



**Welcome Explorer Club Families to the 2018-2019 Fall School Year
Kindergarten– 5th Grade Program**

Tuesday, September 4, 2018 marks the first day of our Explorer Club Program! Our fall school year program runs from September 4, 2018 - June 6, 2019 (6:00am-6:15pm M-F). Please check out our handbook and Explorer Club yearly calendar for specific holidays and days Explorer Club will be closed.

1. **Fall Registration Fee:** There is a \$30/child or \$60/family registration fee and must accompany your completed registration forms in order to secure a spot in the Explorer Club Program. **The last day to register for Explorer Club will be August 1, 2018.** Registrations received after the due date will be put on a waiting list and will be based on availability. Registration is available online at www.mylila.org select “Child Care” which will direct you to our Explorer Club home page.
2. **Monthly Schedule of Care Calendars** will be available by May 1st on the LILA website and at the Explorer Club parent centers. You may fill them out all at once or you may hand them in by the 22nd of the month previous to care requested by the end of the business day (6:15pm). Calendars can be placed in the lock box at LILA Main Lower Campus or emailed to explorer.office@mylila.org
3. **Payments for care MUST accompany your calendar.** If calendars and payment are not received by the due date a \$10 late calendar fee will be assessed along with a \$25 late payment fee. Explorer Club cannot guarantee a spot for your child unless both calendar and payment have been received. **Late calendars will be accepted based on availability. If using an EFT form: Please fill out and place in the lock box at the Main Lower Campus and mark “Charge My Card on File” each month on your calendar.**
4. **Explorer Club Pricing options for K-5th Grade Care:**

Sessions	Scheduled Prices	Drop-In Prices:
• AM Only 6-7:30	\$10/day	\$13.00/day
• PM Only 2-4:30	\$11/day	\$14.00/day
• AM & PM 2-4:30	\$18/day	\$21.00/day
• PM Only 2-6:15	\$15/day	\$18.00/day
• AM & PM 2-6:15	\$20/day	\$23.00/day
• All Day Care 6-6:15	\$37/day	\$40.00day

* **Sibling Discount:** The first child in each family will pay full price. Each additional child will receive a 20% discount on the same day of attendance. (See parent handbook for specific guidelines)

* **Drop-Ins:** Any request for care with the absence of a submitted calendar or an unscheduled day will be charged the drop-in rate above. **Drop-in payment is due prior to care received. We do require a 24-business hour notice for request of drop-in availability. Drop-ins for field trip days may not be accepted due to prior pre-scheduled payment and attendance requirements.**

* **No reductions in tuition will be made for absences.**

- An additional **\$7.00 schedule change fee/per child** will be charged for switching days after calendars have been turned in. You may switch a scheduled session for an equivalent non-scheduled session (field trip days excluded) within the same calendar month by notifying the Explorer Club office by 12:00pm.

- Field Trips are included in your monthly fee. Field trips may include incoming artist or off site activities. Field trips will be posted in advance.
 - A minimum of 15 children need to be in attendance per day for Explorer Club to stay open. Explorer Club will contact all registered families as soon as all calendars have been received if Explorer Club will be closed due to low attendance.
5. **Explorer Club will be located at LILA Main Lower Campus.** Parents are required to sign children in and out, indicating arrival and departure times. Failure to do so may result in termination of care.
 6. **Explorer Club Food Program:** Breakfast is offered to students of Explorer Club at 7:30am through the school's contracted services with ISD #831 food program. Once registered with Paypams, each child will be assigned a personal identification number with a meal account created just for them. Pre-payment is required through this account and parents will be able to access information as well as qualify for free and reduced meals. For further information, please check out Forest Lake Schools Nutrition Services at <http://forestlakeschoolfs.com>. During our all-day Explorer Days **breakfast and cold lunch will be needed from home.** Our breakfast time is 7:30am-8:00am and our lunchtime will be from 11:30am-12:00pm.
 7. A morning snack will be offered at 8:00am on our all-day Explorer club days and an afternoon snack will be offered between 3:00-3:30pm each school day. (These snacks are included in your fee). Our snacks are purchased through a wellness program from Upper Lakes Foods. They include whole wheat, baked and natural foods, as well as fresh fruits and vegetables. On occasion we also give the kids treats such as ice cream or cookies. **Milk may be purchased through your Paypams account for a pre-paid additional charge. Please fill out a milk request form and place in the LILA lockbox along with your payment.**
 8. Electronic games will only be allowed on special days. Explorer Club staff have the right to suspend this privilege if expectations are not followed. **Explorer Club will not be held responsible for lost, stolen or damaged toys from home.**
 9. **Homework Time:** Explorer Club sets aside 30 minutes of quiet time for students to read or work on homework each day. Staff will sign off on reading steps if they see your child engaged in their books and following the expectations of the classroom. We encourage your child to bring their favorite chapter or picture books. Staff will be encouraged to read to the children "out loud" for at least 15 minutes everyday. Explorer Club staff work under a 1/15 child ratio and may not be able to give 1:1 assistance to homework. Please check with LILA for tutoring options that may be available after school at an additional cost.
 10. Explorer Club follows Lakes International Language Academy's policy regarding directory information. On occasion Explorer Club uses videos and photographs within their program. If you would like us to exclude your child, please request in writing to the Explorer Club Office.

Any questions please contact the Explorer Club office at 651-252-6720 between 8:00am-4:30pm or by email at explorer.office@mylila.org

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