

**BECKER COMMUNITY CENTER**

**SCHOOL YEAR  
ADVENTURE  
ZONE**

**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 Adventure Zone, a community-based recreational program providing care for children in kindergarten through sixth grade. We offer two separate programs during the year. Our School Year Program, we will follow the Becker Public Schools calendar and will be open for before and after school care as well as some full days Becker Public Schools are closed. For our Summer Program we will be open for at least 12 weeks during the summer, June-August.

We are pleased you have chosen our program. To assist us in maintaining the high standard that you expect from us, please read this booklet carefully and keep it for future reference. If you have any questions, do not hesitate to contact the Program Coordinator.

Adventure Zone has a schedule requirement of a minimum of 5 days a month and that requires parents at the time of registration to choose if their child will be attending full time (5 days a week for the academic year), a set schedule of part time or Ala Carte, with non-school days (full days that the school is not open during the school year) as a separate add on option for all those enrolled. What is chosen is what Parents will pay for whether their child attends or not, for the entire academic year.

Families will also be required to pre-register for all AZ Full days in advance. This information will be emailed once you are registered.

At the time of registration, we will be giving priority registration to families who are choosing full time, then part time and then we will look at those choosing the ala carte.

At this time, Adventure Zone cannot guarantee that we will be able to provide care if the schools move to a distance learning day. Please know that if this happens, Adventure Zone will evaluate the situation and staff will then determine when Adventure Zone will resume. Adventure Zone will make every attempt to remain open.

We recognize that you have entrusted to us your most precious possession - your child. Your child's safety and happiness are our priority.

We look forward to working with you and your child(ren). 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 of the program. All policies and fees are subject to yearly adjustments.

To enroll your child, complete a request for registration. Once you submit your request for registration you will receive a confirmation email letting you know that we have 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.

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-



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) under events/programs, programs, Adventure Zone page you will find a link to complete and submit a request for school year registration. Please remember to attach additional forms needed such as up to date immunizations or a signed notarized exemption form.
3. Once submitted, you will receive an email from jot form confirming your request was received.
4. Please know that 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 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!

### Monthly schedules/calendar & payments

1. Maintain an understanding of Adventure Zone policies and responsibilities of parents/guardians.
2. Adventure Zone has a schedule requirement of a minimum of 5 days a month and requires parents at the time of registration to choose if their child will be attending full time (5 days a week for the academic year), a set schedule of part time or ala carte, with non-school days (full days that the school is not open during the school year) as a separate add on option for those enrolled. What is chosen, at registration, is what parents will pay for, whether their child attends or not, for the entire academic year.
3. Payments for registration and are due upon receiving enrollment invoice for your child to secure a place for your child. If payment is not received for the registration fee on time, you should contact the Program Coordinator to see if your child still has a spot in the program.
4. Monthly calendars are due by the 20<sup>th</sup> of the month, to avoid a late calendar fee, even if care is not needed that month.
5. Parent/Guardian will receive a monthly invoice of the amount due by the 23<sup>rd</sup> of each month via email. Parents/Guardians are responsible for making sure payment for balance due is made by the 28<sup>th</sup> of each month.
6. Families will be billed based off their full time, part time, or ala carte choice designated at registration, and days circled on the calendar, whether their child attends or not, our monthly minimum of 5 days a month and will be billed according to our payment plan listed in the handbook.
7. If payment is not received by the 28<sup>th</sup> of each month this will result in late payment fees and/or termination.
8. To make payment's, Parent's/Guardians are responsible for contacting the front desk in person or by phone call to make payments on time. It is your responsibility to contact us by the payment due date of the 28<sup>th</sup> of the month to ensure payments are processed correctly and on time to avoid late fees.
9. Families need to pre-register for any full days AZ is open during the school year.
10. You must communicate with the Program Coordinator of any schedule changes by email. You may contact the Program Coordinator to inquire about adding or dropping 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 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.
11. Additional fees that may be added throughout the month will be reflected on your invoice for the following billing cycles. This may include late pick-up fees, finders' fees, NSF fee, late payment fees, t-shirt fee, etc.
12. Adventure Zone will not issue credits, refunds or prorations for any days unused. You are responsible for paying your contracted rate, contracted days, the minimum monthly requirement, and any additional fees.
13. Contact the Program Coordinator via email by 7:15 am for am care or all-day care and 2:30pm for pm care if your child will be absent or late. Do not tell staff or call AZ cell phone. If you do not inform us by these times via email that your child will be absent you will be charged a finder's fee.
14. The AZ cell phone will be used for drop -off and pick up ONLY. Please contact Program Coordinator for all other inquiries via email or Call the Adventure Zone Office phone at 763-307-9290. If it is an emergency and no answer to email or office, please call the Becker Community Center front desk and notify them, they will page us 763-200-4271.

