

**BECKER COMMUNITY CENTER**

**SUMMER  
ADVENTURE  
ZONE**

**PARENT  
HANDBOOK**

**KINDERGARTEN – 6TH GRADE  
RECREATIONAL PROGRAM**

**BUILDING AND STRENGTHENING OUR FUTURE  
COMMUNITY LEADERS!**

[www.beckercommunitycenter.com](http://www.beckercommunitycenter.com)



**BECKER COMMUNITY CENTER  
11500 SHERBURNE AVE  
BECKER MN 55308**

Dear Families,

Welcome to Summer Adventure Zone, a community-based recreational program providing care for children kindergarten through sixth grade.

We are pleased you have chosen our program and we look forward to working with you and your child(ren). It is the goal of the Adventure Zone program to continue to provide affordable, quality youth recreational programs in a safe environment. We recognize that you have entrusted to us your most precious possession- your child. Your child's safety and happiness are our first priority.

This policy handbook is our way of letting you know what you can expect from us, and what we need from you. It is a condition of enrollment that families accept and abide by the policies and procedures of the program. All policies, procedures and fees are subject to revision at any time, without prior notice by Adventure Zone management.

To enroll your child, you will need to complete a request for registration. You can find the link for registration on the Becker Community Center website, under special events/BCC programs, Adventure Zone.

Once you submit your request for registration you will receive an email letting you know that we received your request. We will then notify you via email if your child has been accepted and what the next steps are for you to take to complete enrollment.

If you have any questions or concerns, please contact the Program Coordinator and I will assist you the best I can.

We hope your child enjoys their time at Adventure Zone, and we look forward to building a positive relationship with you and your family.

Sincerely-

A handwritten signature in black ink, appearing to read "Emmy Howard". The signature is fluid and cursive, with a large initial "E" and "H".

Emmy Howard

Adventure Zone

Program Coordinator

## Step by Step Guide

### Registration

1. Read through and fully understand the policy and procedures handbook.
2. Then go to [www.beckercommunitycenter.com](http://www.beckercommunitycenter.com) and click on special events/programs, programs, Adventure Zone. You will find a link to complete and submit a request for summer registration. Please remember to attach additional forms needed such as up to date immunizations form.
3. Once submitted, you will receive an email from jot form confirming your request was received.
4. Please know that by submitting a request for registration does not guarantee you a spot. Adventure Zone will follow our priority guidelines stated in the handbook.
5. Adventure Zone will receive your registration and then email you and let you know if space is available and what the next steps are.
6. Once Adventure Zone contacts you to confirm your enrollment, you will receive an invoice for the registration and activity fee that is due. You will need to make payment within a set time to complete enrollment and ensure your child has a spot in the program.
7. An email confirmation stating that your child is enrolled in the program will be sent once we have received all completed registration paperwork and payment has been processed.
8. Congratulations! Your child is ready to begin Adventure Zone. We are excited to see you!

### Summer schedules & payments

1. Maintain an understanding of Adventure Zone policies and responsibilities of parents/guardians.
2. Adventure Zone requires parents to choose at registration if their child will be attending a set schedule of 3 days, 4 days, or 5 days a week. What you choose is what you will pay for, whether your child attends or not, for the entire summer.
3. Payments for registration and activity fees are due upon enrollment of your child in the program.
4. Parent/Guardian will receive an invoice of the amount due by the 20<sup>th</sup> of each month via email. Parents/Guardians are responsible for making sure payment for balance due is made by the 25<sup>th</sup> of each month.
5. Families will be billed based off their full time/part time choice designated at registration whether their child attends or not and will be billed according to our payment plan listed in the handbook.
6. If payment is not received by the 25<sup>th</sup> of each month this will result in late payment fees and/or termination.
7. If paying by phone or check, you will also receive a confirmation email each month letting you know if payment was processed or declined. It is your responsibility to contact us by the payment due date of the 25<sup>th</sup> of the month to ensure payments are processed correctly and on time to avoid late fees.
8. You must notify the Program Coordinator of any schedule changes by email. You may contact the Program Coordinator to inquire about adding days; this will be determined based on space available. If the Program Coordinator gives the okay to add a day to your schedule and has had at least a 7 days' notice, you will be charged the regular days rate. You will be charged the drop-in rate for any added days that have less than 7 days' notice, you have not emailed the Program Coordinator about or any days that have not been approved prior. These charges will be reflected in your payment for the following billing cycle.
9. Additional fees that may be added throughout the month will be reflected in your payment for the following billing cycles. This may include late pick-up fees, finders' fees, NSF fee, late payment fees, t-shirt fee, etc.
10. Adventure Zone will not issue credits, refunds or prorations for any days unused. You are responsible for paying the minimum weekly requirement, contracted days, and any additional fees.
11. Contact the Program Coordinator via email by 8:00 am if your child will be absent or late.

### Daily

1. Ensure your child has all required supplies
2. Monitor emails consistently for important information and updates.
3. Maintain open communication with program staff and Program Coordinator.
4. Ask questions.

**This handbook is designed to answer common questions. Please address additional questions to the Adventure Zone Program Coordinator. This handbook contains useful information regarding the daily operation of our program and parent expectations. Please keep this handbook for your records.**

## Adventure Zone Management Contact Information

Adventure Zone Program Coordinator – Emmy Howard  
Phone 763.200.4271 Email: [az@ci.becker.mn.us](mailto:az@ci.becker.mn.us)

Administrative Support Specialist/ Billing – Julie Krenz  
Phone 763.200.4273 Email: [jkrenz@ci.becker.mn.us](mailto:jkrenz@ci.becker.mn.us)

Recreation Services Manager – Bartt Gevens  
Phone 763.220.3437 Email: [bgevens@ci.becker.mn.us](mailto:bgevens@ci.becker.mn.us)

Website: <http://www.beckercommunitycenter.com>

Adventure Zone is located under Special Events/BCC Programs, Programs, Adventure Zone.

### **Summer Adventure Zone Hours of Operation**

**2022 Summer Session: June 6<sup>th</sup> – August 26<sup>th</sup>, 2022**

Monday - Friday 6:00 AM – 5:30\* PM

\*If you need a later pick up time, please contact the Program Coordinator to discuss details

### **Summer 2022 Registration:**

\*2022 Open registration will begin February 21<sup>st</sup>, 2022.

\*2022 summer registration deadline for discounted enrollment of \$25 per child is April 11<sup>th</sup>, 2022. After April 11<sup>th</sup>, 2022, enrollment is \$50 per child.

Families will choose a set schedule of 3 days a week, 4 days a week or 5 days a week.

Go to [www.beckercommunitycenter.com](http://www.beckercommunitycenter.com) on the Adventure Zone page you will find a link to complete and submit a request for registration. Please remember to attach additional forms needed such as up to date immunizations form.

### **Adventure Zone is closed the following holidays this summer:**

Independence Day

If the holiday falls on a weekend, Adventure Zone may close for another weekday in observance of the holiday. In this case, that information will be reflected in advance on monthly calendar.

Adventure Zone will also close for staff development and to prepare for the school year and summer sessions. These dates will vary each year to accommodate the calendar year and schedule of each session.

### **Closures for Summer 2022**

June 2,3	Cleaning and Staff Development
July 4	In observance of Independence Day
August 29 -September 2nd	Cleaning and Staff Development

### **Closings and Delays**

Adventure Zone will make every attempt to remain open, unless otherwise noted or in the unlikely event the Becker Community Center was to close by the Becker Community Center Manager's discretion. Adventure Zone cannot guarantee we will always be open, please have alternate care for any days we may need to close. Any decision to close Adventure Zone during normal operation hours listed above will be made with safety of children and staff in mind and will be communicated through email. (See page 10) If the Becker School District moves to Distance Learning than Adventure Zone will close and decisions on when we reopen will be determined by the Becker Community Center's management with safety of children and staff in mind.

