Explorer Club and Little Explorers Fall 2020-2021
Parent Handbook Addendum effective August 24, 2020

Fall 2020-2021 programming for Explorer Club and Little Explorers will be altered in the current parent handbook to accommodate the new strategies that are being implemented to mitigate the risk of COVID-19 exposure in our program and within the LILA community. Please know that these strategies are fluid and may change if the level of community transmission increases to the point where programming must be disrupted. Information below is subject to change at any time.

Please see updated changes to the parent handbook below:

**Location**
Explorer Club and Little Explorers location TBD at each site

**Hours of operation**
*September 8, 2020 - June 10, 2021*
*CLOSED: August 24th- September 7th* (2 weeks for cleaning and fall training)

**During In-person school setting (scenario 1)**
- 6:00 am - 7:30 am Monday - Friday
- 2:00 pm - 4:30 pm Monday - Friday
- 2:00 pm - 6:00 pm Monday - Friday
- 6:00 am - 6:00 pm Non-school days

Explorer Club and Little Explorers fee-based program open to all district families

**During hybrid school setting (scenario 2)**
- 6:00 am - 7:30 am Explorer Club open only during in-person learning days
- 2:00 pm - 4:30 pm or 6:00 pm Explorer Club open only during in-person learning days

Explorer Club Care closed during distant learning days for all families except those who qualify for the Childcare for Critical Care Workers (Tier 1) Program.

Non-School Day Care will be available for a fee from 6:00 am-6:00 pm to all district registered families based on availability.

Little Explorers fee-based program will be open M-F for all registered district families based on availability.
Childcare for Critical Care workers (Tier 1) Program located at Lower School: 7:30am - 2:10pm

- Care will be provided *free of charge during the school day* for school-aged kindergarten through 12 years of age, and is intended for extreme circumstances in which no parent or guardian is available to care for a child due to employment as a critical worker.
- Critical Tier 1 Workers include:
  - Healthcare and public health
  - Law enforcement, public safety and first responders
  - Food and agriculture
  - Judicial Branch (essential services)
  - National Guard (activated under a Governor Executive Order)
  - Educators and school staff providing in-person instruction or caring for children of critical workers
  - Child care and school-age care providers

- **Registration forms will be emailed to you upon request.**
- If you are not already registered with Explorer Club a suggested registration fee of $40/child or $65 per family would help to offset some of the costs, **but is not required** for the Childcare for Critical Care Workers Program alone.
- A meeting may be required before students who need accommodations may start the program. All required paperwork should be turned in at least 7 days prior to the start date.
- You may arrive 5 minutes before or after your scheduled pick up drop off time. You will be required to register for am and pm care if these times are not followed.
- A letter will be required stating you are a Tier 1 worker.
- A calendar will be required and/or a 24 hour notice for drop-in care.
- You must register with Explorer Club for before and/or after care if needed in addition to your free care. A registration fee and session fees will be assessed. (Multiple discounts will not apply)
- Busing will be available through ISD #831 school district during contracted school days.
- Breakfast and lunch will need to be brought from home when food service is not provided.
- Snacks will not be provided, a child may bring their own snack from home (individually wrapped and peanut free preferred)
- Care is limited and based on availability of staff and space.
- Care not provided on non-school days.

**During distant learning school setting (Scenario 3)**
Explorer Club Care closed for all district families except those who qualify for the Childcare for Critical Workers (Tier 1) Program.

**Registration**
*Summer registration is separate from school year registration.* Registration materials can be found online. Monthly care calendar submission is required to schedule care and is due on the 22nd of the preceding month. Information along with prices is subject to change without notice.
At any time the school may change from one scenario to another. It is encouraged to keep your registration active through the school year.

**Pricing/Rates** (Adjusted due to updated staff to child ratio requirements and increased health and safety requirements) These price changes will supersede the current handbook pricing.

**Explorer Club/Little Explorers Non-refundable registration fee:** $40.00/child, $65.00 family maximum

- **6:00am - 7:30 am = $14/day**  
- **Drop-in rate:** $17/day
- **2:00pm - 4:30pm = $15/day**  
- **Drop-in rate:** $18/day
- **2:00 pm - 6:00pm = $19/day**  
- **Drop-in rate:** $22/day
- **Before and after school until 4:30pm = $22/day**  
- **Drop-in rate:** $25/day
- **Before and after school until 6:00pm = $24/day**  
- **Drop-in rate:** $27/day
- **6am-6pm Non-School Day scheduled care:** $44.00/day
- **Drop-in care:** $47.00/day

**Absences:** No credit offered for absences

**Full day schedule change fee:** $22.00 per child per day  
**Single Session schedule change fee:** $10.00 per child per session

**Sibling discount:** The first and second child in each family will pay full price. A 50% discount will be applied to the third child. This only applies to the original tuition rates and not on any additional fees. Siblings need to be attending the same day in order to receive the sibling discount.  
**Multiple discounts cannot be applied**

**School Age Care Closing Credit**

If you are scheduled for care and Explorer Club and/or Little Explorers closes due to an unexpected emergency closing for more than 3 consecutive days, credit will be given for the 4th day of scheduled care, and thereafter if attending all scheduled closure dates. (This would include partial closures of groups or grade levels during COVID-19). If Explorer Club or Little Explorers is not required to close per recommendations of MDH, credits will not be given.

