



NOBLESVILLE SCHOOLS  
2020-2021 GUIDELINES

**1. INTRODUCTION**

Welcome to the Miller Explorers Before and After School Program! As a part of Noblesville Schools, we are happy for the opportunity to provide before and after school services for students (K-6) enrolled in Noblesville Schools. Our mission is to provide a variety of activities for students aligned with our Miller Shift innovative learning culture. We are pleased that you have chosen us to care for your child, and we pledge to take that responsibility very seriously.

**2. ELIGIBILITY AND PROGRAM LOCATIONS**

The Miller Explorers Program is a service that provides before and after school care of students (K-6) enrolled in Noblesville Schools. Your child/children must attend Noblesville Schools to enroll in the Miller Explorers Program. Our program is offered at all seven elementary buildings. Each Miller Explorers site is staffed with a site leader and guides.

**3. REGISTRATION AND WAITLIST**

To enroll your child, please go to the Miller Explorers page on the Noblesville Schools website. Click on the Miller Explorers Registration tab and follow the directions for EZChildTrack.

At the time of your enrollment, a non-refundable \$30.00 registration fee is due. Throughout the process all enrollments for the program are based on a first-come, first-served basis using the criteria above. If a program becomes full, a waiting list will be established. Families from the waiting list will be contacted as openings occur. For parents of students in sixth grade who wish to enroll their child in the Miller Explorers program, contact Donna Hess at (317) 773-3171 ext. 10604.

If you wish for your child to continue with our program during subsequent years, you must complete a new enrollment application each year.

**4. WITHDRAWALS**

When withdrawing a child from the Miller Explorers program, a **written two-week notice** emailed to [miller\\_explorers@nobl.k12.in.us](mailto:miller_explorers@nobl.k12.in.us) is required. Once a child is enrolled in the program, they are enrolled for the entire school year. If a child is withdrawn without the required notification, the parent or guardian will be held financially responsible for an additional two weeks of fees. Refunds of any prepaid fees will only be given when a two-week notice is received.

## 5. 2020-2021 CALENDAR AND HOURS OF OPERATION

The Noblesville Schools' Miller Explorers Before and After School Care program operates on the Noblesville Schools' school calendar. The program is open from 6:30 a.m. to 6:00 p.m. (excluding school hours). Miller Explorers will be available for seasonal intersession(s) during school calendar breaks (closed on holidays). Miller Explorers will offer programs throughout the school year and summer. There will be exceptions from time to time such as: Holidays, staff development week prior to the first week of school, and one or two days at the end of the school year.

Please note that since we charge tuition based on the Noblesville Schools' calendar, we do not offer vacation freezes to tuition costs. We understand that your childcare needs may vary from week to week, however, we cannot alter your enrollment options on a weekly or monthly basis.

<b>1st Semester</b>	
August 3rd	First day of Miller Explorers
<b>September 7th</b>	<b>Closed for Labor Day</b>
<i>September 8th - 27th</i>	<i>Registration for PT Conferences &amp; Fall Break (current Miller Explorers families only)</i>
September 30th & Oct. 1st	Parent Teacher Conferences - Drop In Option
October 12th -16th	Fall Session Week 1
October 19th -23rd	Fall Session Week 2
<i>November 16th - December 6th</i>	<i>Registration for Winter Break &amp; Teacher work day (current Miller Explorers families only)</i>
<b>November 25th -27th</b>	<b>CLOSED for Thanksgiving Break</b>
December 21st, 22nd, 23rd	Winter Session Week 1
December 24th & 25th	<b>CLOSED for Christmas Eve and Christmas Day</b>
December 28th, 29th, 30th	Winter Session Week 2
December 31st & January 1st	<b>CLOSED</b> for New Year's Eve & New Year's Day
<b>2nd Semester</b>	
January 4th	Teacher Work Day - Drop In Option
<b>January 18th</b>	<b>CLOSED for Martin Luther King, Jr. Day (Flex Day)</b>
<b>February 15th</b>	<b>CLOSED for Presidents Day (Flex Day)</b>