### **Low Attendance Closure/Capacity Attendance**

Adventure Zone reserves the right to put a cap on capacity attendance at any time for the safety of children and staff. If we must put a cap on capacity, advanced notice will be given through e-mail communication. Please note that Adventure Zone may put this into effect anytime. Adventure Zone must have a daily attendance of at least 10 children per day for us to be open.

## Program Overview

Families will designate a set schedule of 3 days, 4 days, or 5 days a week for the summer. This is what you will be billed for each week, whether your child attends or not on the days you have designated. Adventure Zone will be giving priority to our currently enrolled families that choose full time and then will look at filling open spaces with new and returning part time families.

### Adventure Zone Philosophy

Children are a valued and important part of our community. At Adventure Zone, we aim to develop the child as a whole, while we provide a safe, nurturing, supportive, and enriched environment in which children can exercise individual responsibility, social interactions and free choice to promote a healthy self-image and enhance the quality of a child's life and community.

Adventure Zone will emphasize the development of social, emotional, physical, and intellectual skills within a recreational setting for children to learn through play. We value the relationship between children, staff, and families. The needs of children are central to the planning and management of our center.

We support learning through a range of planned and spontaneous activities that are developmentally and culturally appropriate based on individual and group needs of children.

We respect the privacy of families and staff and take our responsibility to protect their personal information seriously.

Adventure Zone enrolls students without discrimination of race, religion, creed, color, or national origin. As part of our philosophy, we will work with all children of all different needs and abilities. Please call and speak with the Program Coordinator about any special needs your child may have.

### Summer Adventure Zone (SAZ)

Summer Adventure Zone is a program that offers all day care for students entering kindergarten in the fall of the upcoming school year or has completed kindergarten to sixth grade. Our summer program is designed to meet the needs of children and parents through quality recreational programming and through structured and unstructured activities for children to learn and explore the world around them.

### Our Goals

- Provide a safe, caring, and enriched environment for children.
- Provide learning experiences and opportunities to develop relationships, build character, self-confidence and respect for oneself and others in a cooperative manner.
- Promote values of kindness, honesty, respect, and responsibility.
- Encourage the social, emotional, creative, and physical development of children through stimulating, interesting, challenging and age-appropriate equipment and activities – both structured and unstructured.
- Provide a program designed to meet a wide variety of participants needs that is reliable and flexible.
- Create an environment where Adventure Zone team members are partners with parents and other caregivers, working together to help kids grow up healthy, happy, and strong.

### Child/Staff Ratio

The Program operates with appropriate staff to child ratios of 1:15 for children ages 5-12. Any deviation from ratios will be made by the Program Coordinator with the children's safety in mind.

### Adventure Zone Groups

Adventure Zone has designed different group settings to best accommodate children's learning at different times. Adventure Zone staff will do their best to separate participants into groups based on ages. This will be determined by the number and interest of participants. Children will have activities that will be with all ages and in groups based on their age. Groups will travel from activity to activity as a group throughout the day.

### The Leadership Team

The Adventure Zone Program (AZ) is staffed by a team of outstanding leaders selected for their ability to provide excellent service to the children and their families. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects caring, kindness, respect, and safety for youth. Our goal is to make this your best year ever! An extensive staff-training program is conducted to prepare our team to work with children. Staff are certified in CPR/First Aid and must complete a background check before working in the program. We also conduct a training regarding Epi Pens and Asthma inhalers.



## Field Trips

Field trips are fun and exciting for a variety of ages to enjoy. Parents will be notified when a field trip is planned, and permission slips will be sent out the week before or the week of the field trip. A signed parents/guardians permission slip for each child is needed before a child can participate. All children attending on a field trip day must attend the field trip. Adventure Zone will schedule a minimum of two off-site field trips as COVID-19 allows, where we will use a contracted bussing company of our choice. These two field trips are included in the activity fee. At times, we may plan additional field trip opportunities. These additional opportunities will be funded by the parents/guardians. If an additional fee is charged for a field trip, it must be paid prior to the field trip. Field trip fees are non-refundable.

All students are required to wear tennis shoes, and the current Adventure Zone t-shirts on all field trips. Students must also bring a water bottle, an AM snack, and a 100% disposable cold lunch.

In addition to off-site field trips, we will have Park Days. These days we will choose a park in Becker and walk to the park for time to play and at times eat lunch. If Adventure Zone is going to be at the park all day, during sign out times, we will notify families in advance and place a sign on the door as to where we are. You may also call the AZ cell phone. Please note that signing your child in and out with staff is of the utmost importance on Park days. If your child is not signed in properly, Adventure Zone is not responsible or liable for your child.

**Bug spray, Tennis Shoes, the current Adventure Zone t-shirt, an AM snack, a cold lunch, and a water bottle are required for all full day Park Days and Field Trips.**

If a child does not have the appropriate t-shirt with them on required days, a shirt may be loaned to that child and a borrowing fee will be assessed.

## Concessions

Parents may bring their child to concessions prior to signing them in or after signing them out for the day and make purchases at concessions.

At least once a month Adventure Zone will have an announced scheduled day that children may bring in cash and will be allowed to purchase concessions. Children will not be allowed to purchase concessions during Adventure Zone hours except on our announced scheduled day.

## Transportation of Children

By completing the registration process for the program, you are giving written authorization from the parent/guardian to transport the child to and from the site when transportation is provided for a field trip or off-site programming. Buses will not wait for late participants, and we do not offer alternative care. Please watch for field trip information and departure times at Adventure Zone.

## Children's Basic Needs

In order to grow and learn, all children have basic needs including safety, good nutrition, shelter, medical attention, clean clothes, appropriate discipline, and love. Parents/guardians who are having difficulty providing for a child's emotional or physical needs are encouraged to ask for help. Our staff can help parents/guardians find community resources. If a parent/guardian is unable or unwilling to meet a child's needs or if there is suspicion of physical, emotional, or sexual abuse, team members are mandated by the State of Minnesota to file a report with the Child Protection Agency

## Registration and Enrollment

Families will designate a set schedule of full-time (5 days a week for the summer) or they may choose a part time set schedule of set day(s) of a minimum of 3 days a week or 4 days a week for the summer. Adventure Zone will be giving first priority to our currently enrolled families that choose to attend full time and then will look at filling open spaces with new and returning part time families.

To enroll, parents/guardians will go to, [www.beckercommunitycenter.com](http://www.beckercommunitycenter.com) under Special Events & BCC Programs, Programs, Adventure Zone tab, click the registration link for a request of registration. Parent's will complete all information needed in the link for a request of registration and submit it. This will send your request to the Program Coordinator, and you will then receive a confirmation email letting you know the status of your registration. If space is available, responding in a timely manner for meeting the due dates for the next steps will be essential in keeping this space available for your child. Please see page 4 for details on dates for registration.

Adventure Zone will give priority enrollment to currently enrolled families who choose full time, we will then look at new and returning part time families. All other will be placed on a waiting list.

Adventure Zone will have registration twice a year, for the School Year and Summer Program. FULL paperwork for each session is required to complete enrollment.

### **Past Due Balance at Registration**

Families with a past due balance at Adventure Zone must pay their **full balance due** before being able to register for the next school year program or summer program.

### **Forms**

All forms and registration materials must be completed BEFORE your child's first day at Adventure Zone. Registration forms must be completed for each session. A mandatory update of all information will occur each for school year and summer enrollment. At the time of enrollment, it is required by law that parents provide a copy of current immunizations records or a signed and notarized immunization exemption sheet.

### **Program Withdrawal**

To terminate services/withdraw from Adventure Zone program. We require a paid two-week notice be submitted to the Program Coordinator. Parents/Guardians are then required to pay for all services including the two-week notice whether the child attends or not. The Program Coordinator will send this information to the Administrative Support Specialist/AZ billing department, and they will ensure that your account is paid in full for all services rendered at the time of withdrawal notice, if not they will send out an invoice. Payment is due within 24 hours of invoice being sent. Parent/guardians are responsible for all balances and payment of scheduled care for two weeks after the two-week notice is submitted, as well as any past due balances. Late fees will still apply if you have a balance left on your account.

