer, Staples-Motley School District is often able to run the USDA Summer Foods Program based on applications for educational benefits. When the USDA Summer Foods Program is available, breakfast and lunch is provided to child care participants free of charge.

Non-School & Non-Summer Food Program Days

When child care is operating on non-school days, or days when the USDA Summer Foods Program is not available, children must bring a lunch and either bring a breakfast or have eaten breakfast before they are dropped off.

MEALS FROM HOME REQUIREMENTS:
Parents/guardians have the option of sending a nutritious lunch and beverage daily. All meals from home must have the following.

- The child's name clearly printed on the lunch bag.
- Packed in an insulated lunch bag including an ICE pack.
- No microwaving.

Snack

Snacks are provided each day to participants in child care at no cost. Parents may choose to send a nutritious snack of their choice from home that can be eaten during a set snack time.

Behavior Management

Our Approach

Adventures uses a positive approach to behavior management. The staff provides positive role models of acceptable behavior tailored to the development level of individual children. Efforts are made to redirect children and groups away from problems toward constructive activity in order to reduce conflict. Staff provide immediate and direct behavior related consequences for a child's unacceptable behavior. AT ALL TIMES, the safety and well-being of children and staff are of primary importance. The goal of S-M Child Care Programs is to provide each and every student with a secure and wholesome environment in which to spend his/her time. We realize that we need parent and student support and commitment to achieve this goal. If we combine our energy, we can help the Adventures program be an environment that enhances the development of positive and appropriate attitudes and behaviors.

Discipline techniques used may include verbal prompts, encouragement, and redirection. Staff will attempt to discuss the situation with the child and, if deemed necessary, a consequence will be determined. In some instances, the child may be removed from the situation. Parents/guardians may be called to discuss the situation further. Certain inappropriate behaviors may require additional attention, a meeting with parents/guardians and staff. Behavior having a high frequency, duration, or intensity may result in suspension/expulsion from the program.

Prohibited Actions

The following actions are prohibited by or at the direction of any S-M Child Care Programs staff person:

1. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to: rough handling, shoving, biting, pulling hair, ear pulling, hitting, pinching, spanking, slapping, shaking, and kicking.
2. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to: name calling, shaming, threatening language, frightening the child, ostracism, humiliating the child, and making derogatory remarks about the child or child's family.
3. The child is not to be separated from the group unless intrusive methods of guiding the child's behavior (a) have been tried and were found to be ineffective, and (b) the child's behavior threatens the well-being of the child or other children in the family center.
4. The child is not to be punished for lapses in toilet habits.
5. Food, light, warmth, clothing, or medical care is never to be withheld as a punishment for unacceptable behavior.
6. The use of physical restraint is prohibited unless physically holding a child is necessary to contain or protect a child or other children from harm.

Persistent Unacceptable Behavior

When a child engages in persistent unacceptable behavior, the child care staff must comply with the following requirements:

1. Observe and record the specific behavior of the child, outside influences/persons involved at the time of the noted behavior, and staff responses to the behavior.
2. Develop a plan to address the unacceptable behavior in consultation with the child's parent/guardian, other program staff and professional consultant, if appropriate.
3. If the behavior does not change, student could be dismissed.

Parents, please read over the following behavior expectations, rules and consequences with your children. The expected behaviors may include, but are not limited to:

Expectations

Students will show…

1. Respect for self and others
2. Consideration for others feelings and moods
3. Respect for personal belongings of others
4. Students will follow the rules and leadership of program directors.

Rules

Students will not…

1. Name call, or tease another student
2. Push, kick, or hit another student or staff person
3. Run from S-M Child Care Programs staff
4. Take the personal belongings (clothes, toys, games) of another student/staff or the program facility
5. Use poor language
6. Yell, scream, or make inappropriate noises
7. Threaten violence
8. Destroy property
9. Use games and equipment inappropriately and / or unsafely
10. Leave program area without permission of a staff person
11. Leave play area a mess or equipment and pieces out

Because children are supervised in a group setting, their behavior is not expected to routinely require one-on-one supervision.

