



**Welcome Little Explorer Families to the 2017-2018 Fall School Year
Preschool Age Program**

Monday, August 21st marks the first day of our Little Explorers Program! Our fall school year program runs from August 21, 2017–May 23, 2018 (Monday – Friday). Please check out our handbook and Little Explorers yearly calendar for specific holidays and days the Little Explorers program 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 Little Explorers Program. **The last day to register for Little Explorers will be June 30, 2017.** 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 May 1st on the LILA website and at the Little Explorers parent center. 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 (6:00pm). 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. Little Explorers 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 Account” each month on your calendar.**
4. **Little Explorers Pricing options for Preschool (3 & 4 year old) Care:**

Sessions	Scheduled Prices	Drop-In Prices:
• AM Only 6-8:00	\$12/day	\$14.50/day
• PM Only 2-4:30	\$13/day	\$15.50/day
• AM & PM 2-4:30	\$20/day	\$22.50/day
• PM Only 2-6:00	\$17/day	\$19.50/day
• AM & PM 2-6:00	\$22/day	\$24.50/day
• All Day Care 6-6:00	\$37/day	\$39.50/day

* **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 request for notice of drop-in availability. Drop-ins for field trip days will not be accepted due to prior pre-scheduled payment and attendance requirements.**
- **All-day Little Explorer Days:** Care will be provided at Little Explorers from 6:00am-6:00pm on most non-school days. A minimum of 10 children needs to be in attendance per day for Little Explorers to be open. Parents will be contacted as soon as possible after the due date if the minimum enrollment is not met.

* **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 Little Explorers 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 10 children needs to be in attendance per day for Little Explorers to stay open. Little Explorers will contact all registered families as soon as all calendars have been received that Little Explorers will be closed due to low attendance.
5. **Little Explorers will be located at the Annex Building across the street from the LILA Main Campus. Please enter through the North parking lot entrance of the Annex building.** 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. **Little Explorers Food Program:** Breakfast is offered to students of Little Explorers at 7:30am through the schools 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 Little Explorer Days a **breakfast and cold lunch will be needed from home**. Our breakfast time is 7:30am-8:00am and our lunch time will be from 11:30am-12:00pm.
 7. A morning snack will be offered around 8:00am on our (all-day) Little Explorers days and an afternoon snack will be offered around 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 and cookies. **Milk may be purchased through your Paypams account for an additional charge. Please email the Explorer Club office if you would not like your child to have this option.**
 8. Toys from home will only be allowed on days your student has their individual sharing day. Please check with your child to ensure that their toy is *weapon free* and can easily fit in their backpack. **Little Explorers will not be held responsible for lost, stolen or damaged toys from home.**
 9. **Quiet/Rest Time:** The Little Explorers Program sets aside a quiet time for students to rest, listen to soft music, watch a short video or read to by staff each day. We encourage your child to bring their favorite blanket, pillow, and picture book. A change of clothes may be necessary if needed.
 10. Little Explorers 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 Little Explorers 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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