February 22nd - March 14	<i>Registration for Spring Break (current Miller Explorers families only)</i>
March 15th	<i>Registration for Summer Camp 2021 (current Miller Explorers families only)</i>
March 29th - April 2nd	Spring Intersession Week 1
April 5th - April 8th	Spring Intersession Week 2
April 26th	<i>Registration for Miller Explorers 2021-22 (current Miller Explorers families only)</i>
<b>May 31st</b>	<b>CLOSED for Memorial Day</b>
June 7th – July 23rd	Summer Intersession Weekly
<b>July 26th - July 30th</b>	<b>CLOSED for Staff Training</b>

## 6. WEATHER DELAYS AND CLOSINGS

When Noblesville Schools are **closed** due to inclement weather or emergency conditions, the Miller Explorers program will be open at **two designated winter weather sites** *unless a travel advisory warning has been issued or if there are extreme weather conditions*. Please see below for the cost of attending Miller Explorers at a winter weather site on an eLearning/school closure day.

When a **two-hour delay** is called due to inclement weather or emergency conditions, the Miller Explorers program will be open on a **one-hour delay**. On two-hour delay mornings, Miller Explorers will open one hour later at 7:30 a.m. at all seven locations. Students who are not registered for AM care may drop in on a 2-hour delay morning for an additional fee of \$15.

In the event of emergency weather or circumstances beyond our control, Miller Explorers may be required to close. We do not offer refunds for days that the program is closed due to emergency situations. We apologize for this inconvenience.

For additional information about weather related delays and closings as they happen, please check local radio and television stations, or check the Noblesville Schools Facebook and Twitter pages.

## 7. CURRICULUM DESCRIPTION

Our curriculum is implemented by trained staff and is guided by the Indiana Standards and Specialty Standards for before and after school programming. The curriculum for Miller Explorers will be an extension of our innovative educational culture focused on enrichment activities like learning games, STEM activities, Art, Music, and more. Homework assistance aligned with our curriculum will also be available.

## 8. 2020-2021 RATES

Rates are subject to change.

<b>Non-refundable deposit</b> (due upon enrollment notification)	\$30.00 Registration	
<b>Weekly Rates</b> (includes morning and/or afternoon snack) AM hours: 6:30am-7:50am PM hours: 2:30pm-6:00pm	<b>5 Days a Week</b>	<b>3 Days or Less a Week</b>
AM & PM	\$90.00	\$65.00
AM Only	\$40.00	\$30.00
PM Only	\$80.00	\$55.00

*A one-week notice is required for a change in the attendance plan. The change in attendance plan can be made in EZChildTrack.*

**Drop-In Rate:** Students enrolled in a weekly attendance plan may drop in on an unscheduled day for an additional fee. The afternoon drop-in rate is \$20 per session, and the morning drop-in rate is \$15 per session. **Only students already enrolled in a Miller Explorers weekly plan may utilize the drop-in option.** Please notify the program Site Leader and your child’s teacher on the days your child is attending.

**The Miller Explorers Punch Pass:** A punch pass for 8 sessions per child is available for \$160.00 plus the \$30.00 registration fee. The punch pass can be used for occasional/emergency child care needs. Each child must be enrolled for their own punch pass, and only 2 punch passes can be purchased per school year per child. It cannot be used for breaks, intersessions, or eLearning/school closure days. The pass is valid for 8 sessions. One session is defined as one morning or one afternoon. Both morning and afternoon attendance on the same day constitutes two sessions. Please notify the program Site Leader and your child’s teacher on the days your child is attending.

**eLearning Day/School Closure Fees:** Miller Explorers will be open at two sites for full day care on eLearning/school closure days except in rare, emergency situations where all sites are closed. If your child is registered for 5 days a week AM & PM care, they may attend an eLearning/School Closure day at no additional cost. For students enrolled in any other weekly schedule (all 3 day options, 5 day AM only, or 5 day PM only), the cost for attending the full day is \$25 per day. Only students enrolled in a Miller Explorers weekly attendance plan may attend an eLearning/school closure day, and punch passes can not be used.

