



Kids' Club School Year 2018-2019



**Kids' Club
612-756-2136**

**Located at Park Elementary School Rooms 140, 141 & 143
Parents may use the outside buzzer at Door #5 on 115 N. 5th Street**

**For Preschoolers through Grade 5.
Preschoolers must be enrolled in a preschool program.**

**Sponsored by
Le Sueur-Henderson Community Education
821 East Ferry Street
Le Sueur, MN 56058
507-665-4620**

Participants

Kids' Club is a childcare program for preschool through grade 5 students. Preschoolers need to be enrolled in a preschool program. Kids' Club 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 is located at Park Elementary School in Le Sueur, in **Rooms 140, 141 & 143**. Parents may use the outside buzzer at **Door #5** on 115 N. 5th Street.

Enrollment

Parents must complete a registration form and a medical information form. 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. There is a nonrefundable registration fee of **\$50 per family**, per school year, that should be sent to Community Education, 821 E. Ferry St., Le Sueur, MN 56058. 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 that you sign up for even if you are unable to attend. This is a contract.
- * We require a two week notice if you decide to discontinue Kids' Club.

Basic Rules for Kids Club

We ask students to follow the basic set of rules that are listed below. Please read and discuss these rules with your child before he or she begins the program.

- Be kind to others, both physically and when speaking.
- Use only appropriate language—no name-calling or cursing.
- Respect other people and their belongings.
- Put away the toys and games when you finish playing. Treat the toys with respect.
- Ask permission from the supervisor before leaving the room.
- When the lights are turned off, your supervisor wants your attention. Stop moving and listen at this time.
- Walk, don't run, while in the building.
- Speak only the truth.

What Children Should Bring to Kids' Club?

1. Tennis shoes (sandals do not work for many games and activities)
2. Lightweight jacket or sweatshirt
3. School Breakfast is available
4. Nutritional afternoon snack will be provided by Kids' Club according to the ISD Wellness Policy #533 found on the Le Sueur-Henderson School website. Starting in the 2017-2018 school year, Kids' Club will be following the same Smart Snack Guidelines as the rest of the LSH School District. Per Le Sueur-Henderson Policy 533, we'll no longer be able to provide snacks to our Kids' Club students that do not fall under those nutritional guidelines. For example: potato chips, cheese balls can no longer be provided by Kids' Club. We'll be providing other snacks that fall under these guidelines. If a parent chooses to provide an alternative snack, you're welcome to do so.

HOURS

Morning Care Kids' Club will open at 6:30 a.m. Care is offered for preschoolers before and after pre-school. Care for Kindergarten through grade 5 is offered from 6:30 to 8:20 a.m. and until 10:15 a.m. on 2-hour late start days.

After school hours will be from 2:00 to 6:00 p.m. for preschoolers and 3:15 - 6:00 p.m. for Kindergarten through grade 5.

Scheduled No School Days

If there is enough interest from parents wanting Kids' Club on scheduled No School days we will offer it. A sign up sheet will be posted in the Kids' Club room a few weeks before each scheduled day off to see if there is enough interest. We will not have Kids' Club on Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas day. We will offer Kids' Club during Christmas break if there is enough interest.

2-Hour Scheduled Late Starts Breakfast is NOT served on 2-hour late starts.

2-Hour late Weather Announcement

When a 2-hour late start is called because of weather, Kids' Club will still be available to the Kids' Club morning participants. (No new drop-ins) However, if school then gets cancelled for the whole day after the 2-hour late start announcement, parents will need to pick up their child within the hour. The Kids' Club staff will call parents.

****NEW 2-HOUR LATE START WEATHER RELATED**

Due to safety conditions as it relates to 2-hour late starts due to the weather for Kids' Club attendees and staff, we've made the following changes:

- If a 2 hour late start is called the night before a school day, Kids' Club will open at 7:30 a.m.
- Before 6:00 a.m. the morning of a late start, Kids' Club will be open at 7:30 a.m.
- After 6:00 a.m. the morning of a late start, Kids' Club will be open until school begins
- If school is cancelled after a late start, Kids' Club staff will be available for the children until parents/guardians can make arrangements for the children to be picked up within a timely manner.
- We ask again that you notify Kids' Club by phone of planned arrangements, if your child will not be picked up within the hour.

