



CENTURY ADVENTURES CHILD CARE



**Park Rapids Community Education School Age
Childcare Program**

LOCATIONS:

COMMUNITY EDUCATION OFFICE

301 HUNTSINGER AVENUE

PARK RAPIDS MN 56470

CENTURY ADVENTURES CHILDCARE

501 HELTEN AVENUE

PARK RAPIDS MN 56470

(UPPER ELEMENTARY DOOR N3)

CONTACT INFORMATION:

CENTURY ADVENTURES CELL PHONE: 218-252-9554

CENTURY ADVENTURES OFFICE NUMBER: 218-237-6317

COMMUNITY EDUCATION OFFICE: 218-237-6600

CENTURY ADVENTURES PARENT AND CHILD HANDBOOK



Welcome and Philosophy

Welcome to the Century Adventures program! Century Adventures is an activity-based school-age childcare program for kindergarten through sixth grade. We use the community and area people for many resources. Our program consists of sport activities, arts and crafts, homework help and many exciting adventures. This handbook was developed for you to read and use as a guide and resource throughout the year. For more information, contact the Century Adventures Coordinator at 218-252-9554 (Century Adventures cell) or Community Education at 218-237-6600.

Program Philosophy

The philosophy of the Park Rapids Century Adventures program is to provide a positive atmosphere and to encourage healthy growth and development in children during non-school hours.

Program Goals

1. To provide a community-based childcare program to serve families with school-age children.
2. To provide a structured and safe environment.
3. To provide a caring and supportive environment for children to play and learn.
4. To provide opportunities for healthy, social and emotional development.
5. To encourage independence and self-worth.
6. To offer opportunities for a variety of recreational and educational activities

Program Information

Hours of Operation

- After School Program 3 PM to 5:30 PM
- Non-School Days Program 7 AM to 5:30 PM
- Summer Program 7 AM to 5:30 PM

Note: Century Adventures will be closed on certain legal holidays. You will be notified of these days and any other closing dates at least two weeks in advance.

Sign Up

This program is for students who are currently enrolled and in attendance in Park Rapids Area School District 309. The after-school care program is for students enrolled in Preschool through 6th grade. The summer program is for students enrolled in 4-year-old VPK up to students that just completed 6th grade. Sign up is on a first come first served basis. Once the program has reached the maximum, students are placed on a wait list.

Century Adventures is an extensive and active program. This setting may not be a good environment for all children. Your child's adjustment is important, therefore, a 2-week (or 10 days) trial period is provided before arrangements for continued care to become final. The trial period needs to be completed before your child can attend any of our all-day sessions. We reserve the right to remove the child from this

program within or after this two-week period, if we recognize that continued care might be detrimental to the child or the program due to inability to meet the child's needs or the inability of the child to adjust to the program. We have the right to terminate this agreement within that period, with no further obligation.

Special Education, School Intervention Services, and/or Medical Conditions

If your child receives special education or school intervention services, we require a meeting with your child's IEP or Intervention Team to determine if Century Adventures is the right environment. Your child will not be allowed to attend until a meeting has been held. We will share information about our program and if the team suggests enrollment in the program, then you can continue to register your child.

If your child has a medical condition that requires constant monitoring or a 1-1 person, we then reserve the right to deny your registration as our program is not able to accommodate those requirements.

FEES

<u>Rate Schedule</u>	<u>Rate Per Child</u>
After School Rate per day	\$4.00
Summer Half Day (less than 5 hrs)	\$16.00
Summer Full Day (more than 5 hrs)	\$26.00
	\$115.00
Summer Full Week	

Payment Policy

We accept the Child Care Assistance. For the After-School program we may be able to reduce the monthly fees by following the guidelines for

the districts free and reduced lunch program and some scholarships are available, please contact the Community Education Office for further information. **You need to have your account at a \$0 balance the first Friday of every month.** You will be charged a \$10 late fee if we have to bill you. Your child may be dismissed from the program if your account is more than two months past due. For the Summer Program you will be required to register and pay for your child weekly online. No refunds will be given for days unattended that you have committed to, contact the office for more information. No Refunds for same week cancellation or weather. Summer days are subject to review.

