

2022 Summer Kids Club Childcare HANDBOOK

ISD #146 & Barnesville Community Education Sponsored

Coordinators: Mary Spillum mspillum@barnesville.k12.mn.us &
 Desi Erickson derickson@barnesville.k12.mn.us
 Com. Ed office Chris Ellefson cellefson@barnesville.k12.mn.us
 Community Ed: 218-354-2638 District Phone 218-354-2217 Kids Club Ext: 453
 School Website: www.barnesville.k12.mn.us

Registration location online: <https://www.locallevelvents.com/events/org/barnesville-schools>. or fill out the attached registration form and return it back to the Community Education office. Deadline will be April 22 so we can make staffing plans for the program.

Barnesville Summer Kids Club exists to provide a safe, supervised place for children going into kindergarten through sixth grade to learn new skills and develop resourcefulness, responsibility, and reliability

GOALS- The goals of the program are:

1. To prevent children from becoming involved in unsafe activities by supervising them while parents are at work.
2. To provide a positive learning environment where the children can learn to interact with each other and adults.
3. To keep the children physically, mentally, emotionally, and socially active.

ELIGIBLE STUDENTS

Summer Kids Club is open to students that are entering Kindergarten (Fall 2022) thru 6th grade completed (Spring 2022).

FEES– WEEKLY

Cost is \$125 a week for full time 5 days a week or \$30 a day for part time, 4 days or less per week.

| No. Days Per week | Rate Per Day | Rate Per Week | Minimum Fee per week if come less than Registered # Days (except Holiday weeks) |
|-------------------|--------------|---------------|---|
| 5 Days | \$25 | \$125 | \$100 if student comes less than 5 days |
| 4 Days | \$30 | \$120 | \$30 per day registered |
| 3 Days | \$30 | \$90 | \$30 per day registered |
| 2 Days | \$30 | \$60 | \$30 per day registered |
| 1 Day | \$30 | \$30 | \$30 per day registered |

*Whatever you Register for when filling out the registration paperwork is what you will be required to pay weekly. If you need to add days above what you registered for you may do so if there is room. We need an accurate count of student enrollment so we can staff appropriately.

COMMITMENT FORMS WEEKLY

Every child will be required to fill out a Weekly Care Commitment Form. If you fail to fill out a commitment form, you will be charged for the days from your registered schedule. Those are the days we will be expecting your child(ren) and you will be invoiced for those dates regardless if your child attends or not. Parents must enter schedules the week before you plan on sending your child. The Commitment Forms are due by 6:00 p.m. every Monday for 1 week forward. Example: parents will give Commitment Form to Program Co-Leader on May 23 by 6:00 p.m. for the week of May 30 care. The reason for the schedule is to make sure we have staffing ready for all of the students and their possible activities as well as transportation to the activities.

STATEMENTS

Will be emailed or put in family note box on a weekly basis provided parents have submitted their weekly Commitment Sheet. We will be using Brightwheel for scheduling and Invoicing.

PAYMENTS

Payment should be submitted to the coordinators, the Com. Ed office or online at payschools. Fees will be due on or before Thursday for the following week. If your child does not attend Kids Club on Thursday, you will need to submit your payment either online by Thursday afternoon or by check prior to Thursday so that the following weeks fees are all done. All fees will be paid in advanced based on your registration hours.

REGISTRATION FEE

\$65 for each student due when registering. This fee pays for a t-shirt and year-end field trip. Registration fee can be paid online when using the online registration form, or submitted in the Community Education office when turning in the paper registration form. Checks made to Community Education.

REGISTERING FOR PROGRAM

We must have a registration form on file before your student can start in Summer Kids Club. You can register using the online program or the paper registration form. The online Registration form can be found at <https://www.locallevelvents.com/events/org/barnesville-schools> and the paper registration is found with this handbook, in the Community Ed office or on the school website listed under Community Ed tab.

DEADLINE TO REGISTER FOR PROGRAM

We will take registrations in the Community Ed office from March 9th until April 22nd. We will not guarantee a spot for anyone that registers after April 22nd. This registration deadline will give us time to determine our staffing for the program.

LATE FEE

We do not currently charge a late fee; however, we do expect payment to be made the week before service. If we have any outstanding fees beyond two weeks, parents will be notified of possible dismissal from the program.

BASE HOURS OF OPERATION

Dates: Tuesday, May 31 through Thursday, August 25, 2022

Days: Monday thru Friday

Time: 7:00 a.m. to 5:45 p.m.

Monday, July 4th. CLOSED

LOCATION

The Summer Kids Club summer program will be housed at the Elementary School located at 310 5th St SE.

VACATION

Each student will be allowed to take 1 week of vacation which must be in a 5 day consecutive increment and with a proper one week notice given to the Directors regarding the vacation. If your student is gone for additional weeks, you will be required to pay your Registered rate for the additional missed week(s). Please notify the Directors of your vacation as soon as possible.

TRANSPORTATION

It is our goal to get students to summer rec activities while they are enrolled in the Summer Kids Club. We will collect a schedule from parents for transporting by van, mini-bus, or walking to activities.

FIELD TRIPS

We are planning to do one big field trip during the Summer and several small ones. A permission and information sheet will be sent home with students regarding each field trip. Extra field trips will be an additional cost for bussing and admission (if needed).

WITHDRAWAL FROM PROGRAM

We request that you give a written two week notice to the Program Leader if you are withdrawing your child from Summer Kids Club. You will be required to pay for the two weeks of care even if your child does not attend kids club during the two week notice time frame. You will be billed at your registered week rate.

MESSAGES

Summer Kids Club can be reached with the Brightwheel app that we will have in place by the time Summer starts. This will be used for all communication with the staff. Phone calls can also go to the Community Ed office at 218-354-2638 or cellefson@barnesville.k12.mn.us. During the Com. Ed. Office hours.