All Day Cancellation

- 1) If school is cancelled for the whole day on the first announcement due to snow, blizzard and unsafe travel conditions then there will be **No** Kids' Club.
- 2) If school is canceled due to extreme cold conditions, then we will offer Kids' Club but children will need to bring a bag lunch.

Early Out

If school is let out early because of weather, there will be **No** Kids' Club.

Payment Procedures

Payment for childcare must be set up through automatic withdrawal. Please attach a VOIDED check or provide a credit card on the payment form. Kids' Club service cannot be provided if this is not set up. We accept Visa, Master Card and Discover. Auto withdrawals will be made weekly, no exceptions.

- * 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. This is a contract.
- * We require a two week notice if you decide to discontinue Kids' Club.

Rates are found on page 7.

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

Schedule

Parents need to give Kids Club a written schedule of other activities in which their child is enrolled during the day. There will be a finder's fee of \$10 if your child is scheduled and does not show up and the staff has to make phone calls to the parents to track down the student.

Sign In/Pick-Up Policies

You are required to bring your children to the classroom, let the childcare worker know you have arrived and sign in the children. Before you leave with your children, you are required to sign them out on the daily roster and let the childcare worker know that you are taking them. Children are not allowed to sign themselves out. We will not allow your children to leave with anyone except the custodial parent and other people whom you have been designated on your registration form.

Late Pick Up

Kids' Club closes at 6:00 p.m. There is a late fee of \$10 the first 10 minutes and \$5 for each additional 5 minutes after 6:00 p.m. that will be assessed and added to your weekly bill. Please be considerate and have your child out of Kids' Club by 6:00 p.m. sharp. Our Kids' Club staff works hard to provide excellent care for your children and would appreciate you being thoughtful of their time.

Leave of absences

If you need to pull your child out of Kids' Club for a leave of absence such as a maternity leave, medical leave or a long extended vacation, to hold your spot you will need to still pay 50% of your weekly charged fee. If you choose, you may take your chances and not pay the 50% but there is no guarantee that your spot will still be open when you return.

Toy Policy

Toys that have any type of weaponry (army men, action figures, etc...) will not be allowed at Kids' Club. If those toys are brought out during Kids' Club, we'll confiscate them until a parent arrives. Thank you for your cooperation and understanding on this matter.

Health & Safety Concerns

Life threatening emergencies will be referred to and handled by the local rescue squad, and the child will be taken to the local hospital. Parents will be notified as soon as possible.

If your child receives a minor injury while in daycare, the staff will administer basic first aid. Parents will be called if necessary. The staff will also complete an accident report.

- **Illness** If a child becomes ill, s/he will rest in a quiet area of the room. The staff will call the parents to come for the child. If the parents cannot be reached, the staff will call the emergency back-up people who are listed on the registration form. Kids' Club follows the LSH school guidelines for returning after an illness. **Examples:** Children cannot return until they are fever free or followed the recommended lice procedures. If a student's symptoms suggest the presence of a communicable disease, including fever, diarrhea, vomiting and uncontrolled coughing, they should remain home for at least 24 hours or until symptoms resolve.

In the event of severe weather, staff will take the students to a safe area in the building, where they will remain until the danger is over.

In case of fire, the staff will take children away from the building and return only after the authorities give an all clear.

