



**NOBLESVILLE SCHOOLS
MILLER EXPLORERS
2023-2024 GUIDELINES**

1. INTRODUCTION

Welcome to the Miller Explorers Before and After School Program! As a part of Noblesville Schools, we are happy to have the opportunity to provide before and after school services for the students (K-6) enrolled in Noblesville Schools. Our mission is to inspire students to create, discover, and imagine. We cultivate a culture of inclusivity, community, connection, and respect through hands-on, exploratory-based learning experiences. We are pleased that you have chosen us to care for your student, and we pledge to take that responsibility very seriously.

2. ELIGIBILITY AND LOCATIONS

The Miller Explorers Program is a service that provides before and after school care of students (K-6) enrolled in Noblesville Schools. Your student(s) 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. SPECIAL CONSIDERATIONS

Miller Explorers is managed by Noblesville Schools, and the Miller Explorers employees are hired by Noblesville Schools. However, the Miller Explorers staff may not have the same training, and the program does not have access to the same specialized staff support that some students receive during the typical school day. If you believe your student may require specialized support for any reason (i.e. safety, counseling, therapy, behavior), please contact the Director of Early Learning and Care (kayla_vanhook@nobl.k12.in.us) to set up a meeting. Miller Explorers strives to provide an accommodating environment for our students. The Director of Early Learning and Care will collaborate with the family and appropriate staff to create a success plan for your student prior to their first day in the program. Some students may need specialized support that cannot be offered in Miller Explorers. In order to ensure the safety and care of all of our students, it is imperative to discuss if a success plan would allow your student to participate in Miller Explorers or if an alternate childcare program would be a better fit for your student.

4. REGISTRATION AND WAITLIST

To enroll your student, 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 student in the Miller Explorers after school program, contact Salena Smith at (317) 773-3171 ext. 10627.

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

5. WITHDRAWALS

When withdrawing a student from the Miller Explorers program, a **written two-week notice** emailed to miller_explorers@nobl.k12.in.us is required. Once a student is enrolled in the program, they are enrolled for the entire school year. If a student 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.

6. 2023-24 CALENDAR AND HOURS OF OPERATION

The Noblesville Schools' Miller Explorers Before and After School Care program will operate on the Noblesville Schools' school calendar. The program is open from 6:30 a.m. to 5:30 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. The exceptions include but are not limited to holidays, staff development week prior to the first week of school, winter weather days, and teacher work days.

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.

1 st Semester	
July 31 st	First day of Miller Explorers
August 23 rd	eLearning day - Miller Explorers open for before/after school care <i>(check your student's school newsletter for information on care during the school day)</i>
September 4th	Closed for Labor Day
<i>September 5th - 25th</i>	<i>Registration for Fall Break Camp & Parent/Teacher Conferences</i>
September 20 th	eLearning day - Miller Explorers open for before/after school care <i>(check your student's school newsletter for information on care during the school day)</i>
September 28 th & 29 th	Parent/Teacher Conferences - families must register to attend on these afternoons
October 9 th – 13 th	Fall Session Week 1
October 16 th – 20 th	Fall Session Week 2
November 1 st	eLearning day - Miller Explorers open for before/after school care <i>(check your student's school newsletter for information on care during the school day)</i>

<i>November 20th- December 11th</i>	<i>Registration for Winter Break Camp</i>
November 22nd – 24th	CLOSED for Thanksgiving Break
December 25th-29th	CLOSED for Winter Holidays
2nd Semester	
January 1st	CLOSED for New Year's Day
<i>January 2nd – 5th</i>	<i>Winter Session</i>
January 8th	CLOSED for Teacher Work Day
January 15th	CLOSED for Martin Luther King, Jr. Day (Flex Day)
February 14 th	eLearning day - Miller Explorers open for before/after school care (<i>check your student's school newsletter for information on care during the school day</i>)
February 19th	CLOSED for Presidents Day (Flex Day)
<i>February 20th – March 11th</i>	<i>Registration for Spring Break Camp</i>
<i>March 4th</i>	<i>Registration for Summer Camp Opens (current families)</i>
<i>March 11th</i>	<i>Registration for Summer Camp Opens (outside families)</i>
March 13 th	eLearning day - Miller Explorers open for before/after school care (<i>check your student's school newsletter for information on care during the school day</i>)
<i>March 25th – 29th</i>	<i>Spring Intersession Week 1</i>
<i>April 1st – 5th</i>	<i>Spring Intersession Week 2</i>
April 8th	CLOSED
<i>May 6th</i>	<i>Registration for 2024-25 Miller Explorers Care Opens to CURRENT Families</i>
<i>May 16th</i>	<i>Registration for 2024-25 Miller Explorers Care Opens to NEW Families</i>
May 27th	CLOSED for Memorial Day
May 30 th	Last Student Day
May 31st & June 3rd	Closed for Summer Staff Training
<i>June 4th – July 12th</i>	<i>Summer Intersession Weekly</i>

7. WEATHER DELAYS AND EMERGENCY CLOSINGS

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. Miller Explorers students who are not registered for AM care may drop in on a 2-hour delay morning for an additional fee of \$15.

