

# Terms and Conditions

## Summer 2024

### Junior Explorers

#### Enrollment Policies

Summer Junior Explorers is available for children age 3 (by September 1, 2024) through age 4.

Enrollment is on a first come, first served basis. **During the summer program, minimum enrollment is a permanent schedule of 2 days per week each week.**

A child is enrolled in the program when:

- Online registration is complete, including payment of the registration fee. You will be contacted by email with the approval of your registration contract.
- All prior District and Community Education accounts are paid in full.
- A child is registered for the minimum enrollment.

**Permanent Change in Schedule** Changes to your schedule or withdrawing can be done online until May 21. After May 21, only adding a day(s) each week will be accepted. Schedule additions will be accommodated on a space available basis. An email will be sent to you to confirm that your request has been received. A second email will be sent to you when your request has been approved.

Changes will be approved on a space available basis and are subject to our standard change fee of \$10 per request. Please note that your registration fee is non-refundable should you choose to remove your summer contract.

#### Billing & Payment Policies

Fees are charged based on the days and program components you are registered for, not on attendance (*See Enhanced Illness Policy* for exceptions). You will not receive credit for late arrival or early pick-up, nor when children leave Explorers to participate in other activities.

An email will be sent mid-month indicating that invoices are ready to be viewed online. The monthly fees will be charged to the credit card or checking/savings account we have on file.

Your credit card/account will be charged on the due date which is one week from the date the invoice was generated. A \$15 fee will be added to your account if your payment method is declined for any reason. Please notify Explorers Billing and Enrollment of new account numbers *before* your card expires, or of any changes in your account. Past due accounts will be sent to collections and may incur legal fees.

Year-end tax statements can be accessed online. Our Federal Tax Identification number is **41-6001402**. This is the number you need to complete your childcare expense forms.

If you are enrolled with your employer in a Flex Benefit Plan, forms will be signed only after payment has been received. Please contact Billing and Enrollment at 952-401-6838 if you have any questions.

Explorers does not offer scholarships. Financial assistance may be available to qualifying families through the county in which you live. Please contact Billing and Enrollment for more information

## **Enhanced Illness Policy**

If your child will be out of school for an extended period of time; please notify Explorers Billing and Enrollment as soon as possible (952-401-6838) to request an adjustment to your monthly Explorers invoicing. Explorers continues to staff sites. Therefore, if your child is absent from the program due to illness, we require payment as follows:

- 1 through 4 consecutive days missed from Explorers - parents will be financially responsible for 100% of the daily fees
- If 5 or more consecutive days are missed from Explorers - Day 5 and beyond parents will be financially responsible for 50%

**Data Privacy** Records concerning your child, including enrollment forms, health records, observation records and all other information about your child are confidential and will only be accessible to you, billing and enrollment staff, the Program Coordinator and the Site Supervisor.

We must have a file for every child enrolled in Explorers and an Explorers Contract, through our Eleyo registration system. It is important that all information on file, especially phone numbers, be kept current. Please inform the Site Supervisor of any changes. We print the Child Information Sheet and have that on file at the site.

## Program Hours

**Summer Program** Runs Monday-Friday, 6:30 am - 6:00 pm. The summer program begins a few days after the school year program ends and concludes one week prior to the start of the next school year.

**Holidays** Fees are not charged on days Explorers is scheduled to be closed.

**Activity Days** Activity days are a fun and educational part of the Explorers program during the summer. Activity days will include special projects and fun adventures.

Parents whose children are registered to attend the day an Activity Day is scheduled will receive advanced notice of the plan for the day. A signature authorizing your permission must be signed at the site prior to any field trip. Please take notice of these special trips and discuss them with your child.

Children must wear their Explorers t-shirts and bring bag lunches on all in-house and off- site field trips.

Occasionally, we may need to charge for a portion of the admission price for a field trip.

**T-Shirts** An Explorers t-shirt which is required on field trips. T-shirts can be purchased for \$10. If your child forgets his or her t-shirt on a field trip day, he or she will be given a new one and a \$10 charge will appear on your next invoice. T-shirts should be labeled with the child's name.

## Drop Off and Pick-Up Information

**Sign in and sign out** All children must be signed in upon arrival and signed out upon departure

**Release of Children** Your child will be released only to people listed as authorized to pick up. Staff is required to ask for identification from anyone unfamiliar attempting to pick up a child. If an unauthorized person attempts to pick up your child, you will be contacted. If you cannot be reached, your child will be held until you or your emergency contact person arrives. Please notify billing and enrollment in writing or add them online if you want to authorize additional adults to pick up your child. Copies of legal documents regarding child custody must be provided to the program office before any staff person can actively prevent non-custodial parents from picking up their child.

**Late Pick-Up Policy** Explorers closes at 6:00 p.m. All children must be picked up no later than 6:00 p.m. according to the time on the iPad. If an emergency delays you and you are going to be late

picking up your child, make plans for someone you have designated as an Authorized Pick-Up person to pick up your child on time, and call the program staff immediately.

In the event that your child is still at the program after closing and we have not heard from you, we will take the following steps (in order):

1. Attempt to reach you on your home, work or cell phone number.
2. Call the people you listed as authorized to pick up your child.
3. If you are more than 30 minutes late, the police will be contacted for assistance.

A late fee of \$10 is charged for each 5 minutes (or portion thereof) that parents are late picking up a child.

