

Community
Education

School District 622



Parent Handbook

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Adventure Connection and The EDGE School-Age Care Programs



School District 622

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Welcome to Adventure Connection and The EDGE!

Adventure Connection provides quality school-age care for students in Kindergarten through fifth grades at every District 622 elementary school during the school year.

Adventure Connection and The EDGE programs are available during the summer for students the summer before kindergarten through grade seven.

Our experienced staff looks forward to providing a safe, caring, stimulating environment for your child. Adventure Connection/The EDGE will become a special part of your child's day full of active play, expanded learning opportunities and a place where friendships grow.

Please read this handbook carefully so you fully understand the goals of Adventure Connection/The EDGE and your responsibilities as a parent in our program.

We look forward to beginning this partnership with you and your child!



Program Description

The Adventure Connection school-year program provides quality school-age care services for students at each elementary school in District 622. Children who have completed their first day of kindergarten but have not started their first day of grade 6 are eligible.

Summer programs include Adventure Connection for children who have completed Pre-Kindergarten through the completion of Grade 5. The EDGE offers a full-day program serving youth who will enter Grades 6-8 the following school year.

Program Goals

1. To provide quality school-age care for students in District 622.
2. To provide a safe, caring, nurturing environment for children.
3. To provide an enriching educational/recreational environment with a broad range of positive experiences.
4. To encourage children to develop self-discipline, self-respect and respect for others.

Sites & Office

PROGRAM OFFICE: Community Education Adventure Connection
2520 E. 12th Avenue
N. St. Paul, MN 55109

OFFICE HOURS: School Year -7:30 a.m. to 4:30 p.m. Monday - Friday
Summer - 7:30 a.m.- 4:00 p.m. Monday - Friday

SPECIAL NEEDS CONSULTANT: 651-748-7585

HEALTH CONSULTANT: 651-748-7557

SCHOOL YEAR BEFORE & AFTER SCHOOL HOURS

6:30 a.m. to school start time & school release time to 6 p.m.

SUMMER & NON SCHOOL DAY SITE HOURS: 6:30 a.m. - 6:00 p.m.

SCHOOL YEAR SITES - GRADES K - 5

NORTH SITES:

Office: 651-748-7432

Facilitator: 651-748-7433

Castle Elementary

6675 50th St. N.
Oakdale
651-748-6798

Cowern Elementary

2131 N. Margaret St.
N. St. Paul
748-6898

Richardson Elementary

2615 First St. N.
N. St. Paul
748-6998

Weaver Elementary

2135 Birmingham St.
Maplewood
651-748-7098

Webster Elementary

2170 E. 7th Ave.
N. St. Paul
651-748-7198

SOUTH SITES:

Office: 651-748-7431

Facilitator: 651-748-7634

Carver Elementary

2680 Upper Afton Rd.
Maplewood
651-702-8298

Eagle Point Elementary

7850 15th St. N.
Oakdale
651-702-8398

Oakdale Elementary

821 Glenbrook Ave.
Oakdale
651-702-8598

Skyview Elementary

1100 Heron Ave. N
Oakdale
651-702-8198

***Summer Sites**

Sites will be consolidated during the summer. See summer flyer for site information.

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Registration

All registrations are accepted on a space available basis.

Registration Process:

Registration forms and information are available at each child care site. Registration for current participants will be accepted on a first-come, first-served basis by MAIL ONLY during the registration period. All registrations received before registration opens will be processed with the mail on the day registration opens. Your registration is not complete until all of the items listed below are completed in full and received in the Adventure Connection Office:

- * Registration/Contract - one per child
- * Non-refundable \$40.00 Registration Fee - per family (if you are doing the streamlined registration you will register for Summer & School Year and pay only one \$40 registration fee.)
- * Emergency Information Form - one per child
- * Health Information Form - one per child
- * Account must be current

Families currently participating in the program have priority over new registrants during the priority time period only. Enrollment is not guaranteed and is always on a space available basis. Sites fill quickly; if the site you select is full, you will be notified. In order for your child to start on the first day of the summer program, your registration and first month's tuition must be received by the date shown on the summer registration form/contract. In order for your child to start on the first day of the school year, your registration and first month's tuition must be received by the date shown on the school-year registration form/contract.

