

KIDS CLUB & EARLY ED-VENTURES

SCHOOL YEAR 2021-2022



PRESCHOOL
THRU GRADE 5

(612)
756
2136

Parent Handbook

SPONSORED BY
COMMUNITY ED

LOCATED AT
PARK
ELEMENTARY

WELCOME to Le Sueur-Henderson KIDS' CLUB/ EARLY ED-VENTURES

COVID 19 Guidelines /School Year 2021-2022

Prescreening, COVID 19 Symptoms and Protocols

- Parents must screen their child for COVID 19 symptoms before dropping off their child to Kids Club/Early Ed-Ventures. Students need to stay home if they are sick. If a child becomes sick while attending Kids Club, staff will ask parents to pick up their child immediately.
- COVID 19 protocols such as maintaining social distancing, handwashing, and frequent cleaning of high touch areas will occur throughout the day. We will follow the recommendations as they are directed to us from MDH and the school district nurse.

School Year 2021-2022

Participants

- Kids Club/Early Ed-Ventures is a childcare program for preschool through grade 5 students. Preschoolers need to be enrolled in a preschool program. Our program offers a safe, supervised and fun care plan for your child. The program provides structured activities as well as time for open play and recreation. The program does not discriminate on the basis of race, gender, creed, or national origin in its enrollment policies.

Location

- Kids Club/Early Ed-Ventures is located at Park Elementary school in Le Sueur in rooms 140, 141, and 143.

Enrollment

- Parents must complete a registration and medical information form before starting. Phone numbers and emergency contact information must be kept up to date; please inform staff immediately of any changes. Forms should be sent to the community education office, located at 706 Turril St. in Le Sueur. There is a non-refundable registration fee of \$35 per family, per school year. Specific dates and times of attendance must be stated on the registration form. We ask parents to provide this information so that we have adequate supervision for the students. It is also important to know which students will be attending so that we can plan activities accordingly.
- There is a two day minimum per week for attendance.
- You will be charged for the number of days and times you have signed up for even if you are unable to attend. This is a contract.
- We require a two-week notice to change your schedule/contract.
- We require a two-week notice if you discontinue the program.

Schedule

- Parents need to give Kids Club/Early Ed-Ventures a written schedule of other activities in which their child is enrolled in. There will be a finders fee of \$10 if your child is scheduled and does not show up and staff has to make phone calls to parents to track down students.

Sign In/Pick-up Procedures

- Sign-in and pick up procedures will be done at Door #5. There is a buzzer outside the door.

Communication

- Kids Club cell phone number 612-756-2136 TEXT @81010
- Email at cyoungren@isd2397.org
- Message us on facebook at <https://www.facebook.com/KidsClubLeSueur>
- Remind.com - Go to <https://www.remind.com/join/cyoungren> and add yourself to the group text line.

Late Pick Up

- Kids Club closes at 5:30 p.m. There is a late fee of \$10 the first 10 minutes and \$5 for each additional 5 minutes after 5:30 p.m. This fee will be assessed to your weekly bill.

Leave of absence

- If you need to pull your child out of Kids Club for a leave of absence such as a maternity leave or an extended vacation, to hold your spot you will need to pay 50% of your weekly charged fee. If you choose you may opt to not pay the 50%, but there would not be a guarantee that your spot will be open when you return.

Kids' Club/Early Ed-Ventures Hours

Starts September 7, 2021 – May 30, 2022

Morning Hours

- Doors will open at 6:30 a.m. Care is offered for preschoolers 6:30-until preschool begins. Care for Kindergarten through grade 5 is offered from 6:30-8:20 a.m. See below about weather related two-hour late starts.

After School Hours

- Hours will be 2:00-5:30 p.m. for preschoolers and 3:15-5:30 p.m. for Kindergarten through grade 5. Scheduled early out hours will be 1:15-5:30 p.m.

Scheduled Non-School Days

- If there is enough interest from parents wanting Kids' Club or Early Ed-Ventures on a scheduled no school day we will offer care. A sign-up sheet will be posted in the Kids' Club/Early Ed-Ventures room a few weeks before each scheduled day off to see if there is enough interest. We will not have Kids Club on Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Two-Hour Late Start – Weather Related

- If a two-hour late start is called, Kids' Club/Early Ed-Ventures will open at 8:15 a.m.
- If school is cancelled after a late start, the program will also be closed for the remainder of the day. Staff will be available for the children until parents/guardians can make arrangements to pick up their children.
- We ask that you notify staff by phone if your child cannot be picked up within an hour of school being called off.
- No drop-ins will be allowed on weather related late starts.

School Cancellation

- If school is cancelled for the day due to weather, there will be **no** Kids' Club/Early Ed-Ventures.