No other means of withdrawal from Adventure Zone program will be accepted. Failure to comply with withdrawal procedure will result in a late payment fee and collection processing fee. Any outstanding balances will be sent to collections.

Adventure Zone reserves the right to terminate services if a parent/guardian or child are not abiding by these policies and procedures.

If Adventure Zone needs to give a family notice of termination of care. Parents/Guardians are responsible for all balances and payment of contracted days of care, any past due balances, late fees etc. within two-weeks of notice.

### **Data Privacy Provisions**

Adventure Zone complies with State and Federal data privacy laws. Records are required to be kept regarding each child in care. The Information gathered from the registration and medical forms is shared with the Adventure Zone staff in order to serve your child(ren) properly. If there are any changes, in address, phone number, email, allergies, or authorized pick up etc. it is the parent/guardian's responsibility to let the Adventure Zone Program Coordinator know as soon as possible.

## **Planning for Each Day**

**Make sure ALL your child's *belongings are labeled* with first and last name!**

#### **MUST Bring Daily:**

Backpack - to hold all their belongings and supplies.

Tennis Shoes

Water Bottle

Extra Clothing

**Cream** Sunscreen- apply before coming

AM Snack – for all days

Cold Lunch – for all days

AZ T-shirt for Park Days and Field Trips

**Swimming: Must have own**

**Separate Swim bag containing: Body Wash, Swimsuit,**

**Towel**

**And your own lifeguard certified life jacket if you want your child to wear one.**

#### **What NOT to bring:**

**NUT Products**

Flip-Flops

Electronics

Phones, iPad

Personal items

Weapons

Valuables

**Please Note:** IF you need to get a message to your child, you need to contact the Program Coordinator. Email is best. For safety reasons children will not be allowed to use a cellphone or Smart watch type product of any kind with calling and texting abilities for any reason. All items will be confiscated if used.

## Allergies

Please be mindful of food allergies. There are other children in our program who may have a severe food allergy.

**NO NUT Products of any kind will be allowed. This is to include all nuts such as peanuts, tree nuts (almond, hazelnut, walnut etc.). Please refrain from sending products that may contain nuts. Your child will NOT be allowed to eat these items if brought.**

## Summer/School Year Activities

The Adventure Zone staff will do its best to ensure the safety of your child's belongings; however, we do ask that you please not send unnecessary items with them. Adventure Zone will not take responsibility or be held liable for lost, stolen or damaged items. Please DO NOT send items of value from home with your child. All of your child's items brought to Adventure Zone need to be in their backpacks.

Adventure Zone does not allow gum, live animals, video games or movies that are not "G" or "PG" rated. The child will be given one warning to put the item away and then staff will take the item until parent arrives. Weapons, tobacco, illegal substances, and alcohol of any kind are not allowed in Adventure Zone or the Becker Community Center programs. If a child is found to have any of these things, they will be removed from the program immediately. Our policy also means that toy guns, squirt guns, knives/weapons of any kind are not allowed and will be confiscated. Any violation may result in suspension.

Adventure Zone provides the majority of supplies your child will need while in our care. Parents are responsible for providing supplemental items for their child such as a change of clothes, tennis shoes, swimsuit, towel, appropriate outdoor apparel, AM snack, cold lunch, water bottle, medical accessories, cream sunscreen etc.

## Outdoor Play

Outdoor play is an important part of your child's day. It is vital for the total health of a child. All children who are well enough to be at the program are expected to participate in all activities for the day. Please watch the weather and dress your child appropriately each day or have them bring it along with them when they come. We will be going outdoors every day, excluding times of inclement weather. Many field trips and activities will be outside play for a large portion of the day. Parents should put sunscreen on their children before they come to the program in the mornings. Please send a labeled water bottle and a bottle of cream sunscreen, in its original container with your child daily for reapplication.

## Dress

All children will need tennis shoes daily. For safety, **NO flip flops or shoes that slip off** are allowed. Please make sure your child is wearing the proper attire for the weather. For safety reasons, if a child does not have appropriate gear they may be asked to sit out. Sitting out will only be acceptable if the staff/child ratios allow for safe supervision of a child sitting out, otherwise parents will be called to pick up the child. This includes gym, outdoor play, walks, etc. If a child does not have appropriate shoes or clothing for field trips parents will be asked to take their child with them and return with appropriate shoes/clothing.

## Extra Clothing

Each child is required to have an extra outfit including underwear, shirt, pants, and socks on hand for occasional accidents and spills in their backpack. If no extra clothing is available, parents will be called to pick up child immediately. If a child has an accident that involves any type of bodily fluids and they do not have any extra clothing in their bags, the child will not be allowed to continue in group activities. Staff will escort them to the rest room where they will wait for parent/guardian. Parents/Guardians called must make arrangements for the child to be picked up within a half-hour of notice.

## Sunscreen

### CREAM SUNSCREEN ONLY

Sun Protection policy stipulates that all children should have a hat and appropriate clothing with them. Parents need to provide cream Sunscreen ONLY, in the original container, and children must apply sunscreen and wear a hat when playing outside, except (at the discretion of the coordinator) when it is safe not to do so (early morning, late afternoon, winter months, etc.).

**It is the parent's responsibility to ensure their child has applied sunscreen each morning before signing in and ensuring your child has cream sunscreen with them daily. Children will be asked to apply sunscreen at least 2 times a day or more if we are outdoors more.**

Staff will not be applying sunscreen to the children; however, the children will be instructed to apply sunscreen to themselves periodically throughout the day. Adventure Zone kids are required to have their own cream sunscreen labeled with their name on it. Staff may assist with a child's face and neck if the child asks or gives the staff permission to assist them.



Adventure Zone program or staff are not liable for children who refuse to apply sunscreen. We understand the importance of sunscreen, however, please know that it is the child's responsibility to be honest with staff and follow through when asked to apply sunscreen appropriately.

### **Bug Spray**

Please provide bug spray, in the original container, with your child's name on it to keep in your child's backpack. This is especially important on park days. Kids will be reminded to apply it to themselves periodically throughout the day only as needed. Staff may be asked to assist with the application of bug spray.

### **Personal Belongings**

Children are not allowed to bring toys, games, electronics, and personal items from home, except for on designated days. All toys and electronic games must be appropriate in nature, or they will be immediately taken away. Children will be told when they can have these items out. If there are any issues regarding personal items, the item will be taken away and returned to the parent at the end of the day. That child may lose his/her privileges to have personal items at Adventure Zone.

### **Swimming**

Summer Adventure Zone children will be able to go swimming 4 days a week. Each child will need to provide their own separate swim bag, swimsuit, towel and bodywash. The swim bag will be used for swimming supplies and to keep their personal items together once changes for swimming. Parents will be able to say if they want their child to wear a life jacket or not, however please know that for safety reasons staff and lifeguards have the final say in if a child needs a life jacket to be in a particular spot on the pool. Swimming with the Adventure Zone program is a privilege and if a child is not following the rules, the Program Coordinator, Lifeguards or Aquatics Coordinator has the right to revoke this privilege is needed.

### **Water Bottle**

Each child will need to provide their own labeled water bottle daily. No drinking fountains will be available until further notice.

### **Breakfast**

Breakfast is not provided. You may send breakfast with your children to eat at Adventure Zone in the morning, between 6:00AM and 7:00AM.

### **Snacks**

Please provide an AM snack for your child daily. Afternoon PM snack will be provided; however, you may choose to bring your own. Staff will check snacks daily to ensure they meet our allergy guidelines.

### **Lunch**

Please bring a cold bag lunch (that does not need to be refrigerated or heated up) to Adventure Zone each day. Staff will check all lunches daily to ensure they meet our allergy guidelines.