Families registering after the start of the program should contact the Adventure Connection Main Office at the Education Center. Contact information is in the front of this handbook. There is a **3 day minimum** processing period before new registrants can start at a site.

If you are receiving child care assistance, registration will be accepted upon authorization from your assistance program. You are responsible for any portion not paid for by your assistance program.

Parent/Guardian Involvement

The primary and most significant influence in the life of a young child is the family. School-age care programs strengthen, support and extend family experiences. Through the cooperative efforts of the home and school, children will be able to develop to their fullest potential.

Parent and child may visit the program for an individual orientation and/or conference by appointment. An Open House will be scheduled prior to the summer program and again in the fall. During the Open House, program personnel will be available to answer questions regarding policies, schedules, and needs of individual children.

Parents are encouraged to become a part of the program. Your involvement will insure a quality program for your children. Some ways you can become involved in your child's extended day experiences are:

- * volunteering at the site
- * reading parent communications available through site files and newsletters
- * consulting periodically with the staff on your child's progress
- * bringing snacks (commercially prepared)
- * meeting with or contacting the site manager to provide input for the program or site.

Parent/Guardian Responsibility Checklist

- * Read the Parent Handbook and know the program policies.
- * Sign your child in and out every day.
- * Check your child's folder every day.
- * Notify program staff if your child will be absent. (Notifying the school office is not sufficient)
- * Provide written notice of change in schedule or withdrawal.
- * Ask staff for feedback on child's day.
- * Model respectful behavior when dealing with staff and students.
- * Keep your account current.

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School Year Enrollment Options

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Adventure Connection

Before school (6:30 a.m. to school start time)

After school (School release time until 6:00 p.m.)

Non-school Day Care (6:30 a.m. to 6:00 p.m.) Care will be available at consolidated sites.

Full Time Schedule (5 days per week)

Before and/or after school Mondays through Fridays on all school days.

Part Time Schedule (1-4 days per week)

Before and/or after school for the same days every week and for the same components of time on all of those days.

Additional Care - See “Drop-in Care” Below

Currently enrolled Adventure Connection students have the option of attending (on a limited basis) on days they are not currently enrolled. Contact your site manager at least 24 hours in advance for approval.

Drop-in Care (before & after school)

When you enroll your child in drop-in care you can use Adventure Connection by calling the Adventure Connection Site Manager at your school 24 hours in advance (or on Friday if care is needed on the following Monday) to request drop-in care. *Your child will be accepted based on availability.* Drop-in Care requires a Visa/Mastercard on file in the office. No payments are accepted at the sites. Let your child’s teacher know when he/she will be attending Adventure Connection.

Non-school Day Care

A full day program is available at consolidated sites on non-school days. Enrollment for non-school days is separate from contracted days. Flyers will be mailed in your monthly billing.

Field Trips/Special Events

Registering for a non-school day automatically registers your child for any field trip or special event that may be planned. Fees are included in the tuition. We are not able to offer alternative care for children when the entire site is participating in the field trip.

Adventure Connection follows the District 622 calendar.

Students enrolled in Adventure Connection who attend non-public schools will not be credited for non-school days or holidays that do not follow the District 622 School Calendar.

The program is closed on the following days: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, President’s Day, Good Friday, and Memorial Day. *

*Actual days closed may vary depending on where the holiday falls.

Summer Enrollment Options

Adventure Connection - 6:30 AM - 6:00 PM

Full-day program serving children entering Kindergarten through the completion of Grade 5.

The EDGE Middle School Program - 6:30 AM - 6:00 PM

Full-day program serving youth who will enter Grades 6-8 in the upcoming school year.