Early Release – Weather Related

- If school is let out early because of weather, staff will be available to supervise students who are scheduled to attend Kids Club/Early Ed-Ventures until parents are able to pick up their child. We ask that parents pick up their students **as soon as possible**.

Early Release – Scheduled

- There will be Kids' Club/Early Ed-Ventures on the scheduled two hour early outs.

What Children Should Bring to Kids Club

1. Tennis Shoes (sandals do not work for many games and activities)
2. Appropriate outdoor attire for each season.
3. School breakfast and lunch is available but not included in the Kids Club/Early Ed-Ventures fee.
4. A nutritional afternoon snack will be provided by the program. If parents wish to provide a healthy alternative snack, they are welcome to. No pop please.

Toy Policy

- We ask that toys and **ALL electronics** stay at home.

Payment Procedures

- There is a two-day minimum per week for attendance
- You will be charged for the number of days you sign up for even if you are unable to attend. Your child's schedule is also a contract.
- We require a two week notice to change your schedule/contract.
- We require a two week notice if you decide to discontinue the program.

- A \$5 charge will be assessed for the third failed credit/debit card attempt. First and second failed attempts are waived. Rates are subject to change at any time.

Health and Safety Concerns

- Life threatening emergencies will be referred to and handled by the local rescue squad. The child will be taken to the local hospital. Adult staff are all 1st aid and CPR certified and will administer first aid until emergency responders arrive. Parents will be notified immediately.
- If your child receives a minor injury (like a sprained ankle) while in daycare, the staff will administer basic aid. Parents will be called if necessary.
- Staff will complete an accident report.

Illness

- If a child becomes ill, they will be sent to the park elementary office. The staff will call the parents to come pick up the child. If the child is showing symptoms of COVID, parents will need to pick up their child immediately. We will follow the MN Department of Health and the LSH school guidelines for returning after an illness.
- If a student's symptoms suggest the presence of a communicable disease, including fever, diarrhea, vomiting and controlled coughing, they should remain at home for at least 24 hours from the time their symptoms resolve.
- If a child is showing symptoms of COVID, we will follow the MDH decision tree. Students and their siblings will be allowed to return with a negative COVID test and are symptom free.

Toilet Trained

- Children must be fully toilet trained to participate in our program (including Early Ed-Ventures). If repeated accidents occur within the first couple of weeks the child will be dismissed from the program.

Special Needs

- If a child requires special needs, a meeting with the staff must take place to determine if the needs can be accommodated by the staff.

Medications

- The staff can administer only prescription medications that are in the prescription bottle and are accompanied by a note from your doctor. A medical consent form is also required.
- Staff cannot administer over the counter medications (such as Benadryl, Tylenol or Ibuprofen etc.)

Early Ed-Ventures/Kids Club Rates

School Year 2021-2022

September 7, 2021 – May 30, 2022

Kids Club Rates (Kindergarten – grade 5)

Non-School Day Rate	\$30 per day, per child
Morning Rate	\$8 per day, per child
Afternoon Rate	\$8 per day, per child
Weather related late starts	\$8 per day, per child
Scheduled Early outs	\$15 per day, per child

Early Ed-Venture Rates, (Preschool)

Non-School Day Rate	\$30 per day, per child (5 or more hours per day)
Half-Day Rate	\$17.50 per day, per child (5 or less hours per day)
Morning Rate	\$8 per day, per child
Afternoon Rate	\$8 per day, per child
Weather Related Late Starts	\$8 per day, per child
Scheduled Early Outs	\$15 per day, per child

Drop in Rates – All drop In families must register and pay the \$35 registration fee for drop-in.

- Morning drop in rate is \$10
- Afternoon drop in rate is \$10
- Non-School day drop in rate is \$35

NOTE:

Rates are subject to change at any time if necessary for the financial stability of the program.



KIDS CLUB/EARLY ED-VENTURES BEHAVIOR POLICY/ School Year 2021-2022

Kids Club is designed to offer an environment that provides a positive, safe, and pleasant atmosphere that meets the developmental level of the age group, provides space for socialization and independence, and maximizes the capacity of staff supervision. The purpose of the policy is to provide clear expectations between staff, students, and families.

1. Behavior Procedures:

Kids Club staff will guide children's behavior by providing a positive model of acceptable behavior. Children are taught to use positive and constructive communication to resolve conflict.