### 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 763.307.9290 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 Events/Programs, Programs

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

**2024-2025 School Year Session: September 3<sup>rd</sup>, 2024 – June 4<sup>th</sup>, 2025**

Monday-Friday

AM Care 6:00 AM – 7:45 AM      PM Care 2:50 PM – 6:00 PM

2 Hour Late Start 6:00 AM-9:45 AM

Early Release Days 12:40 PM – 6:00 PM

Full Days 6:00 AM – 6:00 PM

#### **School Year Registration:**

Registration will begin May 6<sup>th</sup>, 2024 (\*For registration requirements please see sections on Registration and Enrollment and Billing and Payment)

Adventure Zone will be giving priority to our currently enrolled families that choose to attend full-time and then will look at filling open spaces with part-time new and returning families.

If we are able and space is available, we will allow families to enroll for just non-school days. This will mean a commitment to pay for all non-school days in advance. All days will be non-refundable, and all families must pre-register.

#### **Add-On Days Non-School Days/Full Days Adventure Zone will be open PRE-REGISTRATION for all dates is needed.**

September 3, 4 (Limited Capacity 15 children)

January 17, 20

October 16, (Limited Capacity)

February 14, 17

October 17, 18

March 7, 21, 24

November 8

April 18, 21

November 26, 27 (26 limited capacity)

\*Days may be subject to change from the school calendar.

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

New Year's Eve

Memorial Day

The Day After Thanksgiving Day

New Year's Day

Labor Day

Christmas Eve

Independence Day

Thanksgiving Day

Christmas Day

If the holiday falls on a weekend, Adventure Zone may close for another weekday of their choice in observance of the holiday. In this case, that information will be reflected in advance on the 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 2024-2025 along with Holidays listed above.**

August 26 – August 30      Cleaning and Staff Development

January 1      Holiday

September 2      Labor Day

May 26      Holiday

November 23, 24      Holiday

June 5, 6      Cleaning/Summer Prep

December 23 - 31      Holiday/Cleaning

#### **Closings and Delays**

Adventure Zone cannot guarantee it will always be open, please have alternate care for any days we may need to close. Adventure Zone will be following the Becker School Districts School Year Calendar. 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. Any decision to close Adventure Zone during normal operation hours listed above will be made with the safety of children and staff in mind and will be communicated through email. If the Becker School District moves to Distance Learning, then Adventure Zone may need to close. We will do everything possible to remain open when we can.

## **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 for any day. Adventure Zone must have a daily attendance of at least 10 children per day for us to be open.

## **Program Overview**

School Year Adventure Zone will be open for before and after school care and some non-school/full days that the Becker School District will be closed. Adventure Zone will provide many opportunities for your child to engage in free choice play, social interactions, self-regulation and as well as structured play.

### **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 the 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.

### **Adventure Zone (AZ)– School Year**

Adventure Zone is a program located at the Becker Community Center providing care for school age children; Kindergarten through fifth grade. We follow the Becker Public Schools calendar through the year and will provide care before and after school, non-school days, early release days, and late starts.

Adventure Zone (AZ) is a structured program with a curriculum that utilizes themed weeks and or days throughout the year. There are many opportunities to use the swimming pool, go to the library, and participate in the fun daily activities that the AZ staff will organize for your child. The AZ childcare program is designed to meet the needs of children and parents through quality recreational programming.

### **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. 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 Zone**

This is a program we have put together for children in 4<sup>th</sup> -6<sup>th</sup> grade. During the school year children who would like to participate will have time to engage in activities of their choice, work on homework, read, and freely socialize with peers. In the summer, “The Zone” focuses to meet the needs of children and parents through quality recreational programming, life skill development, service learning, and other structured enrichment opportunities.