There is a minimum requirement of 3 days per week and 3 weeks of care for the summer program. Children must be registered for the same days every week.

Changes/cancellations can be made to your summer contract until the deadline shown on the summer registration form/contract. Changes/cancellations must be made in writing and returned to the Adventure Connection Office. No changes/cancellations will be allowed after the deadline.

Field Trips/Special Events

Registering for summer care automatically registers your child for any field trip and swimming that may be planned for that day and most fees are included in the day's tuition. We are not able to offer alternative care for children when the entire site is participating in the field trip. Some special events may require a minimal additional fee.

The Summer Program is closed on Independence Day and the week prior to the start of the following school year.*

*Actual days closed may vary depending on where the holiday falls.

School Year and Summer

Eligibility and Admittance

In order for a child to be admitted or readmitted to Adventure Connection/The EDGE, the following requirements must be met:

1. (School year) The child has completed the first day of kindergarten but has not started the first day of grade 6.
(See summer flyer for grade eligibility for summer.)
2. The child is able to perform basic self-care functions without assistance: i.e. fully toilet trained, able to feed self.
3. The child does not require specialized nursing care.
4. The child has not been expelled from either program within the past 12 months because of behavioral problems.
5. All children accepted for enrollment must consistently demonstrate the ability to follow adult direction, show readiness for large group child care, and follow safety rules.
6. All parent accounts with District 622 programs (Community Education, Adventure Connection, etc.) are current.
7. The registration fee is paid and all forms have been completed for the current school year or summer program and have been received by the Adventure Connection office.
8. If your child has a special need, the start date will be determined by the ability to accommodate the special needs of your child

Billing/Payments

Adventure Connection/The EDGE uses a payable in advance billing system and will bill on a once a month basis. Bills will be mailed on the 5th of each month and payments are due by the 22nd of the month prior to service. If the 22nd falls on a Saturday or Sunday payments are due the Friday before. **All invoices are payable to Adventure Connection, 2520 E. 12th Ave., N. St. Paul, MN 55109.** You may pay with cash, money order, personal check, or Visa/Mastercard. Payments can be mailed or delivered to the Adventure Connection Office, or you may call the office and pay with credit card by phone. Payment will not be accepted at the sites. In the event that your account becomes delinquent, you will be notified in writing. Failure to make payment in full will result in suspension from the program until account is paid in full. If your account is continuously delinquent, Adventure Connection will terminate service.

No credit will be given for illness or absence.

It is your responsibility to make payment by the due date. If you do not receive a bill, notify your billing secretary and they will help you determine the amount due.

A \$15.00 late payment fee will be assessed to your account if payment is not received in the billing office by the 22nd of the month.

If a check is returned due to insufficient funds, all future payments must be made in cash, money order, or credit card.

Registration for non-school day or summer care may be denied if your account is not current.

The person who signs the registration form for Adventure Connection/The EDGE is responsible for all charges.

There may be a fee for making copies of legal or tax information.

If you have a question, concern or complaint regarding fees and/or fee regulations, please contact the Adventure Connection Billing Secretaries.

(School Year)**A Status Change Form must be completed one week in advance of any changes in your schedule.** Accommodating such a request is subject to the approval of the site manager and will be based on space availability, student/staff ratio and other guidelines. There is a \$15.00 schedule change fee for all schedule changes. Status change forms are available from your site manager. This applies to school year only. **No changes/cancellations can be made to your summer contract after the deadline shown on the registration form/contract.**

Changes can be made to your summer contract up to the deadline shown on the registration form/contract. Changes must be made in writing and returned to the Adventure Connection Office. No changes or cancellations can be made to summer contracts after the deadline shown on the registration form.

Written authorization for families receiving financial assistance must be received by the Adventure Connection office before child care can begin. You are responsible for all expenses that financial assistance doesn't cover and assume responsibility for fulfilling county requirements

A two week written notice is required when withdrawing from the Adventure Connection school year program. Applies to school year only. No changes or cancellations can be made to the summer contract after the deadline indicated on the summer registration form/contract.