**Please note:** All children must have a lunch with them on all full days. If a child does not have a lunch, parent will be called to provide them with one. If a situation arises that we must provide one for a child, parents will be billed for the meal of child's choice of what we have on hand.

### **Medications**

Children are not allowed to have prescription medication or over the counter medication in their possession. All medications must be kept locked up in our medication cabinet. Children may only transport or store medication such as an Epi Pen or inhaler in their belongings if designated on Medical Release Form signed by the prescribing physician. The Adventure Zone Program Coordinator must have the Medication Permission completed by a physician and the parent or guardian on file before any medication is dispensed – including nonprescription. Please return the form to the Adventure Zone Program Coordinator before your first scheduled day or the start of medication.

**Please note that NO child will receive any kind of medication unless YOU bring it in for your child and have filled out the medication permission form correctly.** For more information see pages 18-19 under Illness and Medical Conditions.

## Parent Involvement

It is important to have open communication between parents and the staff. The role of the parent in the Adventure Zone Program is crucial. Please, come visit with us and work with staff on our great events as you can! Parental involvement will generate a unified, healthy experience for the children.

Adventure Zone will be going paperless, so all communication with parents/guardians by email. [az@ci.becker.mn.us](mailto:az@ci.becker.mn.us). At times if there is an incident with your child, we may send home a letter notifying you of the day's events. Please be sure to provide an email and that the email address on your enrollment form is legible, correct, and up to date, so that we may input it into our system correctly for you to receive communications from us. Please notify the program coordinator staff if you are not receiving emails.

Adventure Zones main way of communicating with parents/guardians will be through email for all program information. If you have a question or concern, please contact the Program Coordinator via the Adventure Zone email. [az@ci.becker.mn.us](mailto:az@ci.becker.mn.us) emails will be followed up through email or phone call. If a situation should arise for a meeting, we will find an appropriate time and space. It is important you check your email frequently for any updates or messages that may affect your child or for program information.

Adventure Zone does have a cell phone for use during Adventure Zone business hours ONLY. Parents/guardians may contact Adventure Zone staff via the cell phone for emergencies or to pick up your child if the door is locked during Adventure Zone hours ONLY. For any other communications please use the Adventure Zone *email* or call and leave a message on the original Adventure Zone voicemail through the Becker Community Center. The Program Coordinator will check email and voicemail periodically throughout the day.

**Adventure Zone cell phone number 763-333-6142.**

**BCC Adventure Zone: 763-200-4271**

*Parent/guardians need to email the Program Coordinator with any absences to your child's schedule by 8:00 am if your child will be absent or late.*

If you have any questions or concerns, please contact the Program Coordinator. The Program Coordinator can be reached via email, phone, or in person. Best way to communicate is through email first. The Program Coordinator is available for brief meetings with parents during Adventure Zone business hours. If more detailed discussions are sought, a meeting should be arranged outside of business hours. We value your input and want to respond to your questions and concerns, so please do not hesitate to set up a time for us to talk.

Parents need to communicate with the Program Coordinator if they feel that their child is not having a good experience at Adventure Zone, such as bullying, special circumstances, etc. Your ideas, suggestions, concerns, and feedback are very important to us and help us make continual improvements to our program.

The best course of action to take is:

- 1.) Please speak with the Adventure Zone Program Coordinator. You can call, leave a message, or schedule a conference.
- 2.) If the problem is not resolved in step 1, contact the Recreation Services Manager of the Becker Community Center. The Manager will schedule a conference by phone or in person.

### Parent and Volunteer Participation

Parents are encouraged to participate in the program with their child. There are many opportunities for parents to volunteer within the program, such as helping at a community service project, getting involved in a team building activity, sharing information about your career and educational background, and teaching life skills workshops with the children. Parents are welcome to attend field trips and program activities. Please see Coordinator for more details – volunteering will require prior planning and approval. Parent volunteers will not be allowed to supervise other youth in the program unless they have completed the volunteer process.

### Parent Code of Conduct

To ensure that Adventure Zone Programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is always our intent to have Adventure Zone Programs represented in a positive manner. If parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs. We ask that parent/guardian to understand that these policies and procedures set forth will require their full cooperation in working with the Adventure Zone team to ensure we are all following and implementing these policies procedures and guidelines. This is essential to ensure that Adventure Zone may remain safely open.

1. Parents/Guardians will know the content of the Parent Handbook and abide by the policy and procedures set fourth for Adventure Zone.
2. Parents/Guardians will know and understand what policy and procedures they need to follow through on to help make their and their child’s experience a good one at Adventure Zone. Ex. Escorting children in and out at drop-off and pick up, signing in and out properly, turning in required documents, making payments on time etc.
3. Parents/Guardians will conduct themselves in a manner that represents the four core values of Adventure Zone: kindness, honesty, respect, and responsibility.
4. Parents/Guardians must always refrain from foul language, while at Adventure Zone and during activities.
5. Parents/Guardians will respectfully talk with Adventure Zone staff and assist staff with any child behaviors concerning their child.
6. Parents/Guardians will not show or exhibit derogatory conduct toward any Adventure Zone staff, participants, or other parents/guardians.
7. The misuse of drugs or alcohol is prohibited while at Adventure Zone activities and location.
8. Parents/Guardians will not be allowed to take pictures/video of other participants or any Adventure Zone activities.
9. Parent/Guardians understand that they are responsible for any damages your child has to Becker Community Center and Adventure Zone property.
10. Parent/Guardians will talk with their children and help their children understand the student responsibilities and expectations listed below.

### **Contact of Parents**

If parents need to be contacted for any reason. The child needs to be picked up within an hour of calling. This means if the parent/guardian can’t make it to the child within the hour they are responsible for calling and getting someone here on time.

### **Family Questionnaires**

Questionnaires are sent out to families via email periodically throughout the year. Your feedback from these surveys helps us to identify areas of strength and areas that need attention. Please take time to let us know yours and your child’s feelings about our program so the staff can make it a more enjoyable experience for everyone!

## **Student Expectations/Responsibilities**

**In order for your child(ren) to have a positive experience at Adventure Zone, please determine if your child is ready for a group childcare program by looking over the readiness indicators.**

**Readiness Indicators:**

- Child demonstrates respect to others including staff and other children
- Child has the ability to stop and think before acting on impulses
- Child displays independence in personal care (washing hands, using bathroom, eating, etc.)
- Child can work well with others as part of a group
- Child can clearly communicate needs and understand other’s needs
- Children may start Adventure Zone the summer before the September they start Kindergarten

All children, staff and parents should be following the four core values of Adventure Zone kindness, honesty, respect, and responsibility. In addition to following core values the program rules are:

### **Child’s Responsibilities**

1. BE KIND! We do not have to like everyone, but we must be kind to everyone.
2. Show respect to self, staff, and others.
3. Show respect to property of the Becker Community Center, Adventure Zone, and other property.
4. Keep hands, feet, all body parts, and objects to yourself. No inappropriate contact (hitting, kicking, pushing etc.)
5. Use appropriate verbal and body language. Use kind, uplifting words – no foul or negative language.
6. Put away personal items in your backpack.
7. Actively participate in activities at Adventure Zone.
8. Pick up area before moving on to another activity.
9. Use equipment in an appropriate and safe manner.
10. Respectfully listen and follow staff’s directions.

11. Stay with the group. Children should not leave an area without a staff member's permission
12. Children should not be in the hallways alone without a staff member's permission
13. Follow Adventure Zone rules, guidelines and stay within Adventure Zones provided boundaries.
14. Use appropriate voice levels
15. Walk quietly and orderly in halls
16. Be honest.
17. Assist us with keeping our environment safe for everyone.
18. Have FUN!

### **Behavior Guidance and Non-Violence Policy Philosophy**

The overall safety of all children in the program is our highest priority. Please encourage your child to speak to the Adventure Zone staff or the Program Coordinator if they have any concerns with other participants or program staff.