Signing Your Child In and Out Daily

It is necessary for a parent or authorized person to sign each child in and/or out daily with their name. Under NO circumstances should a child be dropped off or picked up without a parent or authorized person present. This is to ensure your child's safety and their whereabouts. Failure to follow this protocol will result in a \$6 daily charge and warning to the parent/guardian. Repeated refusal can result in dismissal from the program due to the safety risk.

Attendance/Schedule Changes/Absences

Should you need to change the days your child attends or if your child needs to be absent on a day he/she is scheduled you will need to call the Century Adventures phone (218-252-9554) and let the staff know before noon. If this notification is given for the after school care program, you will not be charged for that day. It is your responsibility to contact Century Adventures if your child is sick from school as they do not pass that information on to us.

Non-School Days – School Year Only

Information for each non-school day will be distributed at least 2 weeks prior to the actual day or days off. **A completed online registration has to be done by the notified deadline in order to have a spot, we are not a drop in care.** Registrations are taken on a first come, first served basis. If you register your child for a non-school day and do not attend, you will be responsible for payment for that day. We need a minimum of 15 students to be open on Non-School Days.

Legal Holidays

Century Adventures will be closed on certain legal holidays. You will be notified at least two weeks in advance of these days.

Late Pick Up Fees

Century Adventure staff enjoy their jobs, but they do have other responsibilities and families who like to see them. Therefore, our sites close promptly at 5:30 PM. If you know you will be late, please make other arrangements for your child to be picked up by 5:30 PM and notify the site immediately. A late fee of \$10.00 per child per 15 minutes will be charged to your account. After 15 minutes we will call your emergency contacts and after 30 minutes we will contact the local authorities unless you notify us.

Behavior Guidance Policies

As a part of the Park Rapids School District, we will follow the policies set up in each building. Their playground rules will also be followed. In conjunction with these policies, the following behaviors will not be tolerated at Century Adventures and each will result in a Behavior Report being filled out unless your child is still in the 2 week trial period at which time we will terminate care:

- Any form of physical aggression such as kicking, hitting, pushing, biting, or throwing objects.
- Verbal threats, disrespectful language, name calling, or inappropriate gestures.
- Crude language or inappropriate touching of another's body.
- Leaving the group or program area without staff knowledge and approval.

- Lack of self-control when angry.
- Disrespect of or refusal to cooperate with staff.
- Behavior resulting from inadequate or untimely administration of medications.

Behavior Guidance Plan

1. Sit down with the child and talk about what happened, why it happened, and what could be done next time. Explain to them the consequences that will happen if these behaviors continue.
2. If the behaviors continue, redirect the child to another area.
3. If the behaviors still continue, follow through with the consequences discussed earlier.

4. If none of the above seems to work, a Behavior Report will be filled out. At this time the staff may put a call into the child's parent/guardian to discuss the behaviors occurring and ask them to talk with their child. (We will not call unless none of our guidance policies are working.) You may be asked to come remove your child immediately.
5. After three Behavior Reports the child will be suspended for three days. The parents will be asked to make other childcare arrangements. A letter will be sent to the parents and/or a conference will be held between the coordinator, supervisors, parents/guardians, and child before they may return to the program. If this is during the two week trial period, care will be discontinued.
6. If none of the above has worked, Century Adventures will be considered an inappropriate environment for the child. The parents will be asked to remove the child from the program.
7. Century Adventures is an extensive and active program. This setting may not be a good fit for all children. We reserve the right to remove your child after the two week trial.

Staff

Century Adventures staff are chosen for their ability to provide a safe, loving, recreational environment for school age children. One of the most important aspects of Century Adventures will be the communication between staff and parents. Always contact the Century Adventures phone to communicate with the staff. Do not contact staff on their personal phone or social media. Century Adventures staff members encourage your ideas and input.

Staff Functions

Program Coordinator is responsible for coordinating the Century Adventures School-Age Care Program, planning and supervising daily program and reporting to the Park Rapids Community Education office.