When Noblesville Schools are closed due to inclement weather or emergency conditions, the Miller Explorers program will also be closed. We do not offer refunds for days that the program is closed due to these unique and rare 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.

8. 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.

9. 2023-24 RATES

Rates are subject to change.

Non-refundable deposit <i>(due upon enrollment notification)</i>		\$30.00 Registration
Weekly Rates (includes morning snack and afternoon snack) AM hours: 6:30 am – 7:35 am (8:15 am Wed only) PM hours: 2:30 pm – 5:30 pm	5 Days a Week	3 Days or Less a Week
AM & PM	\$105.00	\$80.00
AM Only	\$45.00	\$35.00
PM Only	\$90.00	\$65.00

A written 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 up to 5 times per semester before being asked to register for an additional weekly program (as long as space in the program allows). 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 student's teacher on the days your student is attending.

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. We do not offer drop-ins or daily rates over breaks. Registration closes two weeks prior to the start of the break. Once the registration window closes, families are still expected to pay for weeks their student(s) are enrolled in a break. Miller Explorers reserves the right to close or combine sites over breaks due to low enrollment.

Multiple Student Discount: Families with more than one student registered with Miller Explorers may be eligible for a 10% discount for each additional student enrolled in Miller Explorers. The discount applies to the weekly fees for before and after school care only. The multiple student discount cannot be combined with any other discounts, and there will be no refunds provided for previous payments if a multiple student 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. 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.

10. 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 student 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 student 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 Friday prior to the week's attendance.**
 - If your account is in arrears, we reserve the right to withdraw your student 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 student 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.

11. 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 student's program.

If your student has any food allergies or special dietary requirements, please list this information on his/her Medical Information form and communicate this important information to the Site Leader.

12. 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.

13. ARRIVAL AND DEPARTURE

Students attending the Miller Explorers Program must be brought to the designated door by an adult no earlier than 6:30 a.m. Students must be signed in and out in EZChildTrack using the designated pin number.

At all Miller Explorers program locations, entrance doors are secured at all times. **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 student's enrollment form as authorized to pick up. Identification will be required of anyone with whom our staff is not familiar.

14. LATE PICKUP

Our program closes at 5:30 p.m. We realize that, on rare occasions, traffic or weather conditions may prohibit you from arriving on time to pick up your student. However, we will assess a late pick-up fee of \$15.00 every 10 minutes, beginning at 5:31 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 student's dismissal from the program.**

15. ACCIDENTS AND EMERGENCY PROCEDURES

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

16. THREAT ASSESSMENT

At Noblesville Schools we take the safety of our students very seriously. Each school has a safety team that works with you to figure out the best plan for each student. **If a student makes a threat during Miller Explorers, your student cannot attend Miller Explorers morning care, ride the bus to school, or go straight to class the next school day.** Your student will need to meet with a member of the school safety team first thing the next school day. If your student makes a threat during Miller Explorers afternoon care, you will receive a phone call from the Site Leader as well as a letter when you pick up your student.

17. ILLNESS

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

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

Fever (over 100 degrees)	Students must not return until they have had a normal temperature for 24 hours without fever-reducing medication. 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 or as specified by a medical provider.
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 medical provider will determine if student is contagious or not. If medication(s) are prescribed, student must take for 24 hours or as specified by a medical provider before returning to school.
Rash	Diagnosis by a medical provider will determine if student is contagious or not. If student is contagious, he/she cannot return to school until prescribed treatment has been started or as specified by a medical provider.
Pink Eye or Discharge from Eyes	Students must stay home until a medical provider has made a diagnosis, antibiotic has been taken for 24 hours, and drainage from eye(s) has stopped.
Open/draining sores	A medical provider needs to confirm if contagious or not. Appropriate treatment should be started before student 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"> • 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, • The student or family provides a medical provider's letter stating it is safe for the student to be readmitted.

18. 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 school breaks when school is not in session, 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 at school must include:

- A labeled prescription container with student'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.

19. 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.

20. PERSONAL BELONGINGS

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

21. 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 student directed activities in the learning environment. When disruptive behavior endangers the safety of others, the student(s) 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 Director of Early Learning and Care may feel it is in the best interest of the student(s) to suspend a student 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 student may be withdrawn from the Miller Explorers program. A student may be immediately dismissed from the program if the student's behavior is determined to be detrimental to the student or to the well-being of others in the program.

22. 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. Please check with our staff in advance to see how you might be able to volunteer or help.

23. MORE INFORMATION & 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 Manager, Salena Smith, at 317-773-3171 ext. 10627 or 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 Explorers site leader. If any issue remains unresolved, please contact Kayla Van Hook (Director of Early Learning and Care) for assistance at 317-773-3171 ext. 10609 or kayla_vanhook@nobl.k12.in.us.