

BECKER PUBLIC SCHOOLS

BEFORE AND AFTER SCHOOL
CHILDCARE PROGRAM
(Camp Opportunity)
PARENT HANDBOOK



Becker Public Schools
Before and After School Care Program
13500 3rd Street
Becker, MN 55308
(763)261-6600
(763)261-6604 (Coordinator's Desk)

Welcome to Becker Camp Opportunity!

We are pleased that you have selected our program for your child. Our goal is to create a caring, quality-learning environment that compliments your child's school day. We believe that everyone's child is special and deserves the best care possible, and our staff will work to provide an atmosphere that fosters your child's growth.

Camp Opportunity offers your child choices for creative, physical, and social growth through various activities such as arts and crafts, sports, games, technology, homework assistance, and quiet time. Our staff develops a daily plan that reflects our program's focus in the above areas.

Camp Opportunity is sponsored by the Community Education Department in Becker Public Schools District. Like all other district programs, we are governed by the policies and procedures of the Board of Education.

Camp Opportunity focuses on respect, creativity, safety, friendships, and fun! We are happy to welcome you and your child to our program.

Sincerely,

Paige Kaehler
Becker Community Education
Camp Opportunity Coordinator
(763)261-6604

Program Description:

The Before and After School Age Child Care Program (Camp Opportunity) is an on-site program for children attending Becker Public Schools. The program is offered to those students attending the Becker Pre-K Program through 5th grade. The program is located in the NEW Early Education Center. The Before and After School Age Childcare program is sponsored by the Becker Community Education Program.

Purpose:

Recognizing the uniqueness and importance of each child, and given the responsibility we readily assume for the growth and development of our youth, the Becker Public Schools offers a Before and After School Childcare Program in response to a need expressed by the parents of Becker Public Schools students. Our purpose is to provide a well supervised, nurturing environment, which is safe, supportive, creative and fun.

Camp Opportunity Program Philosophy and Goals:

1. To provide secure, comprehensive childcare for children attending the Becker Public Schools.
2. To provide a positive environment that provides daily opportunities for children to:
 - participate in self-directed learning activities
 - participate in adult-directed, structured activities
 - participate in both large and small group activities
 - engage in activities which are quiet and others which are active
 - explore a variety of enrichment materials and experiences
 - enjoy free play and a variety of choices
 - enhance social skills development
3. To promote positive self-esteem for each child by providing an environment based upon mutual respect and positive interactions.
4. To provide positive family-program relationships by ensuring open communication.
5. Through this program we will strive to meet the childcare needs of members of the Becker Public Schools

Staff:

- Caregivers are staffed to maintain a 1 to 11 ratio with Pre-K children, a 1 to 18 ratio with elementary children, and a 1 to 18 ratio with intermediate school children.
- The Before and After School Coordinator is responsible for billing, notices to parents, scheduling, program planning, staff supervision, and direct childcare to children as needed.

Program Operation:

Camp Opportunity is an on-site before school, after school and various school vacations care program located at the Becker Primary and Intermediate Schools.

Non-School Day Childcare

Camp Opportunity will be held from 6:00 A.M. to 6:00 P.M. at the Becker Early Education Center. The fee includes two (2) snacks and drinks during the day. Students will be required to bring their lunch during non-school days as well as during the summer months. **Students are able to receive school breakfast and lunch using their school lunch number provided to them from the school during the school year. Preschoolers who need to go to school at 8 A.M. will not be offered school breakfast.**

Weather Policy

The following policies are in place to ensure the safety of your student(s) and our staff. Please note that it may be necessary to have back-up care in the event that Camp Opportunity is closed.

No School-- In the event that the weather conditions force ISD 726 schools to close prior to 8:00 P.M. the night before, Camp Opportunity will be closed the following day. If school is closed after 8:00 P.M., Camp Opportunity will remain open the following day.

Early Dismissal -- If school is dismissed early due to weather conditions/emergency the afterschool program will be open until 6:00 P.M. If your child is scheduled for afterschool that day he/she is welcome to attend Camp Opportunity during the early dismissal. If he/she was not scheduled, the parent must contact Camp Opportunity prior to sending their child to Camp during an early dismissal.