Program Assistants and Volunteers will be an important part of the staff according to program needs.

Release of Children

Century Adventures staff will not release children to anyone who is not listed on the registration form as "authorized to pick up your child." It is imperative that anyone who will be picking up a child be listed on the

registration form. In an emergency, please call or write a note, if someone not listed will be picking up your child(ren). They will be asked to show some identification. The staff will not allow children to leave with an unauthorized person. If you are to pick up and staff suspects that you are under the influence of drugs or alcohol, law enforcement will be called. If your child is required by law to be in a car seat and we see that they are not in one, law enforcement will also be called.

Weather/Emergency Closing Information – School Year

School Closed

If the Park Rapids Public Schools are closed due to weather conditions or other emergency, Century Adventures is also **CLOSED** for the entire day.

School Early Dismissal

If the Park Rapids Public Schools are dismissed early, Century Adventures will **be CLOSED** also.

Community Education Evening Activities Cancelled

If District 309 Community Education After-school or Evening Activities are cancelled Century Adventures will **CLOSE ONE HOUR** after school closes. If your child is not picked up within 1 hour of school close, we will follow our procedure for late pick up on page 4.

General Information

Breakfast, Lunches and Snacks

Lunch will be provided during our summer program Monday through Thursday at no additional cost to the parents as long as the cafeteria is open. Breakfast will be provided when the school has its free breakfast program. Your child has the option of bringing a bag lunch but your daily rate will not change. **Bag lunches will be needed every Friday during the summer and on Non-School days unless notified of special lunches out.** Snacks are provided every afternoon. During the summer program we have a morning snack on Fridays.

Children's Personal Belongings

We are not responsible for any toys or items from home brought to our program. Things get broken easily and are better left at home. **Electronics are not allowed at Century Adventures.** This includes phones, iPods/iPads, Gizmo Gadget Watches, cameras, etc. During the summer, kids are encouraged to bring water bottles, extra clothes and towel/blanket. Please mark with their name for easier return.

Illness:

We follow the District Policy:

This is taken from page 7 of the handbook.

At times it is necessary to exclude students from school until a particular health condition is resolved or medical advice is sought.

Some conditions for exclusion are; elevated temperature (100 degrees), advanced cases of impetigo, scabies, some rashes, **or weeping blisters from hand-foot-mouth,** head lice, bed bugs, vomiting or diarrhea within the previous 24 hours and failure to meet the minimum immunization requirements.

Please refer to the Park Rapids Safe Return to In Person Learning Plan and to the Park Rapids School website under COVID/Learning Resources for guidance on COVID 19.

Parent Contract

I have read the Century Adventures Handbook and understand that:

- **I will be charged** according to the contract I have signed for the school year and/or summer program commitment forms.
- **In the event** that my child(ren) would not be picked up by 5:30 PM, I am aware that I will be charged a late fee. If I do not make arrangements for them to be picked up within 30 minutes, then law enforcement will be called.
- **An authorized person or myself** will enter the building and sign my child(ren) in and out on the iPad. (No children will be allowed to sign themselves in or out).
- **I will notify the Century Adventures Staff** in writing or by phone if someone other than an authorized person will be picking my child(ren) up.
- **I give permission** to use photographs with my child(ren) as part of Community Education publicity, programming, or when the local newspaper staff photographs events.
- **I give permission** for transporting my child to special field trips or to summer activities if weather does not permit walking.

Child's Name (Please Print)

Parent/Guardian Signature Date

Student Contract

I have read the Century Adventures Handbook and understand that:

- **I will be SAFE** and stay in designated areas and follow area rules.
- **I will be KIND** and respectful to ALL STAFF and students at Century Adventures.
- **I will be FAIR** and treat others the way I would like to be treated.
- **I will be held accountable for my actions** and know that there are consequences for what I do if I do not follow the rules.
- **I understand that if I do not follow the rules** I am only given 3 chances to continue coming to Century Adventures.

Student's Signature Date