**Breaks and Summer:** Miller Explorers operates full-day sites during fall, winter, spring and summer breaks at select locations. A different fee applies to breaks. Programming for breaks will be held at one or two locations, and these locations may rotate throughout the year. Information and directions for registration will be posted on the Miller Explorers webpage. Punch passes and drop-ins are not

accepted over breaks. Registration closes two weeks prior to the start of the break. Miller Explorers reserves the right to close or combine sites over breaks due to low enrollment.

**Multiple Child Discount:** Families with more than one child registered with Miller Explorers may be eligible for a 10% discount for each additional child enrolled in Miller Explorers. The discount applies to the weekly fees for before and after school care, summer, fall, winter, and spring programming. The multiple child discount cannot be combined with any other discounts, and there will be no refunds provided for previous payments if a multiple child discount is later applied.

**Military Discount:** Miller Explorers offers a 10% discount for direct dependents of military service members. To apply for this discount the individual must provide Miller Explorers with a copy of his/her current military ID. The discount applies to the weekly fees for before and after school care, summer, fall, winter, and spring programming. The military discount cannot be combined with any other discounts, and there will be no refunds provided for previous payments if a military discount is later applied.

**Noblesville Schools Employee Discount:** Miller Explorers offers a 10% discount for direct dependents of Noblesville Schools Employees. To apply for this discount the individual must provide Miller Explorers with the name of the employee, job title, and building where he/she works. The discount applies to the weekly fees for before and after school care, summer, fall, winter, and spring programming. The employee discount cannot be combined with any other discounts, and there will be no refunds provided for previous payments if an employee discount is later applied.

**Financial Assistance:** Financial assistance may be available and is based on the government funding guidelines. Financial need will be prioritized among the requests with the greatest needs served first. Any family currently seeking financial assistance must apply and qualify for the Free/Reduced Lunch Program to be eligible for financial assistance. You must reapply for a scholarship each school year within 30 days of the first day of school, and there will be no refunds provided for scholarships awarded for previous payments if the scholarship is later applied. Please contact Donna Hess at 317-773-3171 ext. 10604 for more information. Miller Explorers does not accept CCDF vouchers. Families receiving financial assistance are not eligible for any other discounts.

## 9. FEE PAYMENT POLICY

**PLEASE NOTE THAT FOR INTERNAL AUDIT PURPOSES, WE DO NOT ACCEPT CASH PAYMENTS.**

1) Your responsibility for payment begins with the first day your child attends and extends to two weeks after notification of withdrawal. In order to maintain a high standard of quality, we must budget for the daily cost of compensating our staff. Therefore, your account will be charged for the plan you have registered for, including dates when your child may be absent.

**Please understand that payment credit cannot be given for illness, vacation, or absences.**

2) All payments must be made through our online payment system, EZChildTrack. The online payment system accepts credit cards and e-checks.

- **Payments are due by 5:00 p.m. each Thursday prior to the week's attendance.**
- If your account is in arrears, we reserve the right to withdraw your child from the program and place him/her on a waiting list until the account has been paid in full. Upon receipt of your payment,

your child can be reinstated only if space is available. Outstanding balances which are not paid promptly will be transferred to a collection agency, at which time additional charges may apply.

- 3) All accounts are subject to periodic audit. Please note that you will be held responsible for any unpaid charges discovered during an audit.

For any questions regarding payments or fees, please contact Donna Hess at 317-773-3171 ext. 10604.

## 10. SNACKS

A morning snack and an afternoon snack are provided daily by the Noblesville Schools' Food Services Department. Snacks are nutritionally balanced and comply with standards set by the USDA and the State of Indiana. Snacks are included in the fees for all students. Food may be supplied from home, however we ask that you follow guidance given by your site leader regarding life-threatening allergies in your child's program.

If your child has any food allergies or special dietary requirements, please list this information on the allergies section of EZChildTrack and communicate this important information to the Site Leader.

## 11. DRESS

All students must be dressed appropriately for the day's activities. We encourage parents to dress students appropriately for outside play dependent on the weather.

