



Pathfinders Childcare Handbook 2026–27

Before your child's first day, please sign and return the Parent Acknowledgement Form at the end of this handbook to TRM administration or any Pathfinders staff member. Thank you!

Table of Contents

1. Pathfinders Childcare Overview	Page 3
2. Eligibility for Participation	Page 3
3. Enrollment & Application Process	Page 3
4. Registration and Scheduling	Page 4
5. Fees and Payments	Page 4
6. Authorized Pick Up Procedures	Page 5
7. Absences	Page 5
8. Health and Medication Policies	Page 5
9. Illness or Injury Response	Page 5
10. Behavior Expectations	Page 6
11. Behavior Concerns & Dismissal	Page 6
12. Discretionary Enrollment	Page 7
13. TRM Staff Children	Page 7
14. Electronics	Page 8
15. Personal Items	Page 8
16. Child Abuse and Neglect	Page 8
17. Weather Policy	Page 8
18. Staff Requirements	Page 8
19. Non-Discrimination Statement	Page 8
20. Parent Acknowledgement Form	Page 9

1. Pathfinders Childcare Overview

Pathfinders is a Three Rivers Montessori (TRM) program providing childcare services on school days, Monday through Friday. The program features enrichment activities such as cooperative play, outdoor free play, games, art, and more. Pathfinders is an extension of the school day and is designed to support students' social, emotional, and academic development in a safe, nurturing environment consistent with Montessori principles.

Hours of Operation – After Care: 1:45 PM – 5:00 PM

This handbook is governed by the TRM Before and After Care Enrollment Policy (approved by the TRM Board of Directors). In the event of any conflict between this handbook and that policy, the Enrollment Policy controls. Families and staff are encouraged to review the Before and Aftercare Enrollment Policy, available from the TRM front office or at www.threeriversmontessori.org

2. Eligibility for Participation

Enrollment is open only to students currently enrolled at Three Rivers Montessori for the applicable school year. Enrollment is optional and flexible with no long-term commitment.

For the safety of all children and staff, all participants must meet the following requirements:

- Be able to function independently within a group of up to 15 children without one-on-one supervision
- Be toilet-trained and able to meet their own basic self-care needs
- Demonstrate behavior consistent with TRM's values of Respect, Responsibility, and Compassion
- Follow staff directions and participate cooperatively in group activities

Children who require one-on-one supervision, paraprofessional support, or frequent behavioral intervention during the school day may not be eligible for Pathfinders.

TRM complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Reasonable accommodations will be considered for students with documented disabilities when possible without fundamentally altering the nature of the program.

3. Enrollment & Application Process

Admission to Pathfinders is first come, first served, based on available space and staffing capacity. Returning students in good standing receive priority placement during open registration periods. The program maintains a maximum 15:1 student-to-staff ratio; enrollment may be capped or waitlisted when capacity is reached.

To enroll, families must complete the following steps each school year:

- Complete a Pathfinders Application Form (required annually for each child).
- Applications are processed in the order received and reviewed for completeness and eligibility.
- Acceptance depends on space, eligibility, and prior participation history.
- Families will receive written confirmation once their child is accepted.
- All families must sign and return the Pathfinders Handbook Acknowledgement Form before their child's first day of attendance.

TRM reserves the right to deny or revoke enrollment for safety concerns, chronic behavioral issues, or failure to follow program policies.

4. Registration and Scheduling

Registration is completed monthly, with deadlines set by the Pathfinders Coordinator near the third week of each prior month. After initial registration, changes must be requested via email. Sick days are non-refundable.

You can add days if staffing allows. Email pathfinders@threeriversmontessori.org to request additional days.

Cancellations for any reason must be submitted at least 5 days in advance to receive credit.

TRM reserves the right to modify or cancel programming due to events beyond its control (e.g., weather emergencies, pandemics, or natural disasters) without refund. Policies and fees are subject to change with 30 days' written notice.

5. Fees and Payment

Yearly Enrollment and Supply Fee: Once-per-year in September or upon new enrollment in the Pathfinders program, we charge a \$20 per student or per family fee to help cover the cost of new supplies and equipment in our program.

PM Care (1:45–up to 3:15 PM): \$21 (1st student) | \$19 (2nd or more student per family)

PM Care (1:45–after 3:15 & up to 5:00 PM): \$26 (1st student) | \$23 (2nd or more student per family)

Fees are billed and due weekly. Every Tuesday is your payment due date for the prior week's attendance. Billing and payments are conducted through JMC.

All billing disputes must be submitted in writing to the Program Coordinator within 15 calendar days of the invoice date.

Payments may be made via check, or electronic. See instructions below to view your charges, balances and make electronic payments. There is a check deposit box near the Pathfinders room for you to securely make payments.

Late Pick-Up

Late Pick-Up Fee: \$1 per minute after 5:01 PM. At 5:05, legal guardians will be called. At 5:15, emergency contacts and authorized pick-up persons will be contacted. At 5:45 PM, if the child has not been picked up, the police will be contacted.