Medications

Please keep your child's emergency information current.

Registration and emergency information is kept at the site for each child.

Whenever possible, the parent or guardian should make arrangements to administer medication at home. However, when a child needs to take medication at Adventure Connection/The EDGE, the following policy will provide for the safe administration of any prescription or nonprescription (over the counter) medication.

Written authorization from both parent/guardian AND physician or authorized prescriber must be received at Adventure Connection/The EDGE before any medication (prescription or nonprescription) can be administered. Written authorization needs to be renewed with any new program registration or whenever medication changes.

If your child needs medication during the time they are at the program, a parent/guardian must complete the Request to Administer Medication Form. This form must be completed in full and returned to the site prior to medication being administered. If your child is taking more than one medication you must fill out the Request to Administer Medication Form for each medication.

Prescription medications must be in their original prescription container with a pharmacy label and may be given only to the child for whom the medication is prescribed. Adventure Connection/The EDGE staff will not administer outdated/expired medications. Medication in the school office is not accessible to Adventure Connection/The EDGE Staff.

Non-prescription over the counter medications must be in their original manufacturer's containers. The containers must be labeled with the child's name and date. These medications will only be administered according to the manufacturer's instructions. Medication in the school office is not accessible to Adventure Connection/The EDGE Staff. Adventure Connection/The EDGE staff will not administer outdated/expired medications.

Bacitracin will be applied to minor cuts and scrapes after they are washed with mild soap and water. Adventure Connection/The EDGE will provide the bacitracin. Parental permission is required.

Sunscreen lotions and insect repellents in their original containers and labeled with the child's name should be brought to the site. Children must apply their own insect repellents and sunscreen under the direction of staff. Parental permission is required.

If you have questions about our health policies you may call our Health Consultant at 651-748-7557.



Illness/Medical Conditions

HEALTHY

Notify your site staff if you are picking your child up from the classroom before the end of the school day or if your child will be absent for any reason. Notifying the school office is not sufficient. If you do not notify Adventure Connection of an absence you may be assessed a finder's fee. **Tuition is not credited for absences.**

If your child appears to be ill, you will be contacted and asked to pick them up. We will try to provide your child with a quiet area to rest until you can arrive. If staff thinks it necessary your health care provider will be contacted. School district policy requires that children have no fever for 24 hours without the use of fever reducing medications before returning.

Your child may be excluded from care if he or she is unable to participate in Adventure Connection/The EDGE activities due to illness or injury with reasonable comfort and/or requires more care than staff can provide without compromising the health and safety of other children in their care.

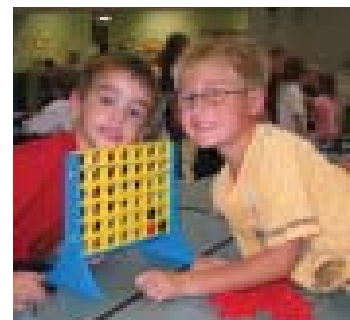
If your child is diagnosed with a communicable disease, Minnesota State Law requires you to inform Adventure Connection/The EDGE within 24 hours. (Exclusive of weekends and holidays).

If your child is exposed to a communicable disease, Adventure Connection/The EDGE will notify you within 24 hours. (Exclusive of weekends and holidays).

If your child becomes ill or injured, appropriate first aid will be administered by trained Adventure Connection/The EDGE staff according to District 622 First Aid Guidelines. If the staff determines that it is an emergency situation, 911 will be called. If determined necessary, the emergency service personnel will transport your child to a medical facility as designated by the emergency services. A parent or alternate listed on the Emergency Information Form will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. Staff will not transport children.

If your child ingests a potentially poisonous substance, the Poison Control Center will be contacted immediately and their instructions will be followed.