### **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 trainings regarding Epi Pens and Asthma inhalers.

### **Field Trips**

Field trips are fun and exciting for a variety of ages to enjoy. All children attending a field trip day are required to attend the field trip. Most field trips will take place in the summer, however if we do schedule an occasional field trip during the school year, we will give parents advance notice. Adventure Zone will use a contracted bussing company of our choice.

All students are required to wear tennis shoes, and the current Adventure Zone T-shirts on all field trips. Students must also bring an AM snack and a 100% disposable lunch that does not need to be heated up or cooled as there will not be access to a microwave or fridge.

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 choose to take their child to the front desk to purchase concessions before signing in or after signing out. Children will not be allowed to purchase concessions during Adventure Zone times except on a previously announced schedule day.

### **Transportation of Children**

When Adventure Zone has before and after school care, transportation will be provided by the Becker School District bus company. They will provide transportation to School from Adventure Zone in the am and from school to Adventure Zone in the pm, for all children K-5 grade. Children in sixth grade will walk to school from Adventure Zone in the AM and will not be allowed to leave the BCC until 7:30am. Sixth graders will walk to Adventure Zone from school, if they are not to Adventure Zone by 3:00pm, Adventure Zone will call looking for the child, which could result in a finder's fee.

**All families are responsible for contacting the Becker Schools bus company and letting them know that their child need transportation to and from Adventure Zone.**

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

## Becker Public Library

At times Adventure Zone will have days when the children will be able to go to the library as a group. If you would like your child to be able to check out books, movies, DVD's etc. from the library when we go, we will need a copy of their library card on file with Adventure Zone. If they do not have a copy of their card on file with us at Adventure Zone, they will not be allowed to check items out. Adventure Zone is not responsible for any items or late fees from the library. If your child checks out items from the library while attending Adventure Zone, it is

your responsibility to ensure items are taken care of and returned on time. If you need a card or a copy of your card you can inquire at the library, and they will assist you or contact the Adventure Zone Program Coordinator for assistance. To return items to the library, please return bin outside the front of the Becker Community Center's main doors.

## Registration and Enrollment

Adventure Zone offers AM, PM and AM/PM care and requires parents at the time of registration to choose if their child will be attending AM, PM, or AM/PM care of full time (5 days a week for the academic year), a set schedule of part time or our ala carte (minimum of 5 days a month) option, with non-school days (full days that the school is not open during the school year) as a separate add on option for all those enrolled. What is chosen at the time of registration is what parents will pay for whether their child attends or not, for the entire academic year. Families will not be allowed to switch from Full time – Part time rates without the Program Coordinator's permission.

Families who wish to use any full day will need to pre-register with our online link.

Families will be required to fill out a calendar for each month of the school year. The monthly calendar will be due by the 20<sup>th</sup> of the month prior to care. (September's calendar is due by August 20<sup>th</sup>). Adventure Zones minimum monthly requirement of 5 days a month may not vary from AM care and PM care to cover the days. You will need to choose full-time or part time for both AM and PM care if both are needed.

If you registered for full time, you would pay for 5 days a week at the discounted full-time rate: whether your child attends or not. On weeks that school is closed you will pay for all days that Adventure Zone is available for before (AM Care) and after school care (PM care).

If you registered for a set schedule of part time (a minimum of 5 days a month), you would pay for the days that you have designated at the time of registration; whether your child attends or not.

If you registered for ala carte (a minimum of 5 days a month), you will pay for the days that you indicate that your child needs care on the calendar each month.

Our days will follow the Becker School Districts School Calendar for days school is in session. All full days are considered add on days and you will not be charged unless your child is scheduled or attends.

To enroll, parents/guardians will go to, [www.beckercommunitycenter.com](http://www.beckercommunitycenter.com) click events/programs, programs, Adventure Zone and click the link for a request of registration for school year. Parents will complete all information needed, including immunizations information, 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 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 and new families who choose full time, we will then look at new and returning part time families. All others will be placed on a waiting list.

Adventure Zone will have registration twice a year, for the School Year and Summer Program. Everyone will be required to do FULL paperwork for each session.