****Contact Pathfinders Staff Via Phone Call if you have a pick-up emergency 612-258-4443****

Billing & Payment System Access

LINK: <https://trmdistrict.onlinejmc.com/>
Open JMC and Select the FAMILY ICON

1. Select the CURRENT SCHOOL YEAR
2. from the drop down menu
3. Log in - Username: PRIMARY CONTACT LAST NAME (person who registered student at TRM)
4. Enter PASSWORD
 - a. If you've not already set up a PASSWORD select "Change Password" & follow prompts.

A screenshot of the JMC login form. The form is titled 'JMC STUDENT RECORD MANAGEMENT SOFTWARE'. It includes a 'School Year' dropdown menu with options for '2020-2021' and '2021-2022'. Below this are fields for 'Username:' (with a placeholder 'lastname') and 'Password:' (with a placeholder '*****'). There is a checkbox for 'Change password' and a 'Language:' dropdown menu set to 'English'. At the bottom is a 'Login' button and links for 'Forgot your password?' and 'Forgot your username?'. A red arrow points to the 'School Year' dropdown menu.

NOTE: One account per last name. If parents have different last names and are both set up as primary contacts, they can each create their own access.

Mobile App

There is also a mobile app, it is called **JMC Family**. If you log in via the mobile app the pin is **0676**. You may view balances and charges on the mobile app, but electronic payments must be made via desktop. There is a small fee for electronic payments.

6. Authorized Pick-Up Procedures

Use the lower-level entry door and ring the doorbell.

A list of individuals authorized to pick up your child will be kept on file. All authorized persons must present a valid photo ID. To update this pick-up list, email pathfinders@threeiversmontessori.org or stop by in person. Phone calls will not be accepted for updates.

Restricted Pick-Up: Court documentation must be provided for any individual restricted from picking up your child. The document must include start and expiration dates. TRM will act in accordance with any valid custody or court order provided by the custodial parent or guardian. It is the family's responsibility to keep documentation up to date.

7. Absences

Report absences as soon as possible:

- Before 1:45 PM: Call 763-595-1213
- Email: pathfinders@threeriversmontessori.org

If your child was home from school or you have notified the school about any absence, there is no need to also contact Pathfinders.

8. Health and Medication Policy

Keep children home if they have (or are sent home if they develop) any of the following:

- Fever over 100°F in the last 24 hours
- Vomiting or diarrhea within 24 hours
- Undiagnosed rashes

If a child becomes ill while at Pathfinders, parents will be contacted and expected to pick up immediately. Children with undiagnosed rashes will not be allowed to stay. If your child has a broken bone, concussion, or similar condition, this is considered an illness and attendance fees are non-refundable/non-transferable. Due to planning and preparation costs, no refunds will be given for illness-related absences.

Medication

Medication will not be administered by Pathfinders staff, except for emergency medications (e.g., EpiPens, Narcan) consistent with school policy. All medication must be registered through TRM's health office and must include proper documentation and a signed authorization form.

All Pathfinders staff members have been trained on how to administer an EpiPen and Narcan per Three Rivers procedures.

9. Illness or Injury Response

Parents will be contacted by all available contact methods. If unreachable, emergency contacts will be called in the order listed.

10. Behavior Expectations

Pathfinders is a continuation of the school day; therefore, all TRM behavioral standards apply. Children must follow all school and Pathfinders expectations. Students are expected to demonstrate self-control, kindness, and cooperation.

Staff will guide behavior using a respectful, three-step approach:

1. Reminder and redirection
2. In-activity redirection
3. If behavior continues, the child will be removed from the activity and paired with a staff member

Parents will be notified in person or by phone. Ongoing issues will result in a meeting with the Program Coordinator, Executive Director, parent(s), and child.

11. Behavior Concerns & Dismissal

All incidents are documented. The table below describes TRM's Behavior Incident Matrix for Pathfinders, consistent with the Before and After Care Enrollment Policy:

Level	Examples	Staff Response	Parent Notification	Possible Consequences
Level 1 – Minor	Not following directions; disruptive play/noise; unkind words; refusal to participate	Reminder and redirection	Verbal reminder	Continued participation with support; repeated behavior may escalate to Level 2
Level 2 – Moderate	Repeated defiance; property misuse; leaving activity without permission (stays in group area); excluding others	Remove from activity; document behavior	Phone or written notice	Behavior Support Plan or 1–3 day suspension from Pathfinders
Level 3 – Major	Verbal assault (threats, racist/sexist language); intentional property damage; physical aggression; unsafe actions (hiding, leaving group area)	Immediate removal; parent called for pick-up	Immediate call and written report	Suspension pending meeting with Program Coordinator and parent/guardian
Level 4 – Severe	Physical assault causing harm; sexual behavior; prohibited or dangerous items; repeated unsafe elopement	Immediate removal and administrative review	Immediate call and written report	Suspension or expulsion from Pathfinders for the remainder of the school year

Notes:

- All incidents are documented in writing.
- Parents will receive written notice and an opportunity to meet with administration before any permanent dismissal.
- Re-enrollment after dismissal is not guaranteed.
- Prior to permanent dismissal, parents will receive written notice and the opportunity to meet with the Program Coordinator and/or Executive Director.
- All interventions and decisions will be implemented in accordance with applicable state and federal laws.