Adventure Connection/The EDGE follows District 622 Infectious Disease Exclusion Guidelines in determining if your child is well enough to participate in the program. If you have questions, please refer to your pamphlet 'Is My Child Well Enough to go to School', or your school health office.



Inclusion

Adventure Connection and The EDGE are very active environments, with multiple free-choice activities and many children, staff and family members coming and going throughout the day, in addition to frequent field trip/off-site activities in the summer. Such a busy environment may not best suit the needs of all children. Parents/guardians should select the type of school-age care environment that best meets the needs of their child.

With appropriate advance planning, children with special needs are welcome to participate in Adventure Connection and The EDGE. The program will provide reasonable accommodations as needed. By law, accommodations cannot change the nature of the program, cause an undue financial burden, or put any child or staff at risk.

Adventure Connection and The EDGE are center-based programs serving large groups of children with a ratio of one staff person to 15 children. One-to-one staff support is not provided by the program. If extra staffing is necessary to support special needs, accommodation will be based upon staff availability. In the child's best interest, he/she may not be able to participate in the program until appropriate staffing is secured.

It is the parent's responsibility to identify a child's special needs on the appropriate forms. A special needs assessment and/or a parent conference may be required before enrollment in order to develop an individualized care plan for your child. This process can take 2-4 weeks to complete. If your child has a special need, his/her start date will be determined by the program's ability to accommodate the special needs of your child.

If Adventure Connection/The EDGE is unaware of a child's special needs and those needs significantly impact the child's success in the program, services may be suspended until an appropriate level of support can be arranged.

If you have questions about the special needs process, please call our Special Needs Consultant, Sarah Lilja, LICSW, at 651-748-7585.

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Behavior Guidance

It is our goal to promote a positive approach to child care and the management of behavior issues.

Behavior Guidance and Discipline

Adventure Connection/The EDGE follows District 622 behavior policies as approved by the school board. A copy of the District policy is available on request.

Behavior Intervention Strategies

Behavior intervention strategies include verbal or written parent/guardian notification, conferences, a behavior plan and, if the inappropriate behavior persists, temporary or indefinite removal of the child from the program. Depending on the severity and frequency of the behavior, consequences can include warning of suspension or next day suspension. If the behavior threatens the safety of students or staff, an immediate suspension may be warranted and parents will be called to pick up their child. A special needs consultant will be involved in the decision-making process in situations where suspension is being considered for a child with special needs.

It is district policy that children suspended from school are also automatically suspended from Adventure Connection. However, children suspended from Adventure Connection may still attend school at the discretion of the principal.

Adventure Connection/The EDGE reserves the right to terminate services depending on the severity of the incident(s).



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Meals and Snacks

Breakfast

Parents may send a nutritious breakfast snack with their child(ren). During the school year, the breakfast program is available for purchase on each school in session day at all elementary schools. Payment for breakfast will be handled in the same manner as school lunches. Free and reduced prices will be in effect. Contact your elementary school food service department.

Lunch

Children attending non-school days and the summer program will need to bring a lunch from home. A beverage will be provided. A morning and afternoon snack will be served.

Snacks

Adventure Connection provides a snack for children enrolled after school, and in the morning and afternoon for those enrolled in the summer programs. If food is brought from home to share with others (ie., for special occasions) it must be commercially prepared and packaged.



Emergency Closings

All delays in school opening, early dismissal of school or emergency school closing will be announced on WCCO Radio AM - 830 and the District's web site (www.isd622.org).

If school has a delayed start, Adventure Connection/The EDGE will open at the regular time or as soon as possible. Staff will attempt to safely report to work, however parents should call their sites before bringing children to make sure staff have arrived. (See site phone numbers on page 2.)

If school is closed for the day, Adventure Connection/The EDGE programs will also be closed. Credits will not be given.

If there is an early dismissal, Adventure Connection/The EDGE programs will also be closed. Credits will not be given.

