



Century Adventures



...a fun place to
play and learn!

Park Rapids Community Education School Age Childcare Program

PARENT AND CHILD HANDBOOK

Park Rapids Community Education
301 Huntsinger Avenue
Park Rapids, MN 56470
Kirsten Kisner – Program Coordinator
218-252-9554 Century Adventures Cell Phone
218-237-6600 Community Education Office
Email: kkisner@parkrapids.k12.mn.us

Welcome and Philosophy

Welcome to the Century Adventures program! Century Adventures is an activity-based school-age childcare program for kindergarten through fourth 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 Kirsten Kisner (program coordinator 218-252-9554 (Century Adventures cell) or via email kkisner@parkrapids.k12.mn.us)

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 | 3:05 PM to 6:00 PM |
| (this will include early out days during the school year – 1:00 PM to 6:00 PM) | |
| Before School Program | 6:45 AM to 8:00 AM |
| Non-School Days Program | 7:30 AM to 6:00 PM |
| After School Preschool | 3:00 PM to 5:30 PM |
| Summer Program | 6:30 AM to 6:00 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 5 by June 1st and entering kindergarten through the summer after completion of 4th 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. Students currently attending school in District #309 will be given priority.

Fees

| <u>Rate Schedule</u> | <u>Rate Per Child</u> |
|---------------------------------------|-----------------------|
| After School Half Month | \$33.00 |
| After School Full Month | \$66.00 |
| Non School Half Day (less than 5 hrs) | \$16.00 |
| Non School Full Day (more than 5 hrs) | \$26.00 |
| Summer Half Day (less than 5 hrs) | \$16.00 |
| Summer Full Day (more than 5 hrs) | \$26.00 |
| Summer Full Week | \$115.00 |

Payment Policy

We accept the Child Care Assistance program from Hubbard, Becker & Wadena County. 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 keep your account current. You will be charged a 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 fill out Commitment Forms every two weeks and send payment with your Commitment Form. No refunds will be given for days unattended that you have committed to. If commitment forms are not turned in by the due date, students will not be able to attend the first week of the 2-week cycle.

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. Under NO circumstances should a child be dropped off without a parent or authorized person bringing the child in. This is to ensure your child's safety and their whereabouts.

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.

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. Please complete and sign the non-school day commitment form and return it by the deadline indicated on the form. 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 8 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 6:00 PM. If you know you will be late, please make other arrangements for your child to be picked up by 6:00 PM, and notify the site immediately. A late fee of \$5.00 per child per 15 minutes block or portion thereof incurs at 6:01 PM. There will be no exceptions! You will be asked to sign a Late Pickup form, and an additional fee will be added to your weekly account. We will be calling your emergency numbers after the first 15 minutes. Should it get to the point that a child is left for 45 minutes or more and we have not heard from you or a family member, we will contact the local authorities. They will then take the child(ren) and try to locate you or a family member to pick them up. Should this become a habit, your child(ren) will be dismissed from the program.

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:

- 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.
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.

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. 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 a parent or unauthorized person under the influence of drugs or alcohol.

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.

General Information

Snacks

Snack will be provided in the afternoon at no additional charge.

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 on Non-School days unless notified of special lunches out. Snacks are provided after school. During the summer program we have an afternoon snack Monday through Friday and a morning snack on Fridays.

Children's Personal Belongings

We do not allow toys or items from home at 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, etc.

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, head lice, bed bugs, vomiting or diarrhea within the previous 24 hours and failure to meet the minimum immunization requirements.

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 be picked up after 6:00 PM, I am aware that I will be charged a late fee and sign a form indicating such.

An authorized person or myself will enter the building and sign my child(ren) in and out on the attendance sheet. (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 respect everyone 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

Student's Signature

Date