## Past Due Balance at Registration

Families with a past due balance at Adventure Zone must pay **full balance** before being able to register for the 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 for each 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 in writing stating the reason for withdrawal and the final date the child will attend 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 the 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 the 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, Extra Clothing  
Water Bottle  
AM Snack and Cold Lunch – for all full days  
PM snack – optional MUST be a healthy choice; no candy/junk food.  
AZ T-shirt for Field Trips  
**Swimming: Must have own  
Separate Swim bag, Body Wash  
Swimsuit  
And your own lifeguard certified life jacket**

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

NUT Products  
Flip-Flops  
Electronics  
Phones, iPad  
Personal items  
Weapons

**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 severe food allergy.

**NO NUT Products of any kind will be allowed. Please refrain from sending products that may contain nuts, nut oils etc. as they will not be allowed.**



## 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 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. If the temperature or wind chill is below zero degrees Fahrenheit, Adventure Zone will follow BCC program guidelines and not go outside for winter activities.

## Dress

All children will need **tennis shoes daily**. No boots are allowed in the gym. 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 the 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 restroom where they will wait for the 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.). **Parents are responsible for applying the first coat of sunscreen before arrival to Adventure Zone.**

It is the parent's responsibility to ensure their child has cream sunscreen with them daily.

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 and/or allows.

## 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.

### **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 a nut free AM snack for your child daily. PM snacks will be provided. Families have the option to provide their own PM snack if it is a healthy choice and is nut free. No candy or junk food will be allowed.

### **Lunch**

Please bring a nut free bag lunch (that does not need to be refrigerated or heated up) to Adventure Zone for all full days.

**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.

### **Water Bottle**

Each child will need to provide their own labeled water bottle daily.

### **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 are able to! Parental involvement will generate a unified, healthy experience for the children.

All communications through Adventure Zone are paperless, so all communication with parents/guardians by our 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. You may find these in your child's mail folder. Our mailbox file folder box will be out by the parent bulletin board. Please be sure to check it daily.

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* for drop off and pick up convenience. Parents/guardians may contact Adventure Zone staff via the cell phone to drop-off or 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 763-307-9290. The Program Coordinator will check email and voicemail periodically throughout the day. Please remember that your children are our first priority, and we may not always be by the phone. In the event of an emergency please call the Becker Community Center front desk and ask them to page us.

**Adventure Zone cell phone number 763-333-6142. Adventure Zone Office Direct Line: 763-307-9290**

**Parent/guardians need to email the Program Coordinator with any absences to your child's schedule by 7:15 am for am care or all-day care and 2:30pm for pm care if your child will be absent or late.**

A parent information board is located outside the Adventure Zone classrooms and next to the Program Coordinator's office. You may find program information, and updates posted on this board. Please get in the habit of regularly reviewing this information. In addition, Adventure Zone staff will communicate daily with parents at arrival and pick up times. Parent's mailboxes will also be by this parent bulletin board. We ask that NO children are allowed to go in the mailboxes to keep other things private. We also ask that parents be respectful of other family's folders and do not go in them.

If you have any questions or concerns, please contact the Program Coordinator. The Program Coordinator can be reached via email, phone, or in person. The 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 forth for Adventure Zone.
2. Parents/Guardians will conduct themselves in a manner that represents the four core values of Adventure Zone: kindness, honesty, respect, and responsibility.
3. Parents/Guardians must always refrain from foul language, while at Adventure Zone and during activities.
4. Parents/Guardians will respectfully talk with Adventure Zone staff and assist staff with any child behaviors concerning their child.

5. Parents/Guardians will not show or exhibit derogatory conduct toward any Adventure Zone staff, participants, or other parents/guardians.
6. The misuse of drugs or alcohol is prohibited while at Adventure Zone activities and location.
7. Parents/Guardians will not be allowed to take pictures/video of other participants or any Adventure Zone activities.