Delayed Start -- If there is a delayed start, A.M. care will be open at 6:00 A.M. The after school program will be open as usual. If you already registered for morning care you can attend, if you are NOT registered for that particular day a call is preferred.

***Please note: There is no charge if there is NO SCHOOL and your child was scheduled to come to Camp Opportunity and does not show. *** A call is appreciated to let us know if your child will be coming to Camp or staying home.

For the safety of your family and our staff we ask that you, or have someone arrange to pick up your child from Camp Opportunity as soon as possible on

an early dismissal, so we can get as many of our staff home safely as soon as possible. Thank you!

Hours of Operation

Before School 6:00 A.M. until start of school (Monday through Friday)

After School ends at 6:00 P.M. (Monday through Friday)

Non-School Days/Summer 6:00 A.M. – 6:00 P.M.

Day time care for preschoolers 6:00A.M.-6:00 P.M.

Enrollment/Registration

Registration for the Before and After School Childcare Program is open year-round until filled. Camp Opportunity is open year-round from 6AM-6PM. There is a \$40.00 registration fee per child per school year. This registration fee is not a one-time fee, there will be a \$40.00 registration fee every time you enroll in our school year program. There is a \$100.00 Registration fee/Activity fee that is required if your child attends Camp Opportunity during the summer months. Registration fees are non-refundable.

Scheduling/Billing

The schedule you chose at registration (school year or summer) will be your set schedule for the entire school year. We require students to have a set schedule for the school year and summer sessions. We have a 2-week policy for any vacation days. If you adjust your child's schedule at least 2 full weeks prior(via email), you will not be charged for those days. For any illness or days off requested without a 2 full week notice, your account will still be charged. It is your responsibility to email Camp Opp to alter your child's schedule for any occasion-vacation, sick time, appointments, etc.

Daily Sign-In/Sign-Out

Attendance will be taken periodically throughout the day as children come and go from the program. It is required that parents or designated adults sign their child into Camp Opportunity as well as out of the program each day on the Arux iPad when dropping off and picking up. Parents must accompany their child into and out of the building. Children cannot sign themselves in or out.

Schedule Cancellation or Adjustment Policy

To cancel or adjust your child's set schedule, a request must be made via Arux. The Camp Opportunity Coordinator will review and accept the request only if a replacement family is found to fill your spot. Your schedule remains in effect from the first day of your school year/summer contract until the last day of your school year/summer contract.

Pick-Up of Children

Children may not be picked up by anyone other than a parent, legal guardian, emergency contact or person listed on their authorized pick page. Written permission is required with any change to your child's pick-up. The childcare provider will ask for identification from any unfamiliar person picking up your child. Each parent must complete an authorized pick-up page that will be kept on file throughout the entire year. Please notify Camp Opportunity staff or Becker Primary or Intermediate School Office if at any time changes need to be made.

Late Pick-up Policy

The Before and After School Care Program closes at 6:00 P.M. If you are unexpectedly unable to pick-up your child by 6:00 P.M., we request that you notify the Before and After School Care staff with a phone call. Children not picked up by 6:00 P.M. will be assessed a late fee of \$1.00 a minute PER CHILD for every minute that you are late.

We realize situations come up and it may be difficult for you to pick up your child, however, please try to be considerate of our staff members because they may have appointments and family members to attend to as well.

Wait Lists

In the event that the programs' enrollment is full, a wait list will be established with individual status based upon date of waitlist enrollment

Withdrawing from the Program

If your family needs to withdraw from the program, no registration refunds are given. Camp Opportunity needs a two-week notice of any withdrawal otherwise you will be charged for your scheduled days at Camp.

Child Illness/Absence

In the event of an illness or absence of a child parents will be contacted. Staff will try to provide your child with a quiet area to rest until you can arrive. We abide by the School district policy that requires that 24 hours must pass without vomiting or a fever without medication before the child can return to Camp Opportunity.