Immediate Removal

The Adventures program reserves the right to immediately remove a student from the program at any time who poses a continuing danger to property or persons and/or whose behavior presents an ongoing threat of disrupting the safety and well-being of any or all members of the program or the community in which the program interacts. The parent/guardian or parent

designee will be contacted and asked to remove the student from the program immediately. After this removal, program services may be suspended for up to seven program days. During this time staff and administrators will investigate the incident that prompted the immediate removal. A determination will be made as to whether the student can safely return to the program. S-M Child Care Programs does reserve the right to discontinue child care service if the student has shown that he/she cannot participate in the program without the risk of disrupting the safety and well-being of other program participants and staff.

Suspension of Service

S-M Child Care Programs reserves the right to suspend child care services for up to seven program days as a result of the disciplinary process or if a student is immediately removed from the program. A parent conference will be requested at the time of suspension.

Discontinuation of Service

Every effort will be made to enable success for all students enrolled in the program. In the event that a student receives a fourth behavior notice or if at any time the student's behavior poses a continuing danger to property or an ongoing threat to the safety and well-being of any or all members of the program or the community in which the program interacts, S-M Child Care Programs reserve the right to discontinue service to said student for up to one calendar year.

Any behavior notice that is issued will be sent home to be reviewed, signed by a parent/guardian, and returned within 2 days (or Monday if issued on the last day of the week.)

Reinstatement

After one (1) full calendar year of absence from the program following expulsion, a child may be considered for re-entry into the program if the following criteria are met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss improvements in the child's behavior that may need to occur that will allow for a successful return to the program.
2. The parents/guardians understand that the receipt of one incident may constitute immediate dismissal from the program with no remaining chances for return.
3. All outstanding fees have been cleared from the parent/guardian account.

If one full calendar year lapses between the first through the third incident and no additional reports are documented during that time, the file will be reviewed by staff on an individual basis. Incident reports MAY be waived at the discretion of the Community Education Coordinator. If disruptive inappropriate behavior continues, however, reports will not be waived.

Health & Safety

Adventures will take precautions to prevent the spread of germs. All areas will be cleaned and disinfected. Gloves will be worn when necessary following hand washing. It is important to keep health records up to date with current information as often as necessary to ensure your child's needs are being met while at Adventures. Current emergency phone contacts are important in the event a student is injured or becomes ill. Be sure the emergency contact knows you have them listed as a contact resource for S-M Child Care Programs.

*Any updates to health and safety precautions due to state mandate regarding the COVID-19 pandemic will be shared with families.

Safety Rules

To avoid injuries, burns, poisons, choking, suffocation, traffic and pedestrian accidents, the following procedures will be followed:

- All food prepared in kitchens will be kept sanitary and meet state and CCFP requirements.
- All discarded food will be deposited into a plastic lined garbage can to be removed daily.
- Medications will be administered by a child's teacher only and in strict compliance with the signed medication form from the parents. All medications administered will be documented in the child's medication log.
- Potentially dangerous poisons, cleaning supplies or dangerous materials are stored out of reach of children, as required in licensing. Materials are closely supervised if used when children are present.
- Equipment is safe, durable, non-toxic, unbreakable with reasonable use, and kept in good condition. It is stored in a safe and orderly fashion when not in use.
- All electrical plug-ins are tamper-resistant electrical receptacles.
- Electrical cords will be kept in good condition with no frayed edges. They will be used only when necessary and be kept off the floor and out of the reach of children.
- Outdoor play areas will be fenced in. Activities outside this area will be monitored to assure children's safety regarding traffic and pedestrian accidents.

The telephone numbers for Emergency, Poison Control, Staples Police and Fire Departments (non-emergency) will be posted by the telephone in the child care rooms. The teacher will inspect all areas of potential hazards daily.

Allergies/Special Requirements

Parents/guardians are expected to indicate on the *Registration Form* if their child has allergies or special requirements. It is important that staff is informed of the nature and severity of an allergy so that appropriate snacks are served or other precautions/measures are put in place. In order to meet a child's individual needs, parents/guardians are welcome to review snack choices with site staff and may feel free to send healthy snacks from home for their child(ren). You may also be asked to fill out appropriate paperwork regarding your child's allergies or special requirements.