- a. **The program rules are concisely stated: Be Safe... Be Respectful...Be Appropriate...Be kind.....**

2. How disruptive behaviors are handled by Kids Club/Early Ed-Ventures Staff

- a. If a child's behavior becomes disruptive, threatening, or destructive, staff shall:
 - i. Attempt to positively re-engage the child in the activity or re-direct him/her to a different activity.
 - ii. Restore order without loss to the child's self-esteem.
 - iii. Intervene to protect the child and others involved.
 - iv. If a child is treated poorly by another child, a "restorative justice" meeting is held between the two children and a staff person where both children and staff work together to make the situation right.
- b. If the child continues the threatening or disruptive behavior, staff shall:
 - i. Help the child to understand the problem with the behavior.
 - ii. Explain the immediate and related consequences of continued misbehavior (loss of turn, time away, etc.)
 - iii. Attempt to re-engage or re-direct the child to another activity.
- c. If it becomes necessary for the child to take a time out, s/he will be seated in an area that is within sight and hearing of a staff member who will supervise the time out. The length of the time out will be contingent on the child's stopping and controlling the behavior that caused the separation. After the child regains self-control, staff shall praise the child, discuss constructive ways of dealing with feelings, and encourage the child to utilize positive, helpful behavior. Separation is also used for children who need a quiet space to calm down. The child will be returned to the group as soon as the behavior stops and they are ready to be a helper.
- d. No child shall be subjected to corporal or psychological abuse by staff. No child shall be handled roughly, subjected to emotional abuse, punished for a bathroom

accident, or have food, light, or warmth withheld as punishment. No child shall be physically restrained other than staff physically holding a child when containment is necessary to protect the child or others from harm.

3. Dismissal of a student:

- a. The staff reserves the right to request dismissal from the program if the child's needs or those needs of the other children are being compromised:
- b. Examples of dismissal behaviors
 - Children's safety is at risk (Hitting/biting/kicking other students)
 - Staff's safety is at risk (striking a teacher)
 - Policies are not being followed
 - Child's needs are not being met
 - Child is not adjusting to the program
 - Discipline used is ineffective
 - Constant bullying
 - Inappropriate touching of a person's body or belongings
 - Theft
 - Excessive inappropriate language
 - Any other infraction that jeopardizes the health, safety or welfare of the students or staff.
 - Destruction to property or purposely destroying program supplies.
- c. If repeated attempts to correct unacceptable behavior, or if the behavior is severe enough to warrant a suspension or dismissal, staff shall observe and record the behavior and:
 - i. Remove the child from the area or activity.
 - ii. Staff will contact the parent and parent may have to pick up the child. If you have been notified that your child has had a behavior incident, you are required to pick up your child within the next 30 minutes from receiving the phone call. Failure to do this could result in immediate removal from the program.
 - iii. The child will then be given one of the four behavior level slips.

4. Behavior Slips

- a. Depending on the severity and frequency of unacceptable behavior, one of four behavior slips will be given.

- i. **1st Level Yellow Slip:** Parents/guardians will be informed that their child was given a yellow slip. The slip will be put in the child's file and will remain for 1 year.
 - a. If a child is to receive repeated yellow slips in one year, a parent meeting will be called to determine how to best handle the disruptive behavior.
 - ii. **2nd Level Orange Slip:** Parents/guardians will be contacted and a one-day suspension on their child's next scheduled Kids Club day will occur (fees will still be charged). Parents/guardians will be notified that should a subsequent incident occur, the child will need to take a one-day leave of absence from the program.
 - a. Charges will be assessed for behavior leaves resulting in a one-day suspension.
 - b. Examples of a behavior for an orange slip includes; repeated non-cooperation with staff, back-talking, not following directions that disrupts the entire room.
 - c. Three Orange slips in a year will result in dismissal for 6 months.
 - iii. **3rd Level Blue Slip:** Parents/Guardians will be notified that the child will need to take a three day leave of absence from the program on their next scheduled days. (Fees will be charged during this absence)
 - a. Charges will be assessed for behavior leaves resulting in a three-day suspension depending on the severity of the behavior.
 - b. Examples of a blue slip include fleeing the room/building/group, destruction of property.
 - c. Two Blue slips in a year will result in dismissal for 6 months.
 - iv. **4th Level Pink Slip:** Parents/Guardians will be notified that alternate care will be needed immediately. The child will not be able to return to the program. Charges will end on that date.
 - a. If a child has been removed from our program due to a 4th level pink slip, they are removed for a minimum of 6 months.
 - b. Example of a level four would be severely injuring another child or staff, violent outbursts, or displaying multiple dismissal behaviors simultaneously.
- b. When a parent/guardian has been notified that their child has had a behavior incident, they are required to pick up their child within the next 30 minutes from receiving the phone call.

Are there any restricted activities for your child? _____

Does your child have any special needs or medical history that we should be aware of?

Does your child take any regular medication we should be aware of? _____

General Permission:

I give permission to Kids Club/Early Ed-Ventures to take whatever emergency (first aid, disaster evacuation) measures are judged necessary for the care and protection of my student while under the supervision of Kids Club/Early Ed-Ventures. In case of life threatening emergency, I understand that my student will be transported to the nearest hospital by local ambulance for treatment if local resource (police, rescue squad) deems it necessary.