School Year Before and After School Rates K-5th Grade:

A registration fee of \$40.00 is required as at time of registration throughout the year. The registration fee is good for the current school year

Before School Daily Rate: \$11.50/day

After School Daily Rate \$15.75/day

Updated: 7.30.26

Before & After School Daily Rate: \$25.00/day

Early Release Days: \$25.00/day

2-Hour Late Start: \$25.00 /day

Non School Days/Holidays \$40.00/day

SUMMER RATES

2027 Full Time Summer Rates \$43.00/Day

2027 Part Time (2-4 Days) Summer Rates \$45.00/Days

2027 1 Day Summer & Field Trip Days Rates \$47.00

Pre-K (SR) Rates and Options:

OPTION #1: Attending Pre-K in the morning & Camp in the afternoon getting on the bus or getting picked up to go home at 2:40: \$21.00/day.

OPTION #2: Attending Pre-K in the morning & Camp in the afternoon NOT getting on the bus to go home at 2:40: \$27.00/day.

OPTION #3: Attending Pre-K in the afternoon and Camp in the morning, and riding the bus in, \$21.00/day.

OPTION #4: Attending Pre-K in the afternoon and coming to Camp in the Morning (before bussing) until SR: \$27.00/day.

OPTION #5: Attending Pre-K in the afternoon and Camp in the morning (bussing in) and afternoon after SR: \$32.00/day plus cost of school lunch

OPTION #6: Attending Pre-K in the afternoon and Camp in the morning (before bussing) and afternoon after Pre-K: \$32.00/day plus the cost of school lunch. You must provide a cold lunch or pay for school lunch everyday

Summer:

A summer Registration fee/Activity fee of \$100.00 per child is required and will be automatically added to the family account when summer registration is filed at Camp. This fee is non-refundable.

*During the summer months a cold lunch is required to be provided by parents.

*All rooms that Camp Opportunity used during the summer months are

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air-conditioned.

*A set summer schedule is required.

*Summer monthly activity schedules can be found at Camp and online.

*Camp Opportunity opens from 6:00 A.M.-6:00 P.M.)

2027 Summer Prices:(prices subject to change)

Full Time(5 Days) Summer Rates \$43.00/Day

Part Time (2-4 Days) Summer Rates \$45.00/Days

Part Time (1 Day) Summer & Field Trip Days Rates \$47.00

Payment Procedures and Policies:

Each family MUST have the Tuition Express paperwork on file.

Payments are due twice a month, payments can be made out to: Becker Community Education, c/o CAMP OPPORTUNITY, 13500 3rd Street, Becker, MN 55308. Payments may be made in cash, check, or credit card. Payments may be dropped off with Camp Opportunity Staff.

A \$1.00 per minute late fee will be charged for late pick-up after 6:00 P.M. This will appear on your billing statement.

A late fee of \$15.00 will be charged per family when tuition fees are late.

Checks returned for insufficient funds, stop payment or account closed would be subject to a \$30 service charge. Payee will be notified upon receipt of NSF notice. If stop payment is issued on a check because funds are not owed to the district, the parent is responsible to notify school so the return check fee can be waived.

***All balances must be paid in full to re-enroll your child in Camp Opportunity**

Non-payment Procedures

When payment is not received in a timely fashion to Camp Opportunity the following procedures will take place:

1. A phone call to a parent requesting payment by a specific date.
2. If payment is not received, a non-payment notice will be sent home outlining the amount owed and requesting the payment in full by a specific date.
3. If the parent cannot pay the total amount due in full by the due date, they will need to contact the Before and After School Care Coordinator to discuss payment options and perhaps their child's temporary dismissal from the program.
4. If payment is still not complete and the parent refuses to contact the program coordinator to discuss payment options, the child will no longer be

able to participate in the program until the balance is paid in full.

Program Services

Camp Opportunity provides high quality childcare. The program provides a structured but informal learning environment, which includes a variety of activities and projects. All activities are designed to be interesting, fun and age appropriate.

Toileting Requirements

All children must be fully toilet trained and self-sufficient in the bathroom to attend our programs.