Any child allergic to specific foods or requiring a special diet must have a Doctor's note or a note from a member of their clergy specifying the types of foods which can/cannot be consumed at child care. Some food allergies may require parents to provide food choices for their child.

The names of children with specific dietary needs and their dietary needs are posted in food preparation and food service areas along with a photo of the child.

A child or staff member may bring a pet to visit for short periods of time if the pet is clean, is in good health, has been vaccinated and all other children in the facility do not have pet allergies. Pet visits must receive prior approval from S-M Child Care administration.

Sick Child

The Department of Human Services requires we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines that a child has not had sufficient treatment to reduce the health risk to others.

S-M Child Care Programs are available for well children only. NO CHILD WILL BE KEPT AT THE PROGRAM IF THEY ARE SICK. Such conditions as the following will not be allowed:

- Children with chickenpox until the child is no longer infectious or until the lesions are crusted over.
- Children who have vomited since admission that day.
- Children who have had three or more abnormally loose stools since admission that day.
- Children who have contagious conjunctivitis or pus draining from the eye (i.e. pink eye).
- Children who have a bacterial infection such as streptococcal pharyngitis or impetigo and have not completed 24 hours of antimicrobial therapy.
- Children who have unexplained lethargy.
- Children who have lice, ringworm, or scabies that are untreated and contagious to others. In regard to lice, children must not have any nits.
- Children who have a 100-degree or higher temperature of undiagnosed origin before fever-reducing medication has been given.
- Children who have an undiagnosed rash or a rash attributable to a contagious illness or condition.
- Children who have significant respiratory distress.
- Children who are not able to participate in preschool activities with reasonable comfort.
- Children who require more care than the program staff can provide without compromising the health and safety of other children in care.

If a child becomes ill at child care, parent(s) or an authorized person will be notified and asked to pick up the child from preschool. Until a parent or authorized person arrives, the child will be provided with a place to lie down away from the other children but where he/she will be under supervision of a staff member and will be given every attention for comfort. A parent has 24 hours to notify the child care of a contagious illness.

Any infectious or communicable disease will be reported to all parents by written notice, as required by the Department of Human Services. Each child's file will contain the name and telephone number of their regular doctor, to be called in case of an emergency. If a child needs medical attention immediately, staff will call 911 and the child will be transported to Lakewood Health Systems by way of ambulance.

The following is our policy for how long students should stay home after infection with the following contagious illnesses or conditions. These exclusions are based on Minnesota Department of Health Guidelines.

- Gastrointestinal Illness: 24 hours after the last episode of vomiting or diarrhea.
- Strep Throat: 24 hours after the antibiotic is started AND the fever is gone.
- Conjunctivitis (Pinkeye): 24 hours after antibiotic drops are started.
- Fever over 100 degrees: 24 hours after the temperature returns to normal (98.6).
- Chicken Pox: Until all blisters have dried and formed scabs, about 6 days.
- Impetigo: Until treated for 24 hours with antibiotics.
- Influenza: Until symptoms and fever are gone for 24 hours.
- Lice: Until first treatment is completed and no live lice are seen.
- Ringworm: Until 24 hours after treatment has been started.

Children with COVID-19 symptoms should stay home. Please reference the MN Department of Health's decision tree for people with COVID-19 symptoms.

Exclusions

Any student that is unable to participate in routine activities, or requires more care than can be provided by staff due to illness shall also be excluded.

Parent/guardians are requested to pick up their child within 60 minutes of illness notification.

A student must be temperature free without the use of fever reducers for 24 hours before returning to school.

First Aid

Administering First Aid and Medical/Accident Emergencies

All parents will be asked to fill out and sign an emergency consent form for their child(ren) which authorizes S-M Child Care Program to contact a medical clinic, an ambulance, or a hospital if deemed medically necessary. This authorization will be kept on file.

Child care staff will treat minor cuts and abrasions. In the event of an accident or more serious injury, staff will administer first aid methods or CPR procedures only until medical staff arrives. If the situation is life threatening, child care staff will call 911 before any other steps are taken. Staff will notify parents according to specified contact information on file. If a parent cannot be reached, the person whom the parents have authorized to be responsible will be notified. Parents will be responsible for any costs incurred.