Parent Signature: _____ Date: _____

I give my child permission to go on walking field trips with Kids Club/Early Ed-Ventures:

Parent Signature: _____ Date: _____

I give my permission to have pictures taken of my child while he/she is participating in Kids Club/Early Ed-Ventures and used in marketing brochures or display boards:

Parent Signature: _____ Date: _____

Registration is open at anytime during the year, the fee for registering is \$35 per family.

One Time Registration Fee - \$35 Check #: _____ Cash: _____ Card: _____

Checks payable to ISD2397 Debit/Credit form in on page 12.

Parent Signature: _____ Date: _____

Please don't hesitate to call or e-mail Cheri Youngren with any questions
(612) 756-2136 / cyoungren@isd2397.org

ATTENDANCE CONTRACT School Year 2021-2022

Please provide an intended schedule for your child for the 2021-2022 school year.

Students Name: _____ Birth Date: _____
First Last

Little Giants

PRESCHOOL CLASS (if applicable) _____

DROP OFF TIME	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
PICK UP TIME					

- Registration Fee \$35 / Due every school year to Little Giants ISD 2397 / Non Refundable

Early Ed-Ventures/Kids Club Schedule

DROP OFF TIME	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
PICK UP TIME					

- Registration Fee \$35 / Due every school year to Kids Club/ISD 2397 / Non Refundable

**** Start Date** _____

Registration Fee Payment _____ CHECK _____ CASH _____ CREDIT/DEBIT CARD

Checks payable to ISD 2397 * CREDIT/DEBIT CARD FORM IS ATTACHED*

GENERAL PERMISSION FORM School Year 2021-2022

1. I give permission to Kids' Club/Early Ed-Ventures to take my child on supervised neighborhood walking trips.
2. I give permission to Kids' Club/Early Ed-Ventures to take my child on supervised field trips that require public/private transportation. I understand that I will be notified of dates and times of such trips.
3. I give permission to Kids Club to take whatever emergency measures (such as first aid, disaster evacuation) that are judged necessary for the care and protection of my child while under the supervision of the Kids' Club staff.
4. In case of a life threatening emergency, I understand that my child will be transported to the nearest hospital by local emergency responders for treatment if the local emergency responders deems it necessary.
5. It is understood that in some medical situations, the staff will need to contact emergency responders before the parent, child's physician and/or adult acting on the parent's behalf.
6. I give permission to Le Sueur-Henderson Schools and Kids Club to exchange information that would help either or both parties to better understand my child's behavior, academic progress, growth and health.
7. I agree to abide by the policies of Kids' Club/Early Edventures as they relate to the enrollment of the child named on this form
8. I grant permission to Le Sueur-Henderson Community Education to use names and pictures of my child in the program for the purpose of promoting the program in newspapers, flyers, or on social media.

Acknowledgement of Understanding

** Please initial each statement verifying you have read and understand each statement)

1. _____ I understand that Kids' Club/Early Ed-Ventures service cannot be provided if I do not have a payment arrangement set up with a debit or credit card. Auto withdrawals will be made weekly. (We accept Visa, Mastercard and Discover which payments will be deducted as service is used.)
2. _____ I understand that a non-refundable registration fee of \$35 per family, per school year, must be made at the time of registration.
3. _____ I understand that there is a two-day minimum per week for attendance.
4. _____ I understand that I will be charged for the number of days and times that I signed up for even if we are unable to attend. My schedule is a contract.
5. _____ I understand that a two-week notice is needed to change my schedule/contract.
6. _____ I understand that a two-week notice must be given if I decide to discontinue Kids' Club/Early Ed-Ventures.
7. _____ I have received a copy of the Parent Handbook and understand the information contained in the handbook.

Liability: I understand that Kids' Club/Early Ed-Ventures may result in injury. I assume the risk and I will not hold LSH Public Schools liable for injuries that may occur with participation. I also understand that pictures may be taken for the newspaper, brochures, websites, social media, and other forms of publicity.

Parent/Guardian Signature _____ Date _____ **School Year 2021-2022**

Kids Club/Early Ed-Ventures Credit/Debit Card Automatic Payment Registration Form

Payments must be made using a Debit/Credit Card

Participant (First Name)	(Last Name)

Parent's/Guardian's Name (first)	Parent's/Guardian's Name (last)
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Address	City	Zip
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Work Number	Daytime/Cell Number
-------------	---------------------

Payment:
Charge My: (circle) **MASTERCARD** **VISA** **DISCOVER**

Card Number: _____ - _____ - _____ - _____ **EXP. DATE** _____ **Code** _____

I give permission to charge my credit/debit card for charges incurred through
Kids Club/Early Ed-Ventures.

Payments are taken every Friday for the week of service.

SIGNATURE _____ Date _____
REQUIRED