## 12. ARRIVAL AND DEPARTURE

Students attending the Miller Explorers Program must be brought into the designated area by an adult no earlier than 6:30 a.m. Students must be signed in and out by a parent/guardian on EZChildTrack using the designated number.

At all Miller Explorers program locations, entrance doors are secured at all times. When dropping off or picking up your child, please press the buzzer located at the entrance or use the walkie-talkie provided to call for a staff member. A staff member will unlock the door for you. **Please do not hold any door open for others – each family must enter independently.**

Students will only be released to a parent, or to those people who have been listed on the child's enrollment form as authorized to pick-up. Identification will be required of anyone with whom our staff is not familiar.

## 13. LATE PICKUP

Our program closes at 6:00 p.m. We realize that, on rare occasions, traffic or weather conditions may prohibit you from arriving on time to pick up your child. However, we will assess a late pick-up fee of \$10.00 every 10 minutes, beginning at 6:01 p.m. This fee will help to offset the extra expense to our budget when our staff must stay beyond closing time. **Multiple late pick-ups (3 or more) could result in the child's dismissal from the program.**

## 14. ACCIDENTS AND EMERGENCY PROCEDURES

In the event of an accident or emergency, it is very important that our staff be able to reach a child's parents, or an emergency contact. Please update any change in address or daytime telephone number in EZChildTrack promptly, and provide emergency contact numbers where someone can be reached during program hours.

## 15. ILLNESS

It is important that a child be free from all symptoms of illness for 24 hours before returning to our program. Please do not send a sick child to the program. If you are unsure, we invite you to call us to discuss the situation first. If your child becomes ill during the program day, we will isolate him/her, make him/her as comfortable as possible, and contact you to pick up your child. Students who are ill should be picked up promptly. The decision regarding whether or not an ill child may remain at the program is entirely at the discretion of the program staff and the school nurse.

The following are signs and symptoms identified by Noblesville Schools as reasons students must be kept at home and/or taken to a doctor:

Fever (over 100 degrees)	Students must not return until they have had a normal temperature for 24 hours without Tylenol or Motrin. Students on antibiotics for contagious diseases such as tonsillitis, bronchitis, or pneumonia must not return to school until they have taken medication for 24 hours.
Nausea and/or vomiting	Students must stay home for 24 hours post vomiting.
Diarrhea	Students must stay home 24 hours post diarrhea.
Sore throat (pustules and/or blisters in throat)	Students must be fever free for 24 hours. Diagnosis by a physician will determine if child is contagious or not. If medication(s) are prescribed, child must take for 24 hours before returning to school. If child is diagnosed with strep throat or scarlet fever, medication must be taken for 24 hours before returning to school.
Rash	Diagnosis by your medical provider will determine if child is contagious or not. If child is contagious, he/she cannot return to school until prescribed treatment has been started.
Pink Eye/Discharge from Eyes	Students must stay home until a physician has made a diagnosis, antibiotic has been taken for 24 hours, and drainage from eye(s) has stopped.
Lice/Nits	Treatment should start immediately. Parents should notify the school if your child has head lice. After your child has been properly treated and is lice-free, the student can be accompanied by his/her parent to meet with the nurse before returning to the classroom.
Open/draining sores	Your medical provider needs to confirm if contagious or not. Appropriate treatment should be started before child returns to school. Keep open wounds covered at all times while in school.
Ringworm	Diagnosis by a medical provider must be made and anti-fungal treatment needs to be started. While in school the site must be covered.

Communicable Diseases	<p>If a student is ill, has a communicable disease that is transmissible through normal school contacts, poses a substantial threat to the health and safety of the school community, or is infested with parasites, the school nurse may send the student home. The nurse will communicate with the student's parent and describe the nature of the illness or infestation. The student may return to school when the following criteria is met:</p> <ul style="list-style-type: none"> <li>● The student's return to school meets the guidelines in the current edition of the <u>Indiana State Department of Health Communicable Disease Reference Guide for Schools</u>, and if recommended,</li> <li>● The student or family provides a doctor's letter stating it is safe for the student to be readmitted.</li> </ul>
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**16. DISPENSING MEDICATION**

During days when school is in session and to safeguard the transportation of medication to and from school, all prescription and over the counter medication should be brought to the school nurse by a parent or guardian during school hours. All prescription and non-prescription medications will be administered to students by the school nurse. Students are not permitted to carry any medication without a physician's statement in writing.