Recording Accidents, Injuries, and Incidents:

All accidents, injuries, and incidents involving a child under our care, staff members, volunteers, or visitors will be documented. The written report will contain the name of the child, date, and place of event, action taken by staff member(s) and to whom it was reported. We will make annual reviews of all accidents, injuries, and incident reports to determine if any changes need to be made regarding our policies and procedures.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons, laboratory confirmation of adequate immunity exists, or due to conscientiously held beliefs of the parent/guardian or student. S-M Child Care Programs will maintain a file containing the immunization records for each student in attendance.

Medication

All medications must be ordered, labeled and stored in accordance with licensing requirements. In order to distribute prescribed or over the counter medicine, a medication form must be signed and filled out by the parent and given to the child care program. Any medicine brought in must be kept in the original container, labeled and given to your child's teacher. In the case of a child ingesting something poisonous, the Poison Control Center will be contacted immediately at 1-800-222-1222.

Administering Medication in S-M Child Care Programs

It is not the responsibility of the program or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications or medical procedures to be performed during the child care session day. In those situations, the following procedure will be followed:

1. Before any medication will be dispensed by anyone affiliated with S-M Child Care Programs, an Authorization to Dispense form must be filled out and signed by the parent. This authorization must include the following: name of student, name of medication, dosage to be given, time or frequency to be given, route to be given, the diagnosis or reason the medication is to be given, and the start and stop dates.
2. Prescription medications in the child care setting must be provided to the designated S-M Child Care Programs representative in an original container which has been appropriately labeled by a pharmacist. Prescription medications brought to S-M Child Care Programs in any other container will not be administered.
3. Every effort will be made to relieve minor aches, pains and discomfort. Over the counter medications will not be provided by the S-M Child Care staff.
4. When use of a medication has ceased, or is no longer needed by the student, the parent/guardian is responsible to retrieve unused medications from the Academy.
5. S-M Child Care staff will apply sunscreen/insect repellent for children if authorized by parents on signed permission slip.

MEDICATIONS WILL NOT BE ADMINISTERED UNLESS ALL GUIDELINES ARE FOLLOWED.

Emergency Contact

The Parent/Guardian completing and signing the *Registration Form* will be the first person contacted in case of an emergency. After that, the second Parent/Guardian followed by the first then second Emergency Contacts would be contacted.

Potty Trained

All students must be potty trained in order to attend Adventures. We understand that occasional accidents can happen, and we are happy to assist a child when needed. However, Adventures staff are not able to provide potty-training services or ongoing toileting assistance.

Children attending Adventures should be independently using the bathroom and able to manage their toileting needs with minimal assistance.

Accidents

Parents/guardians will be informed by telephone or in person of accidents involving their child during their day at S-M Child Care Programs. Children are encouraged to tell a staff immediately if they are hurt and a staff member does not witness the accident.

- If a child incurs a **minor injury**, staff will administer basic first aid (clean injury, apply ice pack, secure bandage) and inform parent/guardian of the incident when they pick up the child.
- If a child incurs an **injury which may require medical attention**, staff will contact the parent/guardian immediately so that the child may receive necessary medical treatment. This would include a head injury unless it would be classified as an emergency.
- In an **emergency** when immediate medical attention is needed, or an incident is perceived by staff to be life threatening, staff will call 911 and then immediately contact the parent/guardian. When the ambulance arrives, emergency medical personnel will determine the appropriate course of action. If the child requires emergency medical treatment, s/he will be taken to the nearest available medical facility unless otherwise stated on the *Registration Form*. The parent/guardian will be responsible for all medical charges.
- **At NO TIME will S-M Child Care staff transport an injured child to a medical facility.** If transport is necessary, and the parents/guardians or emergency contacts cannot be reached or are unable to transport, an ambulance service will be utilized and the parents/guardians will be charged all fees incurred.

Safety Drills

In case of a tornado or fire, the Staples Motley School District routine will be followed.

In case of fire, we will identify primary and secondary exits, building evacuation routes, the telephone numbers of the fire department (911), persons responsible for the evacuation of the children and the area to which each staff member is responsible. Instruction on how to use the fire extinguishers is available on the physical extinguisher.