Special Needs

We welcome all children. Our program is a very busy and active environment with multiple free-choice activities. Sites have many children enrolled and noise and activity level is high. We are based in the elementary schools with limited space. Such a busy and loud environment may not suit the needs of all children. Children whose limitations create a safety issue, harm to themselves, others or property or for whom substantial alterations to the program would be required may not be accommodated. Notify us prior to enrollment if your child has a health condition that requires regular or continuous medication, has special needs or a medical condition that impacts the child's health, well-being or involvement in activities. A meeting may be necessary to review the child's special needs. Program staff reserve the right to speak with district staff regarding a child's behavior or needs. Staff will work with families to meet the needs of children with allergies or chronic health conditions. If necessary, staff may receive special training on the use of inhalers, epi pens and glucagon kits, diabetic testing and other health care devices, medications and needs. Accommodations will also be reviewed based upon the needs of the individual student. Enrollment may be delayed until appropriate arrangements/staffing is secured. We are not designed to provide one on one care. All children must be fully toilet trained and self-sufficient in the bathroom to attend our programs. If your child is on a 504 plan or has an I.E.P. please let us know so we can try to make their time at Camp Opportunity successful. If a parent would like the Special Education Department to release information regarding their child's special needs to the Camp Opportunity program, the parent must contact their child's Special Education teacher.

Transportation

Parents or the Becker Public School Bussing Company are responsible for transportation to and from Camp Opportunity. Camp Opportunity staff may transport students during field trips or other arrangements with families in Becker. Pre-K students CAN NOT ride the bus on non-school days. Parents are

responsible for transporting their child to and from Camp Opp on non-school days. All field trips will be known about in advance, and included on the monthly schedule.

Dress

All children should come to the program dressed in seasonally appropriate attire and prepared for outdoor activities weather permitting. Only children with appropriate winter clothing will be able to go outside during winter months. Please label all belongings and leave expensive and breakable belongings at home.

Homework Policy

We support the idea that homework is the child's responsibility and that homework habits should be developed and supported in the home. However, one of our primary responsibilities is to ensure the health and well-being of our students. In order to achieve this, a scheduled quiet time will be provided to all students. All students will be required to engage in a quiet activity during this time. It is hoped that all or most students will take advantage of this time to complete homework tasks. Students will be encouraged to do homework during this quiet time but will not be required to do so. The staff will be available to answer general questions regarding homework but will not be responsible for correcting homework, making sure that all homework tasks are completed or provide 1:1 tutorial to students.

Camp Opportunity is a child care program that not only provides a homework time for students but offers a variety of other activities for the students to engage in such as creative arts, physical games, quiet games, enrichment offerings, free choice and socializing with friends. In addition to homework time, these too are important.

Snacks

The Camp Opportunity tuition includes a mid-morning and afternoon snack and drink for your child each day. A scheduled snack list is assigned and sent home. Some Camp Opportunity snacks include: apples, graham crackers, animal crackers, cheese and crackers, etc. Please feel free to send snacks for your child if you prefer. Sweet treats may be provided occasionally during special activities. Please make sure to list any allergies or negative reactions to foods on your registration packet as snacks are served daily.

Emergency Procedures

Camp Opportunity will follow emergency procedures set forth by the Becker Public Schools. In the event of a school evacuation, you will be notified of the location of your child. If your child becomes ill while participating in the

program, you will be notified immediately. If your child receives an injury while at the program, staff will provide the necessary first aid treatment. Parents will then receive a copy of the written injury report. If emergency treatment is required, local medical emergency resources will be contacted for assistance. Please refer to school handbooks for further information.

Health and Safety Procedures

A medical information form is part of the registration packet. We ask that parents provide the program with current information pertaining to the areas listed below. All information is strictly confidential.

1. Information relating to special diets and/or medications.
2. Any activities in which the child is unable to participate.
3. Any special needs of the child that may require attention by childcare provider.
4. Any medical condition (severe allergies, seizures, diabetes).
5. The names and phone numbers of at least two relatives and/or friends, who can be contacted during Camp Opportunity's operation hours, in the event the parents cannot be reached.
7. Current parent phone numbers (work/home/cell).

Medication Policy

If medication is required during Camp Opportunity hours, a doctor's note is required along with the original bottle. A student needing an inhaler may self-administer as long as we have a current parent/guardian consent form and physician's order on file.