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Early Drop-off

Adventure Connection/The EDGE opens at 6:30 a.m. Although our staff may arrive before 6:30 a.m. to prepare for the day, they are unable to provide care for your child until the official start time of 6:30 a.m. The clock in the program's home base area is the official time our program follows for opening and closing.

Signing In and Out

Adventure Connection/The EDGE requires that a parent/guardian sign their child in and out of the program daily. If your child arrives when there is an activity away from the main room, you are responsible for taking your child to join the group. Children will not be released until they have been signed out. If you don't sign your child in or out, you may be assessed a finder's fee. **If you consistently fail to sign your child in or out your child may be withdrawn from the program.**

Release of Children

Your child will be released only to people listed on their emergency information form. In an emergency you may call to inform the staff if someone other than those listed will pick up your child. Identification may be required for verification. Children may be released to a sibling 13 years or older. See site manager for procedure.

Late Pick Up

Children must be picked up by 6 p.m. The clock in the program's home base area is the official time our program follows for opening and closing. **The fee charged for late pick up is \$5 per 10 minutes or fraction thereof** and will be charged to your account. If you have an emergency and must be late, **please notify the staff.** If your child is not picked up and you (or other contacts listed on the emergency form) cannot be reached, after one hour, the police may be called to pick up your child. A sign will be posted and you should call your local police department. **If you are consistently late your child will be withdrawn from the program.**

Custody

In the event that a court ordered legal custody situation develops whereby a parent or parents are not allowed to pick up their children without your consent, we need a legal document proving that you have legal custody and that (name and relationship) does not have a legal right to pick up your child while at Adventure Connection/The EDGE. This legal document will need to be delivered to the site manager (to be kept in your child's file). Adventure Connection/The EDGE cannot refuse to release a child to his/her natural/legal parent without a court order.

Child Protection

Adventure Connection/The EDGE staff are mandated by law to report suspected cases of child abuse, neglect or sexual harassment.

Data Privacy

Data privacy law prohibits the sharing of information on other children and families. **Unless you notify your site manager, in writing, Adventure Connection/The EDGE programs will assume permission to use any photos of your children for the purpose of publicity, public relations, and media contacts.**

General Information

Additional Fees Are Charged For:

Registration	\$40.00 per family- One registration fee if you register for both Summer and School-Year together (Streamlined Registration), or \$40 for each if you register separately.
Late Pick-up	\$5.00 per child for every ten minutes or portion thereof after 6:00 PM (after third time, care may be jeopardized).
Late Payment	\$15.00
Schedule Change	\$15.00 per change
Finder's Fee	Assessed when parents/guardians fail to notify the program that their child(ren) will not be in attendance after school on a scheduled attendance day. \$5.00 - 1st occurrence, \$10.00 - 2nd occurrence, \$15.00 - 3rd occurrence. After third occurrence, care may be jeopardized.

Apparel/Personal Property

Children must be adequately dressed for outdoor play (boots, hats, gloves, snow pants, socks) since we try to go outside daily - weather permitting. All items brought to Adventure Connection/The EDGE should be labeled. We discourage students from bringing toys from home. The program is not responsible for lost or damaged personal belongings.

Program Concerns and Grievance Procedures

Should you encounter a problem with program operation or policy, first contact your individual site manager. In the event that the situation can not be resolved at the site level, contact the Program Facilitator. (See page 3)

Program Administration

Adventure Connection/The EDGE programs are administered by the North St. Paul-Maplewood-Oakdale I.S.D. 622 Community Education Department.

Inclusion Policy

It is the practice of North St. Paul-Maplewood-Oakdale I.S.D. 622 not to discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability in educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments and Minnesota Statute 363.03. Inquiries regarding compliance with Title IX may be directed to the District Education Center, 2520 12th Avenue E., N. St. Paul, MN 55109 or to the Director or Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C.

Guidelines

Adventure Connection/The EDGE programs follow all I.S.D. 622 School Board Policies and Procedures. Adventure Connection/The EDGE also follow all state, federal and local laws that pertain to school-age care programs.