To Encourage Positive Choices Staff Will:

- Protect the safety of the children and staff by establishing clear expectations and creating a safe environment
- Provide immediate and directly related consequences for a child's unacceptable behavior
- Anticipate problem situations and intervene by encouraging positive alternatives when possible
- Engage children in cooperative problem solving
- Model appropriate behaviors with children
- Tailor behavior expectation to the child's development level

### **Program Discipline Procedures**

The goal of discipline and guidance techniques in Adventure Zone is to help develop safe and appropriate ways of interacting with others and the surrounding environment. When positive behavior is displayed, the consequence is participation and enjoyment of planned activities. Inappropriate behavior will not be tolerated.

Adventure Zone strives to maintain a positive approach to managing children's behavior. Staff establish and enforce clear and consistent limits and expectations for appropriate behavior. Staff will deal with inappropriate behavior through various techniques including modeling, distraction, and redirection, adjusting the environment and cooperative problem solving. Removal from the activity/area will be used as a last resort.

The following steps are used by Adventure Zone staff when dealing with inappropriate behavior:

**Reasoning:** Staff and child will discuss the behavior and why the behavior is unacceptable. Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff assisting/facilitating as needed. This step will provide the child a chance to fix behavior on their own.

**Redirection:** When reasoning has been pursued and the behavior continues, staff will be redirecting the child from the activity involved to another program space for an appropriate amount of time if necessary. Staff will continue to redirect behavior and a written report will be filled out and copies given to parents.

**Child/Staff Conference:** If redirection and correction techniques are unsuccessful from staff, the Program Coordinator is consulted and may decide on further appropriate action/consequences. The Program Coordinator will talk with parents about behavior, consequences, and next steps.

**Conferences:** If behavior continues the Program Coordinator will set up a formal meeting with the parent/guardian and child. Behaviors and expectations will be discussed, specific changes in behavior will be requested, specific consequences for noncompliance will be outlined and a behavior contract will be completed.

**Behavior Contract:** This form is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. Goals are stated in positive ways to help the child understand the desired behavior and a timeline will be established.

**Suspension for Inappropriate Behavior:** To provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. The Program Coordinator and/or BCC Manager will determine the length of suspension.

## Removal from the Program:

If corrective techniques are still unsuccessful, Adventure Zone may suspend or expel the child from the program. If a serious behavioral situation occurs the parent may be notified to pick up a child from the program immediately. If a child appears to be a danger to themselves or others, an Adventure Zone staff may restrain the child. Adventure Zone reserves the right to suspend or expel a child from the program without warning if that child poses a physical or emotional threat to other participants.

We reserve the right to bypass the above behavior steps at any time and remove a child from our care or program activity for reasons of safety. If a parent is called to pick up a child for behavior, the child must be picked up within one hour.

The following behaviors are not allowed at Adventure Zone. If a child displays any of the following behaviors it could result in the child being suspended or expelled from program immediately.

- Blatant disrespect for another child or staff person.
- Absolute refusal to follow staff directions and facility and program rules and expectations.
- A behavior that takes away from any person's right to feel and be safe.
- A persistent behavior that keeps any staff person from being available for all children.
- Inappropriate touching of a person's body or using inappropriate sexual language or actions.
- Behavior that is purposefully destructive or involves theft of property.

To minimize disruptive or unacceptable behavior, Adventure Zone takes preventable measures and uses a variety of techniques such as redirection, verbal intervention, and consequences. In accordance with the Adventure Zone goal of providing a safe, secure, and nurturing environment for ALL children, we have adopted a zero-tolerance policy towards violence.

Behavior that the BCC does not accept include the following but is not limited to: Hitting, biting, kicking, spitting, throwing toys, swearing, not listening, leaving the classroom without permission or without an adult, mistreating the Becker Community Center's property, continually not following directions, disrupting the classroom, or in any way making the classroom environment unsafe for the children and/or the staff.

Adventure Zone has a responsibility to reasonably ensure the safety of the individual, other children, and staff.

If a child is disrespectful and causes the destruction of City of Becker property, the parent(s) may be liable to replace and or fix the damages.

## Safety and Security

Before arrival at Adventure Zone parent/guardian will complete a health screening of all family members to ensure that no one in the household has COVID-19 and that each child attending is symptom free. Adventure Zone will be utilizing the Becker Community Center back door for Adventure Zone drop-off and pick-up only. Parents will accompany their child inside the building to rooms 139/140 for sign in and sign out. Please allow extra time for drop-off and pick-up as times will vary on how soon your child is out to you so that we may always ensure the safety of all children.

**Our drop-off times are: 6:00 am - 8:30 am**

**Our pick-up times are 3:00 pm – 5:30 pm**

Parent's will be asked to drop-off and pick-up within these times so that we may ensure the safety of all children. If an emergency or situation arises that you must pick up your child outside of these designated drop-off and pick-up times, please call the Adventure Zone cell phone and/or make arrangements with the Program Coordinator ahead of time.

You must sign your child in every morning and out every afternoon. Parents or authorized individuals must accompany their child to do the proper sign in/out procedures. An authorized adult is someone 18 years or older. If you are new to this system, please ask staff for assistance. The sign-in/out sheet must be filled in every day with your initials and time of drop-off or pickup.

Any authorized person who is picking up a child must have proper photo identification available which may be checked by staff. This procedure helps to ensure the safety of your child. Adventure Zone requires that all parents/guardians follow this policy. Failure to comply will result in dismissal from the program. Staff may vary, please **be prepared to show your photo ID daily.**

Adventure Zone Program Coordinator **must be notified when your child will be absent or late to the program for any reason.** If your child does not arrive as expected, program staff will investigate immediately by attempting to contact child's



parents/guardians, emergency contacts and, if necessary, the police. Due to the amount of time this takes we may assess a finder's fee beginning with the second occurrence.

Parent/guardians need to email the Program Coordinator with any absences to your child's schedule by 8:00 am the day of.

If you do not arrive within these times, and your child's group is not on site, it is your responsibility to get your child signed in/out appropriately with the correct staff and sign in/out procedures and to escort your child to their appropriate group/activity. This means that in a situation where the child's group is out on a walk you must wait with your child or get your child to where their group is located. Other Adventure Zone staff will not be responsible for getting your child to their group as this takes away from the safety of the other children. Out of respect for our staff we ask that you take all steps to ensure that you do not arrive late.

### **Daily Adventure Zone Procedures**

Before arrival each day at Adventure Zone parent/guardian will complete a health screening of all family members to ensure that no one in the household has COVID-19 and that each child attending is symptom free. Children **MUST** be signed in and out by an authorized accompanying adult. The accompanying adult must sign in and out with **both your initials and the time you are signing in or out and ensure that staff is aware of child's arrival or departure and acknowledging that they have completed the daily health screening.** If your child is not signed in or out properly Adventure Zone is not responsible for your child. If you do not sign in or out, you will be assessed a finder's fee. Continued refusal to do so will result in termination of childcare. Please communicate with staff when dropping off and picking up your child(ren). Children will not be released until you have properly signed your child out. Children **CANNOT** be dropped off or picked up at the sidewalk, at the front entrance or the outside play areas. Children are not allowed to sign themselves out unless parent/guardian has completed the appropriate paperwork. When your child arrives by bus or leaves by bus, staff will sign them in/out. It's the responsibility of the parents to make sure all authorized drop off and pick up people also know the sign in and out procedures.

Adventure Zone is not responsible for any child that is not signed in properly. Parents will be called, and a finder's fee will be assessed to your account. Children must not leave unaccompanied unless written permission is provided in advance. Out of respect for our staff we ask that you take all steps to ensure that you do not arrive late.

### **Signing in procedures:**

Families will wait in line to sign their child in. When signing your child in you are also stating that your child/family meets the health guidelines for attendance. If your child or someone in the household is ill, please contact the Program Coordinator to discuss options. Once parent/guardian has signed in stating their child is present and meets guidelines for health to attend they will be excused. All children are asked to wash their hands on arrival.