In order to maintain the health and safety of staff and students during the coronavirus pandemic, the following practices have been put in place. These practices work in conjunction with the policies and procedures in the Explorer Club and Little Explorers’ Parent Handbook. These practices were created under the guidance of the [Centers for Disease Control](https://www.cdc.gov) and [Minnesota Department of Health](https://www.health.state.mn.us). We will continue to update and revise procedures based on their guidance.
Health and Safety

Handwashing

- Staff and students will follow proper handwashing procedures.
  - Soap and water for at least 20 seconds
  - Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Handwashing takes place at the following times:
  **Staff:**
  - Before and after preparing food or drinks
  - Before and after administering medication
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - Before and after outdoor supervision
  - Before and after transitioning to a new space

  **Student:**
  - Upon arrival and departure
  - Before and after eating or handling food
  - After using the toilet
  - After coming in contact with bodily fluid
  - Before and after outdoor playtime
  - Before and after transitioning to a new space

Health Screening

- Parents will be provided with current/updated screening information. We ask that a temperature is checked at home and that parents come prepared to answer the current screening questions.
- Staff and students may be screened by a staff member upon arrival
- Exclusion Guidelines per the Minnesota Department of Health will be followed
- For the safety of students and staff, anyone not passing the screening will not be allowed into the building and will be asked to return home.

Ill students or staff

If a student or staff member develops any symptoms of illness consistent with coronavirus, the following procedures will be followed:

- Parents and/or emergency contacts will be called and asked to pick-up their child immediately.
- The ill student or staff will be isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own.
- After the ill student or staff member leaves the facility, staff will disinfect areas where the staff or students were present.
● Minnesota Department of Health will be consulted regarding closure decisions as well as return-to-care guidelines.

**Masks**

- Staff members and students kindergarten and above are required to wear cloth face coverings during the hours of operation (some exclusions may apply). Children younger than kindergarten are encouraged to wear a mask if they can do so safely.

- Limited masks will be available to students and staff. The available masks are not medical-grade face masks such as surgical facemasks or N95 respirators.

**Cleaning and Disinfecting**

- All areas of the building being used (classrooms, gyms, cafeteria, common areas, etc.) are equipped with sanitizing wipes, sanitizing sprays and gloves.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and playground structures.
- Toys and equipment will be cleaned and sanitized prior to being used by new groups of children.
- After toys and equipment have been used, they are to be set aside until they are cleaned and sanitized.

**Sunscreen**

- Students will be asked to apply their own sunscreen.
- We recommend that parents apply sunscreen prior to the student’s arrival.

**Parent Drop off and Pick-up**

- Check in and Check out may be done outside of the building (parents will not be allowed to enter the building for safety reasons)
- Hand sanitizing options are available for students to use as they enter the building.
- Ideally, the same parent or designated person should drop off and pick up the student/students every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.
- Authorized pick-ups may be required to show their ID upon pick-up if requested.

**Programming**

**Group sizes and Ratios**

- Staff-student ratios are 1:9
- Group sizes are limited due to social distancing requirements and space

**Social distancing**

- Social distancing guidance is a 3-foot radius around each student, resulting in a 6 foot total distance between any two students
● Staff will maintain a 6-foot social distance between each other as much as possible

Classroom Model
● The majority of the student activities will take place in an assigned room
● Students will have the opportunity to go to the playground and various outdoor spaces in small groups when available. These spaces will be cleaned prior to the next group entering the space

Meals
● A morning and afternoon snack is provided through Explorer Club/Little Explorers during all day care and an afternoon snack is provided after school.
● A breakfast and lunch eaten in the room may be purchased through food services if available or will be required from home.

Playground
● When possible, activities will be held outside
● Students and staff will wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible.
● The number of students on the playground at one time will be limited.

Field Trips and On-site Guests
● Off-site field trips have been cancelled.
● This may include on-site guests and on-site vendors.

Other
● Students belongings will be stored in an assigned area
● Students will not be allowed to bring toys from home at this time

Explorer Club and Little Explorers follows Lakes International Language Academies policies and procedures, as well as, best practice emergency guidelines plans during the COVID 19 pandemic.

Please call or email explorer.office@mylila.org with additional questions that you have. We can also be reached at 651-252-6720.