### **Parent Expectations/Responsibilities**

1. Parents/Guardians will know the content of the Parent Handbook and abide by the policy and procedures set forth for Adventure Zone.
2. Escort child to and from Adventure Zone, following proper protocol for sign in and sign out daily.
3. Will not drop child off any earlier than 6:00 am and pick up no later than 6:00pm. A late fee or possible termination from the program will result from repeated early drop off and/or late pickups.
4. Notify Adventure Zone Program Coordinator by email of any schedule changes, including absences.
5. Turn in a monthly calendar by the 20<sup>th</sup> of the month prior to care, to notify program of any absences in advance.
6. Invoices will be sent out by the 23<sup>rd</sup> of the month via email and parents are responsible for making payments by the 28<sup>th</sup> of the month prior to care at the front desk to avoid late fees.
7. Understand that Adventure Zone requires payments monthly based on what the family signs up for at registration of full time, part time, or ala carte. This is to be paid whether your child attends or not.
8. Full-time, part-time, ala carte requirements and other days marked on the calendar and days requested to add are your contracted days, and there will be no refunds or prorations for days unattended.
9. Families must pre-register for AZ full days (Non-school days) in advance.
10. Provide 7 days' notice by email if needing to add days to care for regular rate charge. Understand that if less than 7 days' notice is given, you'll incur drop-in rates for days that have been asked to be added or attended.
11. Notify Adventure Zone Program Coordinator of family situations that may affect the child's experiences.
12. Notify Adventure Zone Program Coordinator in writing, of any changes to the child's registration information such as address, phone numbers, authorized pickups, emergency contacts, and medical information.
13. Notify the Adventure Zone Program Coordinator if the child reports any issues or concerns that you would like us to address.
14. Check email daily.
15. Parents/Guardians are responsible for any damage your child has to Becker Community Center and Adventure Zone property.

### **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, changing clothes etc.)
- Child can work well with others as part of a group.
- Child can clearly communicate needs and understand other's needs.

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 the property of the Becker Community Center, Adventure Zone, and other people.
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. Assist us with keeping our environment safe for everyone.
17. 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 children 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 or staff.

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 display 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

Please use the Becker Community Center front doors, letting the front desk know you are here for AZ drop off and pick up. Adventure Zone staff will do their best to make sure a sign in our AZ room 140 window notifying parents where the sign in and out is located.

You must sign your child in every morning and out every afternoon. Parents or authorized individuals must accompany their child into the building 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 at any time. 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, via the AZ email**. If your child does not arrive as expected, program staff will investigate immediately by attempting to contact the child's parents/guardians, School/Bus company, 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 7:15 am for am care or all-day care and 2:30pm for pm care if your child will be absent or late.

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 into 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**

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 the staff is aware of the child's arrival or departure**. 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 on 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 is 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:**

While following any mandated guidelines, parents will accompany their child into the building to their classroom or the gym, where they will notify staff, they are there, sign their child in and then the parents will wait for staff to follow any guideline procedures before leaving.

### **Signing out procedures:**

At Pick up times, parents/guardians will follow any mandates guidelines while waiting for staff and their child. Parent/guardians will enter the building and notify staff they have arrived, notify staff who they are picking up provide ID and sign their child out with time and initials. Staff will then notify the child's lead and a staff member will assist the child in gathering their belongings and walk the child to meet their parents/guardians in the hallway.

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. 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. 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 is 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.

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)

## **Sixth Graders**

Becker School District does not provide bussing for sixth graders so please know that your child will need to walk to school if attending AM care and will need to walk over to Adventure Zone after school for PM care. If your child is in sixth grade, please ask us for permission to walk form.

## **Bus Procedure**

After school days all children who ride the bus are considered enrolled in Adventure Zone and will take part in attendance before being released.

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.

## **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 on 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.

**Children are to be kept home for at least 24 hours after receiving any immunization.**

### **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 \$25.00 per child, non-refundable, non-transferable registration fee due with your child's registration paperwork each session.

## Program Fees

Monthly tuition fees are based off what parents choose at the time of registration for full time/part time/ala carte AM, PM, or AM/PM care, our minimum monthly requirement, and days you designate on your monthly calendar each month. Parents are responsible for paying for time RESERVED, not time used.

To receive full-time rates, you must have designated this at the time of registration. If you designated full time, you will be charged full time rates each week, whether your child attends or not. (Excluding add on days). If you designated part time or ala carte at the time of registration you will be charged part time rates regardless of how many days your child attends each week.

## Minimum Requirement

There is a minimum requirement of 5 days, per child, per month: whether your child attends or not. This will ensure your child has a spot available to them for their monthly contracted days. The days you designate on the calendar are your contracted days. If you would like your child to attend for the minimum 5 days a month, you must designate these days on the calendar each month. If you do not mark them on the calendar, it will be assumed your child will not be attending and you are still responsible for paying the minimum monthly requirement to hold your child's spot. Any calendar changes will be considered added days and will incur the daily fees determined by the schedule change policy.