During days when school is not in session (for example, eLearning/closure days or breaks) Miller Explorers staff does not have access to the nurse clinic medication cabinet. Therefore, parents may bring prescription medication needed that day and sign in with the Miller Explorer staff. All prescription and non-prescription medications will be administered to students by trained Miller Explorers program staff if they meet the requirements below.

In accordance with Indiana law and with the Noblesville Schools' policy, medication may be dispensed to Miller Explorers participants only when the following conditions are met.

Medication must include:

- A labeled prescription container with child's name and instructions
- A written order from the medical provider
- A signed parent permission form on file
- Non-prescription medication in the original container

If any medication remains at school when it is no longer to be taken, it is mandatory that it be picked up by the parent/guardian. Medication that has not been picked up by the end of the school year (or the end of a break) will be destroyed. Any decision on the administration of medication will be made by Noblesville Schools administration.

**17. ACCESS TO TECHNOLOGY**

When Miller Explorer program participants use school computer equipment, the Noblesville Schools' Technology and Internet Acceptable Use Policy applies. Violations of this policy may result in consequences ranging from restrictions or loss of technology privileges up to and including suspension or expulsion from the program.



## 18. PERSONAL BELONGINGS

Please do not allow your child to bring personal items from home. On special occasions, the Miller Explorers staff may invite students to bring an item from home. Parents will be notified in advance of those times. **Miller Explorers and Noblesville Schools are not responsible for lost or stolen personal items.**

## 19. BEHAVIOR PHILOSOPHY

The goal of discipline is to positively guide students in developing socially acceptable ways of expressing their needs and feelings. This is accomplished first by the program staff modeling respect for self and others. Staff members will set consistent routines, procedures, and choices in child directed activities in the learning environment. When disruptive behavior endangers the safety of others, the child(ren) will be redirected toward acceptable behaviors or activities. Appropriate behaviors are encouraged through praise and a variety of reinforcers. Occasionally, the Miller Explorers Site Leader and/or Coordinator may feel it is in the best interest of the student(s) to suspend a child from the program. The length of the suspension may depend on the severity of the behavior and/ or the number of previous disruptive behaviors. There will be no adjustment to weekly tuition due to suspensions. If misbehavior continues, a parent conference will be necessary to develop a plan for appropriate behavior. If disruptive behaviors do not improve, the child may be withdrawn from the Miller Explorers program. A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program.

## 20. PARENT COMMUNICATION AND INVOLVEMENT

Miller Explorers staff members strive to maintain close communication with parents through a variety of avenues including notes, electronic communications, phone conversations, newsletters and conferences. Parents are welcomed and encouraged to visit any time during our hours of operation. All program visitors and volunteers must have the appropriate background check approved to spend time in the Miller Explorers program. To obtain a background check please complete the appropriate form on the Noblesville Schools website.

## 21. MORE INFORMATION AND PROVIDING FEEDBACK

More information about Miller Explorers can be found on the Noblesville Schools website on the Miller Explorers page. If you cannot find answers on the website, please feel free to contact our Miller Explorers Program Support Assistant, Salena Smith, at 317-773-3171 ext. 10627 or [salena\\_smith@nobl.k12.in.us](mailto:salena_smith@nobl.k12.in.us).

We value feedback from our parents and guardians as a tool for evaluating and improving our program. Parents are encouraged to address concerns or share ideas openly with program staff. Should you have a question, suggestion, or area of concern, please bring it to the attention of your Miller Explorer site leader. If any issue remains unresolved, please contact Kayla Van Hook (Miller Explorers Coordinator) for assistance at 317-773-3171 ext. 10609 or [kayla\\_vanhook@nobl.k12.in.us](mailto:kayla_vanhook@nobl.k12.in.us).