6:01 p.m. to 6:05 pm \$10	6:16 p.m. to 6:20 pm \$40
6:06 p.m. to 6:10 pm \$20	6:21 p.m. to 6:25 pm \$50
6:11 p.m. to 6:15 pm \$30	6:26 p.m. to 6:30 pm \$60

After the third instance of late pick up, childcare services may be suspended or terminated.

## Health and Safety Information

Explorers will follow the districts [Health and Safety Guidelines](#).

**Medication** A written order signed by the licensed medication prescriber and the parent/guardian is required for all prescription medications. Such orders must be renewed annually or whenever medication dosage or administration changes. A signed district [Medication Permission Form](#) along with the medication in the original prescription container must be turned in to staff.

Prescription medication must come to school in the original container, marked with the student's name, and must be administered in a manner consistent with the instructions on the label.

All medication administered, will be documented. This includes the name and dose of medication, time of administration, and the name of the individual who administered the medication. Medications are stored in our medicine lock box.

**Accidents and Injuries** If a child has an accident the staff person working with the child will notify the parent with an accident report. If a serious accident occurs which might need medical attention, the staff will contact you immediately so you can take your child to the doctor or dentist.

In an emergency where immediate medical attention is needed, the staff will call 911 and then immediately contact you. After 911 has been called, it is up to the paramedics to decide what to do. If they decide your child needs emergency treatment, they will take the child to the nearest emergency medical facility, you will be responsible for medical charges. We will stay on the phone with you to help make the decision whether to transport the child or not.

**Allergies** If your child has an allergy noted in their registration, parents must have this [Allergy Form](#) filled out to keep on site. If the allergy requires medication or an anaphylaxis plan, [this form](#) is also required.

## **Student Conduct**

Explorers recognizes that individual responsibility and mutual respect are essential components of a successful childcare experience. All students are entitled to learn and grow in a setting that promotes respect of self, others, and property. Proper student conduct is necessary to ensure the safety and respect of all students and to create an atmosphere where students can relax, explore individual interests, develop friendships, and grow in confidence.

The Minnetonka Schools Student Discipline and Code of Conduct policy is in effect and pertains to all children in Explorers ([click here](#) for full policy). In the event a child has received an out of school suspension, they are not able to attend Explorers until the suspension period is over.

Unacceptable behavior is subject to disciplinary action. The decision of the type of consequence in a particular case is at the discretion of the staff.

Consequences may include, but are not limited to, one or more of the following:

- Student conference with Explorers staff.
- Parent contact or conference.
- Loss of student privileges, including participation in field trips or special events.
- Referral to support services or community resources.
- Suspension or dismissal from Explorers.
- Other disciplinary action as deemed appropriate.

The following behaviors are considered bottom line behaviors and may result in a child being sent home immediately from Explorers. Depending on the severity and frequency of the behavior additional consequences including, but not limited to, suspension/termination from the program may occur:

- Abusive or inappropriate language/profanity
- Defiance/disrespect/insubordination/non-compliance
- Leaving building/school grounds
- Harassment/bullying
- Fighting/hitting/kicking/choking
- Weapons
- Property damage/vandalism
- Theft

**Termination of Care by the Program** If Explorers leadership determines that our program is not meeting the needs of a child, we reserve the right to terminate the care arrangement on a timeline that is in the child's best interest. Other reasons that may result in the termination of a specific care arrangement are as follows:

- Non-payment for childcare services and/or lack of adherence to the fee payment policies.
- Lack of cooperation from parent(s) with the program efforts to resolve differences and/or meet the child's needs through parent/staff meetings.
- Abusive behaviors and/or verbal threat by parent(s) toward program staff or other parent(s).
- Repeated late pick up.
- Failure to comply with Explorers terms and conditions.
- When a child's developmental, medical, or behavioral needs require personnel, training, or equipment that Explorers is unable to provide, program staff and parents will meet to discuss the best course of action, appropriate resources, and options for care.

**Communication** At Explorers, we value open communication with parents and encourage you to be involved. A survey will be conducted annually to gather feedback on the program. Results received will help to make improvements to our program.

If you have questions or wish to talk to someone about your child, do not hesitate to call the Site Supervisor. Special conferences can be scheduled at any time staff or parents feel there is a need.

The staff will make every attempt to notify parents via phone or by written note whenever a situation arises that we feel you should be aware of. We request that parents keep the staff informed of your needs, concerns and feelings. If an injury occurs at Explorers, parents will be notified.

We welcome suggestions and comments to improve the quality of care for your child. Please contact your Site Supervisor if you have a comment or concern. If additional communication is necessary, please contact the coordinator, at 952-401-6830.

## **Program Information**

**Outdoor Play** In the summer, children are required to wear sunscreen. A sunscreen permission slip must be signed. In extreme heat, appropriate precautions will be taken to limit the activities of children. The children will spend some time outside every day and should be properly dressed for the weather.

**Breakfast, Lunch & Snacks** A breakfast snack is provided for children who arrive at Explorers before 8:00 a.m. An afternoon snack is provided at the beginning of afternoon programming.

Children must bring a bagged lunch and water bottle. Families have the option to elect to purchase milk as a lunch beverage for their children during summer programming. There is a one-time \$5 charge for the entire summer. Breakfast and snack are provided.

**Contact with Staff Outside of Explorers** If Explorers staff have any contact with Explorers children outside of Explorers, parents must understand that staff are doing so as an individual, not as a member of Explorers. Minnetonka Public Schools is not responsible for protecting staff liability in such relationships with children. Examples of such activities would be babysitting, housesitting, taking kids to ball games, etc.