12. Discretionary Enrollment Policy

Enrollment in Pathfinders is at the discretion of the Program Coordinator and Executive Director. The school may terminate participation at any time due to:

- Nonpayment
- Chronic late pick-up
- Safety concerns
- Behavioral violations
- Failure to follow policies

Enrollment may be denied or terminated at any time based on the best interest of the student, other participants, and staff safety, as determined by TRM.

13. TRM Staff Children

This section applies only to children of TRM employees who are enrolled as TRM students and who participate in Pathfinders.

TRM recognizes that staff responsibilities often extend beyond instructional hours. To support employees in fulfilling their professional duties, Pathfinders after-school care is available for staff children who are enrolled as TRM students, subject to the following:

Eligibility & Attendance

- Care for staff children is provided until 3:15 PM to allow completion of end-of-day responsibilities.
- Any care requested after 3:15 PM requires prior written or verbal approval from the Executive Director (ED).
- Extended care will be approved only when directly related to TRM work responsibilities.
- Unannounced drop-ins are not permitted.

Enrollment & Authorization

- Staff members must submit an enrollment form annually for each child, including current emergency and health information.
- Approval from the Executive Director is required for all attendance beyond 3:15 PM.
- The Executive Director retains discretion to approve, deny, or revoke enrollment or attendance based on capacity, safety, or compliance considerations.

Rules & Expectations

Staff children are subject to the same rules, expectations, and disciplinary procedures as all other Pathfinders participants. Repeated or serious behavior concerns may result in suspension or removal from the program, regardless of the parent's employment status.

Participation is a privilege, not an entitlement, and may be modified or discontinued at any time.

Fees for Staff Children

- TRM may provide no-cost or discounted participation for staff children attending Pathfinders while their parent is performing TRM work.
- When care is requested for personal reasons, standard program rates apply.
- Staff fee schedules are reviewed annually and communicated before the start of the school year.
- Payments, where applicable, follow the same procedures and timelines as all families.

Staff enrolling their children must sign an acknowledgment form confirming they have read, understood, and agreed to abide by this handbook and the Before and After Care Enrollment Policy.

14. Electronics

Students' personal electronic devices (including cell phones) are not allowed during program hours. To reach your child, call 612-258-4443.

15. Personal Items

Disruptive personal items may be confiscated and returned to parents at pick-up. TRM and Pathfinders are not liable for lost or stolen items. All personal items should be labeled with your child's name. Students bring personal items at their own risk.

No toys from home are allowed in Pathfinders without prior permission.

16. Child Abuse and Neglect

Staff are mandated reporters. Any suspicion of abuse or neglect—including intoxicated or impaired guardians—will be reported as required by law. All staff receive annual training on mandated reporting responsibilities under Minnesota Statute §626.556.

17. Weather Policy

If ISD 728 schools are closed due to weather, Three Rivers Montessori and Pathfinders will also close. If weather conditions worsen during the day, Pathfinders may close early and we will contact parents for pick-up via email and text message.

Refunds are not provided for weather-related closures. Please have a back-up childcare plan.

18. Staff Requirements

Pathfinders staff are selected based on experience with school-age children. All staff must pass a background check and complete required training. The program maintains a maximum 15:1 child-to-staff ratio. All staff meet or exceed training and background check standards required by Minnesota state law for school-age childcare providers.

19. Non-Discrimination Statement

TRM does not discriminate in program access or services on the basis of race, color, creed, religion, national origin, sex, disability, sexual orientation, marital status, status with regard to public assistance, or age. TRM complies with all applicable childcare regulations and laws, including Minnesota Department of Education (MDE) and Department of Human Services (DHS) standards, IRS regulations regarding non-cash employee benefits, and federal and state laws governing workplace fairness and equity.

20. Parent Acknowledgement & Signature Form

PLEASE PROMPTLY RETURN THIS PAGE BEFORE THE START OF THE SCHOOL YEAR TO THREE RIVERS MONTESSORI ADMINISTRATION OR PATHFINDERS STAFF.

The Pathfinders Childcare Program operates as an extension of the school day. Therefore, all student behavior policies, expectations, and guidelines stated in the Three Rivers Montessori Student and Family Handbook and the TRM Before and After Care Enrollment Policy remain in effect during Pathfinders hours.

By signing, I acknowledge that I have read, understood, and agree to comply with the Pathfinders Childcare Handbook 2026–2027 and the TRM Before and After Care Enrollment Policy. I understand that my child's participation is subject to these terms and to the policies of Three Rivers Montessori.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____