## Add on Day(s)

**All non-school days/ full days that Adventure Zone will be open from 6:00 am- 6:00 pm are considered add on days** and are not included in the FT 5 days a week or PT set schedule days a week charge. Non-School day charges are only incurred once you register your child for that day through our online registration form for full days or they attend.

All Families wanting their child to attend a full day will need to pre-register their child via our separate registration form for just non-school days, by the calendar due date for that month of care. Some days have limited capacity, we will accept children on a first come, first serve basis.

## Monthly Schedules (calendars)

Monthly schedules/calendars are due by the 20<sup>th</sup> of each month for the following month of care. Ex. September's calendar is due by August 20<sup>th</sup>. This is done by parents filling out our monthly calendar, circling the days that your child will attend and turning it into the program coordinator via email each month. There will be no switching of days, refunds or prorations for days unattended by your child. If you would like your child to attend for the minimum 5 days a month requirement, you must designate these days on the calendar each month. If your child will not be attending, you are still responsible for turning your calendar in on time and indicating this on your calendar by leaving the days blank. Any changes will be considered added days and will incur the daily fees determined by the schedule change policy. Failure to submit a monthly calendar on time will result in a late calendar fee. Failure to submit a monthly calendar will not be accepted as a form of withdrawal from the program and you will still be responsible for any fees that are due for that month.

Calendars will be emailed out to families monthly; they can also be found on the Becker Community Center website or can be found on the wall by the parent board located next to the Adventure Zone office. Adventure Zone is not responsible for any late calendars due to improper procedures. Once Adventure Zone receives your calendar via email, we will respond to your email notifying you it was received.

At registration you committed to full time, a set schedule of part time or ala carte and will be charged for all required days whether you have marked them on calendar or not. Example: If you registered for full time (5 days a week) you will pay for 5 days a week, even if you have only marked 3 days on your calendar in a week; If you registered for a set schedule of part time the days you picked at registration are the days that you will be charged for each week. If you registered for ala carte you will be charged for the days, you indicated care is needed on the calendars or at least a minimum of 5 days a month. Please indicate if you know your child will be absent in advance to avoid a finder's fee.

Monthly calendars are used for providing us notice on what days your child will be attending, invoicing and allows to schedule staff and activities each day. So, calendars must be turned in by the 20<sup>th</sup> or you will incur a late calendar fee.

### **Schedule Changes**

It is the parents/guardian's responsibility to reach out via email to the Program Coordinator prior to calendars being due if your family has any type of change in schedule that is going to affect your invoicing that month.

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. No Switching of days is allowed. Due to so many unknowns, the program coordinator will try and do what we can to work with parent/guardian to get a child in on short notice when possible.

Consistent Care contracts are consistent schedules of the same days, every week for the entire school year. If your schedule has abruptly changed (i.e. need to send your child on a nonscheduled Monday instead of your regularly scheduled Tuesday) we cannot switch contracted dates due to staffing, planned activities and student accountability. This will be considered an additional day and incur, an additional charge determined by the policy.

Contracts will remain in effect for the duration of the school year unless a Contract Change request is submitted through email to the Program Coordinator. Contract changes require 7-day notice. Verbal notification is not sufficient. The first contract change is free. **There is a \$15 fee for all changes after the first change.** You are responsible for tuition based on the current contract until the change is accepted and goes into effect.

### **Monthly Invoices**

Monthly invoices will be sent to you via email by the 23<sup>rd</sup> of the month. It is the parent/guardian's responsibility to watch for email correspondence and contact the Becker Community Center Administrative Support Specialist within 48 hours of notification, if you have questions regarding your bill.

A child may be dismissed from the program if you are two weeks or more behind on your account.

### **Payment Process**

Payment is due by the 28<sup>th</sup> of the month for the month prior to care to avoid late fees. (Ex: October's payment for care is due by September 28<sup>th</sup>). Payments can be made by contacting the front desk staff either in person or by phone. If you call in, you can pay with a credit/debit card. If you do it in person at the front desk you can pay with cash, check or credit/debit card.