### **Signing out procedures:**

At Pick up times, parent/guardians will go to the location of the sign out sheet before collecting their child. Parent/Guardian must sign out the child by providing a photo ID and notify staff who they are picking up and sign out the appropriate child with time and initials. Staff will then notify the child's lead that the child is going home, and a staff member will meet parents in the hallway with your child. Families will then be asked to exit the premises.

Adventure Zone staff will **NOT** release your child until staff have verified the pick-up person and they have been signed out on the sign out sheet by an authorized adult using their initials and time of departure.

For the safety of all children, Parents are to go to the sign out sheet *before* getting their child. Children shall remain with their group and staff until parents have signed out and then staff will notify the group that your child is going home. This is to help us ensure that your child is safe and only going with those you have authorized for pick up and is signed out properly to avoid a finder's fee. Safety is of the utmost importance. Please always be prepared to show picture I.D.

**Always be prepared to show a Picture I.D.!**

Your child will not be released until identification and verification has been made.

## Authorized Pick Ups

Only authorized persons are allowed to pick up children from Adventure Zone. Authorized persons picking up your child will need a photo I.D. to show staff before the child will be released to them. This includes parents/guardians. Upon registration, parents will be asked to list the names of people who are emergency contacts and authorized to pick up their child(ren).

Adventure Zone must be given advanced notice in writing if anyone other than an authorized person is picking up your child. If we do not have written permission, they will not be allowed to pick up your child. No phone authorizations will be accepted. In emergency situations, an exception may be made if the staff is able to call back to a listed number on registration form/emergency contact form to verify that it was the parent/guardian that made the call. Program Coordinator will make one phone call to you to try and clear up the matter, but NO child will be released until we have parents' permission. For safety reasons we will not accept someone coming in saying they have a parent on the phone to give permission.

For your protection, only persons authorized in writing by the parents may pick up your child. If you have any questions or concerns about this, please contact the Program Coordinator. Children will not be released to an unauthorized person or anyone without a photo I.D. Please keep in mind that if a new staff person or a substitute is on duty, you may be asked to show your photo I.D. It is for the safety and best interest of the child. Child(ren) must be signed out by an authorized pick-up person using their initials and the time, on the correct day.

If there is a court ordered custody agreement, Adventure Zone is legally bound to respect the wishes of the legal document. It is the responsibility of the guardian who holds legal custody to provide Adventure Zone with a certified copy of the most recent court order. This copy must be on file with Adventure Zone and updated by the custodial parent when necessary.

For the safety of your child(ren), we ask that parents enroll the child together when applicable and agree on emergency contacts and authorized pickups. It is a parent's/guardian's responsibility to notify Adventure Zone of a custody agreements or a child's IEP and provide a copy for Adventure Zone to follow through on.

Please note that if someone other than those on your list come for your child (whether they are allowed to take them or not) and it is after hours you are responsible for all late charges. (See payment section for fees)

## Bus Procedure

Staff will take attendance before we get on the bus, once on the bus and again when we get off the bus. We contract services out from bus companies. The bus drivers ensure that all children know the rules and expectations. If a child does not follow the rules, they may not attend the next field trip.

## COVID-19

**At this time, please know that** Adventure Zone is committed to providing a safe and healthy environment for families and workers. We will adhere to latest MN Department of Health guidelines related to COVID 19 for youth programs. The expectation is that this will be followed by parents/guardians, staff, and children in the program.

<https://www.health.state.mn.us/diseases/coronavirus/schools/>

**Even though all safety precautions and practices are being implemented as recommended by the MDH, we cannot guarantee there will not be exposure to parents/guardians, staff, youth, or others engaging in the Adventure Zone programs.**

Adventure Zone will implement a health screening for employees as well as our program families. Screening and policies for persons exhibiting signs and symptoms of COVID-19 have been set in place. The following policies and procedures are being implemented to assess health status prior to entering Adventure Zone, as well as throughout the day.

## HEALTH SCREENING

- We are asking families to do a self-screen of themselves and their child(ren) each morning before attending Adventure Zone. If anyone has symptoms of illness, they all should stay home. If everyone is well than they may attend and at daily sign in parents will than sign off stating, they have completed the self-checks for each family member. During the Self – Screening each morning we are asking for temperature, if a cough is present, do they have shortness of breath, and do they have any of the following symptoms: chills, muscle pain, headache, sore throat, new loss of taste or smell (if they have any of these symptoms, the child may not enter without a doctor's note stating they are not contagious).
- If the answer is NO to cough and shortness of breath, and the child does not have a fever of 100.4 or over, or other symptoms of illness, they will be able to attend Adventure Zone.

If your child is exhibiting any signs of illness, please keep them home; please see the handbook for our sick child policy. If your child or anyone in your home is exhibiting any signs of COVID-19, your child(ren) will need to stay home and follow the exclusion guide. If at any time a child or family member has a temperature of 100.4, any of the COVID 19 excludable symptoms or any other symptoms of any other excludable illness or has come into contact with a positive case of COVID-19 parents should report that to the Program Coordinator immediately. We are following the Minnesota Department of Health Guidelines for Exclusion.

Adventure Zone will conduct monthly reviews of health and safety policies and practices to certify that they meet the standards to ensure the health and safety of the children. If there is a change in policies or practices, an outbreak of a contagious or reportable illness, the program is responsible for notifying the MHD.

#### **WHEN A CHILD OR STAFF MEMBER BECOME ILL**

When a child or staff member develops any symptoms of illness consistent with COVID-19 (e.g., fever, cough, or shortness of breath) we will:

- Isolate the person in a separate room while they wait to be picked up (parents need to pick up child within the hour) or until they are able to leave the facility on their own. Ensure that they have hygiene supplies available, including a cloth mask (including child), facial tissues, and alcohol-based hand rub.
- Remind staff who are monitoring the child or staff member with symptoms to practice social distancing when possible.
- Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
- Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (e.g., tables, chairs, recently used toys, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.

#### **WHEN A CHILD OR STAFF MEMBER IS A SUSPECT OR POSITIVE CASE OF COVID-19**

As long as routine cleaning and disinfection has been done regularly, additional cleaning and disinfection may not be necessary. Depending on when a person with COVID-19 was last in the facility, it may be difficult to know what areas they were in and what objects or surfaces they may have touched after they became sick. Email the Program Coordinator if you have questions about cleaning after a child or staff member becomes ill.

#### **COVID-19 Warning and Waiver**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health and state health agencies recommend social distancing and have in many locations, prohibited the congregation of groups of people.

Adventure Zone has put in place preventative measures to reduce the spread of COVID-19; however, Adventure Zone cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending Adventure Zone could increase yours and your child(ren)s risk of contracting COVID-19.

I understand the risks that may be involved with sending my child to Adventure Zone and understand that Adventure Zone has preventative measures in place to help reduce risk but is not responsible or liable should someone in my family contact COVID-19.

## **Illness and Medical Conditions**

*Please inform the Program Coordinator of any changes to emergency information including phone numbers. You are responsible for keeping your child's emergency information current!*

#### **Special Needs or Medical Conditions**

The Program Coordinator must be informed about any special needs or medical conditions that impact your child's health, well-being, or involvement in activities. You are responsible for keeping this information up to date. This includes an IEP. To provide the most appropriate care, a conference may be requested with the family. It is the parent/guardian's responsibility to provide us with a copy of an IEP if we are to assist with adhering to it.