MEALS & SNACKS

We provide meals at the following times. If your student will not be at kids club during this time, you will need to plan appropriately for your student so he/she does not go hungry.

Breakfast: 8:00 am; Lunch: 11:30-12:00 pm Afternoon Snack: 3:00 pm.

PERSONAL BELONGINGS

Please have your child dressed adequately for indoor and outdoor activities and wear or bring a pair of tennis shoes every day for gym time

- Backpack -Water Bottle -Hat -Towel or small blanket for quiet time
- Sunscreen labeled with student name -Bug spray labeled with student name
- Please have appropriate outside gear for the season. We strongly recommend you label your items.
- Extra set of clothes including socks & 1 pair of underwear (regardless of age)
- DO NOT Bring– Toys or Electronic Devices to Summer Kids Club

ILLNESS

If your child becomes ill while at Summer Kids Club the staff will contact you. As a parent you are responsible to pick your child up immediately or send an authorized person to do so. The staff will isolate the sick children from other children in order to prevent the spread of any illness or infectious disease. Do not send your child if he/she has a fever of 100 degrees F or higher before giving fever reducing medication. We will follow the school guidelines for other illness issues.

ACCIDENTS & EMERGENCIES

Children who receive minor injuries will be given first aid. More serious injuries will be given first aid and staff will notify the parent when to pick the student up. In the event of an emergency, a parent will be notified and if needed, Summer Kids Club staff will call 9-1-1. If the medical team responding determines that your child needs additional medical attention, your child will be transported by ambulance to the hospital so proper treatment can be provided. Transportation by ambulance will be at the parent's expense.

RELEASE OF CHILD

Your child will be released only to the person(s) listed on the Registration form as 'Authorized' to pick up your child. Anyone picking up your child must be prepared to show photo ID in the event that the Summer Kids Club staff doesn't recognize the person picking up your child. If plans have changed for your child, changes should be entered on the Brightwheel system regarding the change.

BEHAVIOR POLICY

Barnesville Kids Club staff will clearly communicate the behavior expectations and will consistently & appropriately praise appropriate behavior. Children attending Kids Club must have the ability to follow the guidelines below with help from a caring adult in a 15:1 child to adult ratio.

Children that attend Kids Club are expected to respect the following guidelines:

- Walk, don't run
- Use quiet voice in the halls and restrooms
- Utilize good manners
- Be respectful of people and things
- Treat others as you'd like to be treated
- Keep hands, feet and unkind words to yourself
- Work quietly and use materials and computers appropriately
- Respect Kids Club Staff by listening and following directions
- Observe playground rules

Kids Club staff strives to provide a safe and positive environment for all students. We believe that consistency is important to help children follow rules, accept responsibility for their actions, and experience logical consequences of poor choices. When poor behavior choices are made, the following warning system will be utilized:

- ◆ 1st- Personal Warning with the opportunity to redirect behavior
- ◆ 2nd- Time out is given to the child
- ◆ 3rd- A pink slip will be sent home for parent signature.

Kids Club is not staffed to accommodate recurring behavior issues. As such, the following pink slip policy will be in place.

- * After 3 pink slips, the parents will be contacted and the child will be unable to return to Kids Club for 1 week.
- * After 6 pink slips, the child will be suspended from Kids Club for 2 weeks.
- * After 9 pink slips, the child will be dismissed from Kids Club entirely and will not be allowed to return.

Kids Club does reserve the right to immediately dismiss a child from the program for extreme measures such as significant harmful or inappropriate behavior toward staff, other children or parents.

It is our goal to keep clear communication and good behavior a top priority. If you have comments or concerns, please notify us.

LATE PICK UP POLICY

Our program ends promptly at 5:45 pm. And our staff have not committed to work beyond that time. If parents are late picking up their child, it is a great inconvenience and additional cost to our program. Therefore, we do charge a late fee if children are not picked up by 5:45 p.m., and the amount increases depending on how late the child is picked up.

***Level 1:** If a child is not picked up by 5:45, staff will attempt to call parent contact phone numbers. If the parent cannot be reached, the emergency contacts will be called.

***Level 2:** If parent or emergency contacts cannot be reached, staff will begin asking the child if they know of plans the parent had, if they have a neighbor or relative's phone number who may know the parents' whereabouts

***Level 3:** If no one is coming to pick up the child by 6:00 p.m, and we have not been able to get in touch with parent or emergency contacts, Law Enforcement will be called. We will not leave your child unattended but will send your child with law enforcement.

If you know you are running late it is in your best interest to contact Kids Club and/or find someone to pick your child up by the 5:45 time. The cost of each Level is listed below.

| Late Level | Description | Fee added to regular fee |
|-------------------|---------------------------------|---------------------------------|
| Level 1 | Pickup between 5:45 and 5:55 pm | \$5.00 |
| Level 2 | Pickup between 5:55 and 6:00 pm | \$5 plus \$1 per minute added |
| Level 3 | Pickup after 6:00 pm | \$10 plus \$1 per minute added |

PHOTO CONSENT

Please know that photos will be taken during Summer Kids Club events throughout the summer. Unless you notify Community education in advance, photos taken during Kids Club activities may be used in Barnesville Public Schools publications.

CONTACT INFORMATION

Community Ed office 218-354-2638 Chris Ellefson at cellefson@barnesville.k12.mn.us

Barnesville Public School District Office: 218-354-2217- Kids Club Extension: 453

Fax Number: 218-354-7260

Desi Erickson: derickson@barnesville.k12.mn.us

Mary Spillum: mspillum@barnesville.k12.mn.us

School Website: www.barnesville.k12.mn.us