Families will be charged based off full time, part time and contracted days chosen each month on your calendars and/or the minimum requirement each month. Failure to pay the full balance on your invoice by the due date will result in a late payment fee. Parents will pay for any additional days and services incurred from the month on the next billing cycle. Payments are subject to collections if not paid in full.

### **Late Calendar Fee**

Adventure Zone monthly calendars are due by the 20<sup>th</sup> of the month prior to care. (ex. Octobers calendar is due by September 20<sup>th</sup>). If calendars are not turned in on time, there is a late calendar fee of \$40.

### **Late Payment Fee**

Payments not received by the 28<sup>th</sup> will incur a \$25 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 year. 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 minimum monthly fee. All registration fees are non-refundable, non-transferable.

## **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 \$40.00 fee for the NSF checks. If we issued a NSF check, future payments will need to be made in cash, money order, or credit card.

## **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 cannot 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 email the Program Coordinator with any absences to your child's schedule by 7:15 AM for AM care, early release days, all day care and by 2:30 PM for after school care. 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 will need a t-shirt for field trip days. We will notify parents a head of time if a t-shirt is needed for a field trip, otherwise they are not needed for school year. You will not be charged the t-shirt fee unless a t-shirt is needed.

## **Borrowing Fee**

If your child does not have the appropriate t-shirt on field trip or park days, one will be provided with an \$8.00 fee/ T-shirt must be in good condition as given and Parents will be required to wash and return t-shirt the next day. If the t-shirt is not returned the next day or is not returned in good condition than families will be charged \$15.00 for the t-shirt.

## **Past Due Accounts**

Any payments that are not paid by the 28<sup>th</sup> of each month are considered delinquent. A late fee of \$25 will be applied to any payments not made by the 28<sup>th</sup> of each month. If your account is 2 weeks or more past due, your child can be dismissed from the program until your balance is paid in full. Parents/Guardians are still responsible for all incurred charges.

## **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.

<b>Adventure Zone School Year Fees</b>			
	<b>Member Rates Annual Family BCC Membership Required</b>	<b>Non-Member Rates</b>	<b>Drop-In Rate</b>
	<b>Daily</b>	<b>Daily</b>	<b>Daily</b>
Full time AM ONLY (5 days week)	\$7.75	\$8.50	
Full Time PM ONLY (5 days week)	\$9.50	\$10.25	
School Day- Early Release (BSD #726)	\$20.00	\$21.25	
Part Time AM (Set Schedule of Days Each Week)	\$11.00	\$12.00	\$16.00
Part Time PM (Set Schedule of Days Each Week)	\$13.25	\$14.25	\$20.00
School Day- Early Release (BSD #726)	\$23.00	\$27.00	\$30.00
Ala carte AM Care (minimum of 5 days a month)	\$12.00		\$16.00
Ala Carte PM Care (minimum of 5 days a month)	\$14.25		\$20.00
School Day- Early Release (BSD #726)	\$27.00		\$30.00
<b>Rates For All Families</b>			
2-hour late start (BSD #726)	\$16.00	\$20.00	\$26.00
Scheduled Non-School Day- FULL DAY (BSD #726)	\$32.00	\$36.00	\$42.00
Registration Fee (Per season, Non-Refundable)	\$25/ child		
T-Shirt Fee (Required only for trips)	\$15/ shirt		
T-Shirt Borrowing Fee's	\$9/ shirt if washed and brought back in good condition the next day \$15.00/shirt if not brought back or not in good condition		
Finder's Fee (1st occurrence not charged)	\$10/ occurrence		
Late Pick Up Fee	\$1/ child/ min. after 6pm		
Late Payment Fee	\$25		
NSF Check	\$40		
Late Calendar Fee	\$40		

Adventure Zone has an attendance requirement of a minimum of 5 days a month and choosing either;

Full-Time care, a set schedule of Part time care or Ala carte.

Families will circle the days needed for care on the monthly Calendar and email it in by the 20<sup>th</sup> of the month prior to care. And Pre-register online for any AZ Full Days. You will pay for days whether your child attends or not as you are paying for time reserved not days attended.

Full Days Adventure Zone is open are considered add-on days.

*Rates are effective April 25th, 2023. All rates are subject to change.*