## Sick Child Policy

**A child's temperature must be a normal 98.6°F to attend and they must not have any symptoms consistent with COVID-19. We will follow the MHD guidelines for people with COVID-19 symptoms in youth, students, and childcare programs. Please see our COVID-19 policy above.**

Please also see our covid policy above. Children showing symptoms of an illness should not be sent to Adventure Zone. If a child exhibit any of these symptoms while in the program, the child will be separated from the group and the parent/guardian will be called to come and pick up the child. If a parent/guardian cannot be reached; the emergency contacts will be called. Staff will continue to assess the child's condition. Because we are looking out for your child's best interests, you or another authorized adult must pick up your child ASAP within one hour of being contacted. This includes being left a message. If the staff feel that your child's condition warrants emergency medical attention, or if necessary, the local emergency resource will be notified.

For the health and safety of all children in our programs, please do not send your child to Adventure Zone if they are ill. Please notify us if she/he will not be attending. Children are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

- **with a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious, and a physician determines has not had sufficient treatment to reduce the health risk to others; contact the Program Coordinator for further details.**
- **Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eye, ears or profuse nasal discharge, severe cold symptoms, lice, nits, etc.**
- **Exposure to communicable diseases (such as whooping cough, measles, pink eye, ring worm, fifth's disease, mumps, chicken pox, diphtheria, scarlet fever, strep throat) should be reported to staff immediately upon diagnoses. If your child is contagious, he/she may not attend Adventure Zone until 24 hours after medication begins and are no longer contagious depending on condition.**
- **with chicken pox until the child is no longer infectious or until the lesions are crusted over.**
- **who has contagious conjunctivitis or pus draining from the eye;**
- **who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.**
- **who has lice, ringworm, or scabies that is untreated and contagious to others**
- **who has an undiagnosed rash or a rash attributable to a contagious illness or condition.**
- **who has vomited two or more times in a day, once if other symptoms are also present;**
- **who has had three or more abnormally loose stools in a day.**
- **who has a 100.00 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given; Temperature must be a normal 98.6°F before returning. And Child must be fever free with no fever reducing medications for at least 24 hours before returning to Adventure Zone.**
- **Unexplained lethargy, fatigue, irritability, persistent crying**
- **who has significant respiratory distress.**
- **who is not able to participate in child care program activities with reasonable comfort; or**
- **who requires more care than the program staff can provide without compromising the health and safety of other children in care.**
- **Children are to be kept home for at least 24 hours after receiving any immunization**

**Child MUST be able to participate NORMALLY in ALL activities- including snack and lunch; if your child is still tired and needs more time to recoup, they need to stay home.**

When isolation of a child is necessary, due to communicable illness, the child will rest in a space away from the other children until parent/guardian or person with authorization arrives for pick up.

Outdoor play is an important daily activity at Adventure Zone and children attending should be healthy enough to engage in all activities. Adventure Zone staff is not trained to make a medical diagnosis but only to observe and inform the parents of any sign of illness. If the staff observes signs of illness, parents will be contacted.

## Medication Information

**Children are not allowed to have medication prescription or over the counter in their possession. All medications must be kept locked up in our medication cabinet.**

**Please note that NO child will receive any kind of medication unless YOU bring it in for your child and have filled out the medication permission form correctly.**

Please send the correct measurement utensil for liquid medication.

## **Medications**

Children are not allowed to have medication prescription or over the counter in their possession. All medications must be kept locked up in our medication cabinet. Children may only transport or store medication such as an Epi Pen or inhaler in their belongings if designated on Medical Release Form signed by the prescribing physician. The Program Coordinator must have the Medication Permission completed by a physician and the parent/guardian on file before any medication is dispensed – including nonprescription. Please return the form to the Program Coordinator before your first scheduled day or the start of medication.

## **Over the Counter (OTC)**

You must provide written permission for all OTC items and All products must come in their original containers.

Over-the-counter medication will only be administered with written authorization by a parent showing dosage and timeline. A physician's directive is not required for an over-the-counter medication. However, ALL medications MUST be in original container. Including lip medication, cough drops, lotions, ointments, etc.

Please clearly label all items with your child's name or bring them to the Program Coordinator and let them know what needs to be labeled.

## **Prescription Medications**

Adventure Zone Staff may only dispense prescribed medications with a complete medication permission form and with the prescribed medication in the original container that bears the original label displaying legible information stating the following:

- Name of medication and child's name
- Date of original issue
- Directions for use
- Prescription number and expiration date
- Name and address of licensed pharmacy issuing the medication
- Physician's name
- Dosage and duration

For medical and safety reasons, team members do not administer insulin shots, Diastat or other medications requiring similar procedures. Our staff will work with parents/guardians, the child and the child's medical providers to explore other reasonable accommodations to permit the child

## **Policy for Recording and Reporting Accidents**

If your child has a minor injury, staff will perform First Aid if necessary and notify you when you are picking up your child.

If a serious injury should occur, staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist. At that time Adventure Zone staff will complete an Adventure Zone/Becker Community Center Accident Report to be kept on file at Becker Community Center.

## **In the event of a medical emergency staff will:**

1. Call 911, perform immediate First Aid, and contact you. After 911 has been called, it is then up to the emergency response team to decide what actions will be taken.
2. A staff will accompany (when allowed) the child to the hospital and stay until the parent/guardian arrives if emergency medical transportation is required.
3. At that time Adventure Zone staff will complete an Adventure Zone/Becker Community Center Accident Report to be kept on file at Becker Community Center.

**If a parent/guardian is not able to be reached, we will continue to call through your designated emergency contact list until contact is made.**

Adventure Zone staff has the children's BEST interest in mind. Accidents can happen to all children, so it is important that Adventure Zone has current phone numbers where parents can be reached during the day, as well as the number for authorized persons you have listed. Families will be responsible for any expenses incurred due to a child's injury.



# Billing and Payment

## See Chart for Specific Fee Information

### Registration Fees

There is a \$50.00 per child, non-refundable, non-transferable registration fee due upon your child's enrollment of each Adventure Zone Program session. We will have a discount registration fee of \$25.00/per child from the opening of registration until April 11<sup>th</sup>, 2022.

### Activity Fee

There is a \$45.00 per child, non-refundable, non-transferable activity fee due upon your child's enrollment of a Summer Adventure Zone Program. The activity fee will help cover the cost of one- t-shirt, three field trips, and snacks for your child. The activity fee is needed at the time of registration to help us prepare for your child's enrollment.

### Minimum Requirement

Minimum requirements will be designated at time of registration. If full time you will pay for 5 days a week: whether you child attends or not. If you registered for part time of 3 or 4 days a week you will pay for your set schedule of days each week / per child: whether your child attends or not.

The days you designate at registration will be your set days for the summer and will ensure that your child has a spot available to them on those days.

### Monthly Schedules –

At registration you will designate what days your child will attend each week. These are the days that we will guarantee your child has a spot available each week. If your child will be absence or you have any schedule changes throughout the summer, please notify the Program Coordinator via email.

### Schedule Changes/Add on days

Parents/guardians may request to have a schedule change or add additional days by contacting the Program Coordinator via email. Consideration for approval is based on daily capacity. Approved additional days with at least 7 days' notice will incur the regular daily fee. Any days added to schedule with less than 7 days' notice will incur the daily drop-in fee. Any changes will be considered added days and will incur the daily fees determined by the schedule change policy. Adventure Zone reserves the right to turn a family away for care on any day that the child is not scheduled ahead of time. These changes will be reflected on the next billing period.

### Monthly Invoicing

Monthly invoices of balance due will be sent to you via email **by the 20<sup>th</sup>** of each month prior to the month of care. Ex. You will receive your June invoice in May. Parents calling in to make payments will also receive a receipt of payment via email. Families will be charged/invoiced based off designated days chosen at registration plus any additional days your child attends and for any additional charges. Ex. Late fee, borrowing fee, etc.

Invoices should be received by the 20<sup>th</sup> of the month. It is the parents/guardians responsibility to watch for email correspondence and contact the Program Coordinator and/or the Becker Community Center Administrative Support Specialist within 24 hours if you have not received your invoice by the 20<sup>th</sup> of the month.