In case of a tornado, a radio, flashlight and first aid kit will be taken by the lead staff person with the children to the designated tornado shelter area in the facility. Procedures for tornado drills are posted and results will be logged.

Children participate in scheduled drills while school is in session.

Sign In and Out

Sign in and Sign out must be done by the parent/guardian/designated pick up person who is picking up their child. Please come inside the building to fill this out each time.

Only adults indicated on the child's registration form may pick up the child from care. In an emergency situation, a parent/guardian must call to inform the child care staff that an adult other than an authorized person will pick up the child. The parent/guardian will be asked to provide a description of the person, and he or she may be required to present photo identification upon pick up. If a staff is not comfortable they may call the parent/guardian for further clarification.

Mandated Reporting

S-M Child Care staff are Mandated Reporters: Minnesota State Statute requires all staff working directly with children to report any evidence or suspicion of child abuse or neglect. If staff work with children in a licensed facility, they are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or anyone else at their facility. If a staff member knows or has 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 outside agency.

Suggestions, Questions or Concerns

In order to address your needs at the most appropriate and effective level, we suggest you first speak with the staff member involved or lead program associate/teacher. If concerns persist and discussions with the lead associate are insufficient, contact the Community Education Coordinator at 218-894-5400 x3171.

Program Funding

Staples-Motley School District Child Care Programs are fee-based programs operated by Staples-Motley School District Community Education. Program costs, such as staff salaries, snacks, toys, equipment, art/craft supplies, field trips and special activities are generally funded with fees paid by registered parents/guardians.

Assistance Programs are available through local county and other agencies. The parent/guardian is responsible to complete all forms required by the assisting agency. Any amount unpaid by the agency for any reason is the responsibility of the parent/guardian.

Billing & Payment Policies

- Upon registration, your family will set up an account in Aruxl - our online scheduling & billing system.
- You will receive child care invoices to your email listed in Arux. Please make sure your email and other contact information stays up to date..
- Child care fees must be paid in full by the 1st of the month prior to childcare services or prior to their start date.
- Child care invoices will be sent two weeks in advance. (except for the first month. It will be sent when registration is completed)
- If you need Adventures Child care you will have to pay before they attend.
- <u>You are responsible to pay for your child's scheduled days regardless of attendance or program closures.</u>
- You will be responsible to pay a late pick up fee within 24 hours of the late pick up time

Late pick up policy - For every two late pick-ups, one strike will be issued to the family account. Once a family receives three strikes, a meeting will be scheduled to discuss continued enrollment in the program, which may include possible unenrollment. Consistent late pick-ups impact staffing, scheduling, and program operations. We understand that emergencies and unexpected situations may occur. If you know you will be late, please contact the program as soon as possible. Consistent communication and timeliness are appreciated.

Suggestions, Questions or Concerns

In order to address your needs at the most appropriate and effective level, we suggest you first speak with the staff member involved or lead program associate/teacher. If concerns persist and discussions with the lead associate are insufficient, contact the Community Education Coordinator at 218-894-5400 x3171.

Program Rates & Billing

School-Year Fees

Service	Fee
After School per session	$11.00
Early Dismissal per session	$17.00
Non-School Full Day	$34.00
Adventures hours 7:00 am to 5:30 pm	

Add'l Fees - All Child Care Programs

Service	Fee
Drop In Fee**	$5
Early Release School Days	$17.00
Late Pickup - per every part of 15 minutes beyond scheduled hours	$5
After Hours Late Pickup - anytime between 5:45 - 5:59pm	$10
After Hours Late Pickup - per any part of 15 minutes after 6:00pm	$20

How to Pay

- **Pay Online** - use your Arux Account to pay your invoice directly online.
- **Pay by Phone** - call the Elementary School and speak to Emma
- **Pay in Person or by Mail** - drop your payment off at Staples-Motley Elementary School or District Office, or mail to 1025 4th St. NE, Staples, MN 56479

You may pay by cash, credit card and check (checks written out to ISD2170). $30 fee applies for returned checks.

***Drop in care is permitted when space is available. All students must be registered 48 hours in advance with payment in full prior to services. Families with a regular schedule will be charged the base fee for a full or half day of care. Families without a regular schedule will be charged the base fee plus the drop in fee of $5/day to cover administrative costs.*