Labels

It is suggested that parents label articles of clothing and other possessions brought in by the child. Easy identification of belongings will prevent them from being lost or misplaced.

Lost and Found

Any items left at the end of each day will be gathered up by the childcare staff and put into the lost and found bins. Parents should contact the Camp Opportunity staff with inquiries regarding lost items. A lost and found location can be found at both the primary and intermediate locations. It is advised to leave all personal toys and items at home. The program is not responsible for lost or damaged personal belongings. If lost items have been with Camp for an extended amount of time, they will be brought to the school lost and found.

Parent Responsibilities

Enrollment

In order for your child to attend Camp Opportunity, the following must be

done:

- * Arux online registration filled out and accepted
- * Registration fee paid and account balance current
- * Automatic withdrawal information on file in Arux

Signing in and out

For the safety of your child, we require that you escort your child in to and out of the program area. We also require that you sign your child in by signing your name and recording the time you brought them and picked them up if appropriate. Please make sure a staff member sees you before you leave! We encourage verbal communication, as that is the best way to keep each other informed the program and your child's adjustment to it. If an older sibling is coming to sign in our sign out please make these arrangements with the Camp Opportunity coordinator. No child will be able to sign themselves in or out. Abuse of this policy will result in dismissal from the program.

Pick-Up Authorization

Children will only be released to those authorized by the parent as indicated in our files! If your child will be going home with someone else not listed in our files, *we will need written permission ahead of time (call ahead in an emergency)*. Others will need to be prepared to show identification, though we will be most attentive to the child's reaction.

If there is someone who is NOT authorized to put up your child, we need to know this as well, in writing! We will need a copy of the restraining order/divorce decree as well if the non-authorized person is a biological parent.

Conferences

Camp Opportunity staff will only request a conference if they feel it is necessary. However, each parent is encouraged to request a conference with the Program Coordinator at any time to discuss their own child.

Parent Feedback

We always encourage and welcome comments and suggestions; written correspondence may be placed in the payment box located at the Intermediate School. Please feel free to contact the Program Coordinator at any time if you have any concerns, questions, or ideas for program improvement.

BEHAVIOR EXPECTATIONS

- Use acceptable language
- Respect fellow students and staff; accept differences
- Treat materials and equipment appropriately
- Share all toys and materials
- Clean up after yourself

- Listen to directions of staff at all times
- Report problems to staff
- Keep hands and feet to yourself
- Stay in room/area that is supervised by staff
- Follow all Camp Opportunity policies and procedures

If the behavior threatens the safety of the children or staff, then an immediate suspension or withdrawal from the program may be warranted and parents will be called to pick up their child. Depending on the severity and frequency of the behavior, Camp Opportunity reserves the right to suspend or dismiss a child from the program at any time.

WEAPONS

In support of District policy, Camp Opportunity will not tolerate weapons whether real or toy. This includes all firearms whether loaded or not; knives, explosives, or any instrument used to threaten or harm another person. The school will be notified and consequences will be applied which can include termination of childcare services. Toy weapons, either look alike or real (squirt guns, play guns, constructing with building blocks, drawing pictures etc.) are not tolerated at Camp Opportunity.

SCHOOL SUSPENSION

Children suspended from school may not attend Camp Opportunity while suspended.

BEHAVIORS WHICH ARE INAPPROPRIATE AND HARMFUL

- Behavior which directly or indirectly threatens others, including any form of aggression such as hitting, pushing, spitting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behaviors which intentionally cause destruction or misuse of property and equipment.
- Behavior that threatens the safety of children or staff is considered unacceptable and will not be tolerated.
- Behaviors demonstrating lack of self-control which can include anger, blatant disrespect or absolute refusal to follow directions of staff person in charge.
- Behavior which can be perceived as sexual harassment, sexual comments or intimidation (verbal language, gestures, physical contact, etc.) to fellow students or staff.
- Bullying another child or staff either emotionally, verbally or physically.
- Leaving the area/program or running from staff.

Contact Us

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Camp Opportunity Coordinator
Becker Public Schools
13500 3rd Street
Becker, MN 55308
Camp Opportunity Main Phone-(763)261-6600
Paige Kaehler (desk): (763)261-6604
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