### Payments –

**Payments are due by the 25<sup>th</sup> of each month**, for the month prior to care. (Example: June care is due by May 25<sup>th</sup>)

Parents/Guardians will receive a detailed invoice stating balance due for the month by the 20<sup>th</sup> of the month. It is then the parent/guardian's responsibility to make payment by the 25<sup>th</sup> of the month. Monthly payments can be made by calling or coming into the Becker Community Center front desk 763-200-4271.

Failure to make the remaining balance payment by the 25<sup>th</sup> of the month will result in a late payment fee. Parents will pay for any additional days and services from the current month on the next billing cycle, except for August. Those with a balance remaining at the end of summer will be invoiced for additional charges. See below for dates due. Payments are subject to collections if not paid in full.

Summer Invoicing and Payment schedule:

At the time of registration to complete enrollment, payment of the registration fee and activity fee are due.

June 6<sup>th</sup>-July 1<sup>st</sup> – Invoiced by May 20<sup>th</sup> and Payment due by May 25<sup>th</sup>

July 4<sup>th</sup> – 29<sup>th</sup> --Invoiced by June 20<sup>th</sup> payment due by June 25<sup>th</sup>

August 1<sup>st</sup> – 26<sup>th</sup> – Invoiced by July 20<sup>th</sup> and payment due by July 25<sup>th</sup>

End of summer billing – Invoiced by August 30<sup>th</sup> and Payment due by September 6<sup>th</sup>, 2022

### **Late Payment Fee**

Payments not received by the 25<sup>th</sup> will incur a \$20 late fee. Payments are subject to collections if not paid in full.

### **Billing Adjustments**

Any billing adjustments to your fees, outside of normal tuition fees, will be done on a periodic basis throughout the summer. Adjustment fees include back billing for additional days attended, NSF or EFT Return fees, etc.

### **Refunds/Credits**

There will be no credits, refunds or prorations for days unattended by the child or for the required tuition fees designated to fulfill the full time or part time requirement each month. All registration fees are non-refundable, non-transferable.

### **Program Withdrawal**

To terminate services/withdraw from Adventure Zone program. We require a paid two-week notice be submitted to the Program Coordinator. Parents/Guardians are then required to pay for all services including the two-week notice whether the child attends or not. The Program Coordinator will send this information to the Administrative Support Specialist/AZ billing department, and they will ensure that your account is paid in full for all services rendered at the time of withdrawal notice, if not they will send out an invoice. Payment is due within 24 hours of invoice being sent. Parent/guardians are responsible for all balances and payment of scheduled care for two weeks after the two-week notice is submitted, as well as any past due balances. Late fees will still apply if you have a balance left on your account.

No other means of withdrawal from Adventure Zone program will be accepted. Failure to comply with withdrawal procedure will result in a late payment fee and collection processing fee. Any outstanding balances will be sent to collections.

Adventure Zone reserves the right to terminate services if a parent/guardian or child are not abiding by these policies and procedures.

### **Multiple Party Payments**

In cases where multiple parties are making payments to a childcare account, Adventure Zone is not responsible for determining which party has the financial responsibility for specific weeks/days. All fees incurred at Adventure Zone are the responsibility of the parents/guardians that have registered the child and/or is in the parent section of the registration paperwork unless legal documentation stating otherwise is provided.

### **NSF Checks/Credit Card Declines**

When a check is returned due to non-sufficient funds, it is the responsibility of the parent/guardian to bring the amount of the NSF check in money order, or credit card to the Becker Community Center Administrative Support Specialist within 7 days of notification. Along with payment due for Adventure Zone, there will be a \$30.00 fee for the NSF checks. If we issued a NSF check, future payments will need to be made with cash, money order or credit card.

Insufficient funds may result in cancellation of childcare services.

### **Late Pick-Up Fees**

Parents/guardians are expected to pick up their child by 6:00 PM. A \$1.00 per minute, per child late fee will be added for every minute after 6:00 PM (OUR CLOCK) your child is not picked up. At 6:15 PM an emergency contact given by the parents/guardians, at time of registration, will be called if the parents can't be reached. If there is no notification of the pick-up time by 6:30 PM, the police will be called, and the child(ren) can be picked up at the police station. Staff will make a note on their End of Day report and the late pick-up fee will be charged to your account. Continued late pick up may result in a cancellation of childcare services.

### **Finder's Fee**

Parents/guardians need to call or email the Program Coordinator with any absences to your child's schedule by 8:00 AM. If a child does not show and a parent has not contacted the Program Coordinator a fee of \$10.00 will be charged to their account.

If you do not sign your child in or out appropriately and staff must track you down to confirm your child's attendance you will also incur a \$10.00 finder's fee.

If staff must continuously contact a parent due to a child not being prepared ex. Extra clothes, lunch, etc. an additional \$10.00 finder's fee will incur.

### **T-shirt Fee**

Every child needs a t-shirt for field trip days. This fee is included in the activity fee. T-shirts are required to be worn on Park days and Field Trip days.

### **Borrowing Fee**

If your child does not have the appropriate t-shirt on field trip or park days, one will be provided for them and incur an \$8.00 fee on your account. Parents will be required to wash and return t-shirt the next day. If the t-shirt is not returned the next day, you will incur an additional \$2.00 fee for a total of \$10.00.

### **Past Due Accounts**

Any payments not made by the 25<sup>th</sup> of each month are considered delinquent. A late fee of \$25 will be applied to any payments not made by the 25<sup>th</sup> of each month.

Accounts that are two or more weeks past due are subject to the non-payment procedure and Adventure Zone reserves the right to temporarily dismiss a child from the program or terminate services on any past due accounts.

### **Non-Payment Procedure**

**Step 1.** An email to parents/guardians requesting full payment by an established due date. A late fee of \$25 will also be applied.

**Step 2.** If payment is not received, a formal non-payment notice will be sent to the parents/guardians through email notifying families of their final deadline for payment. They will need to contact the Adventure Zone Program Coordinator at [az@ci.becker.mn.us](mailto:az@ci.becker.mn.us) to discuss payment options and perhaps their child's temporary dismissal from the program.

**Step 3.** If payment is still not complete and parent/guardian refused to contact the Adventure Zone Program Coordinator to discuss payment options, your child will no longer be able to participate in the program until the balance is paid in full. A formal letter of temporary dismissal will be sent through email.

**Step 4.** Formal notice from the City of Becker Finance Department will be sent to parents/guardians requiring full payment on account.

**Step 5.** If payment is still not complete at this time, delinquent payments will be sent to collections.

Adventure Zone is funded entirely by parent fees.

## Adventure Zone Summer 2022 Rates

	<b>Member Rates Annual BCC Family Membership Required</b>	<b>Non-Member Rates</b>
5 days a week (M-F)	\$135	\$145
*Additional Siblings (Valid for FULL TIME registrations of Monday-Friday ONLY)	\$121.50	\$131.50
4 days a week	\$116	\$120
3 days a week	\$93	\$96
Drop-in Rate	\$40	\$47
<b>Rates for All Families</b>		
Registration Fee (Per season, Non-Refundable, Non-Transferable)	Regular rate of \$50/ child. Discounted rate from February 14 <sup>th</sup> , 2022 – April 11 <sup>th</sup> , 2022, of \$25/ per child	
Activity Fee (Non-Refundable, Non-Transferable. Covers 1- T-Shirt, 2-Field Trips, and Snacks)	\$45/ child	
T-Shirt Borrowing Fee (Must be returned same day of or returned next day washed)	\$8/ shirt (if returned by next day washed) \$10 (if not returned by next day)	
Finder's Fee (1st occurrence not charged)	\$10/ occurrence	
Late Pick Up Fee	\$1/ per child/ min. after 6pm	
Late Payment Fee	\$25	
NSF Check	\$30	

Updated 1.27.2022

*Rates are effective January 27<sup>th</sup>, 2022. All rates are subject to change.*

*\*To qualify for additional sibling rate, you must pay the regular full-time rate for the first child.*