Special Needs

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

Discipline and Dismissal

Physical contact with the children is avoided unless it is necessary to restrain children from harming themselves or others. The staff will reinforce positive behaviors. However, if a child demonstrates inappropriate behaviors, the staff will discuss the situation with the child so s/he will have the opportunity to understand and correct the behaviors. If the inappropriate behaviors continue, the staff will explain why the behaviors are unacceptable and ask the child to sit quietly alone for a few minutes. If these intervention techniques do not work, a pink slip will be sent home to the parents. If a student maliciously and intentionally hurts another child or staff a pink slip will be issued. If a child receives three pink slips in 6 month's time they will be dismissed from the Kids' Club program. Once a pink slip is received it is only valid for 6 months. The rotating 6 month period is to clear their record when they are at a very young age and need time for growth.

Kids Club will refer to the LSH School District 2397 Zero Tolerance Policy 506 for Discipline and Dismissal procedures if warranted. Refer to LSH Policy #506 at www.isd2397.org

Communications

It is important to keep communication open between the staff and parents regarding your children's progress and involvement. We appreciate any feedback that you can offer to help us provide the best care for your children.

After Hours Communications

Kids' Club staff works hard at providing a quality program to our parents and students. We ask that communications with Kids' Club staff be kept between 6:30 a.m.- 6:00 p.m. during regular business hours. Please don't expect a return message outside of that timeframe as changes such as schedules may not be addressed until the next business day.

Forms of Communication Include.....

- 1) Texting the Kids' Club cell phone 612-756-2136
- 2) Emailing at mgoettl@ISD2397.org
- 3) Message us on facebook at <https://www.facebook.com/KidsClubLeSueur>.
- 4) Remind.com - Go to <https://www.remind.com/join/mgoett> and add yourself to our group text line.

We will send out notifications about closings an other important reminders this way.

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**Kids' Club--Le Sueur
2018-2019**

Non refundable Registration Fee \$50 (per family) for All families new and returning.

Ck _____ Cash _____ Credit card _____

Child's Last Name _____ First _____ Middle _____

Date of Birth _____ Sex _____ Grade _____ Teacher _____

Address _____ City _____ Phone _____

Mother's Name _____ Address _____

Cell Phone _____ E-mail address _____

Father's Name _____ Address _____

Cell Phone _____ E-mail address _____

Child lives with: Mother Father Both Other _____
(name and relationship to child)

Mother

Father

Place of Employment _____

Work Phone _____

Business Address _____

Who is authorized to pick up your child? The list should include parents named, siblings, emergency people and others as desired.

Does your child have any special requirements? _____

Does your child have any special needs or on an IEP ? (e.i. Dietary, medical, behavioral or heath) __ Yes __ No

If yes, please list _____

Is there anything significant about your family situation you would like us to know so we can better care for your child/ren? If so, please explain. _____

Does your child have siblings? (List names, ages and grades.) _____

Parent/Guardian Signature _____ Date _____

Kids' Club Information

Child's Name _____

Emergency Information: In case of emergency please call parent, relative or friend in this order.
Please list people who are willing to take responsibility for your child in the event of illness and/or emergency when you cannot be reached. These people should live in or close to Le Sueur.

1st Priority _____ Phone _____

2nd Priority _____ Phone _____

3rd Priority _____ Phone _____

4th Priority _____ Phone _____

Family Dentist _____ Phone _____

Family Doctor _____ Phone _____

Has your child had any serious injuries (dates)? _____

Has your child had any chronic or recurring illness? _____

Allergies _____

Is your child on medication? Yes ___ No ___ Name of medication _____

Will it be necessary for Kids' Club staff to give medication to your child? Yes _____ No _____
If yes, medication consent form is required.

Will it be necessary for Kids' Club staff to assist your child in using an inhaler? Yes _____ No _____
If yes, medication consent form is required.

Status of your child's vision, hearing, speech _____

Any specific activities to be restricted _____

Do you carry family medical/hospital insurance? Yes _____ No _____

If so, indicate: Carrier _____ Policy or Group # _____

Other pertinent information about your child that would be helpful to our staff: _____

Do we have permission to apply sunscreen to your child/ren. Yes ___ No ___

Parent/Guardian Signature _____ **Date** _____

Kids' Club Service Contract

Child's Name _____ will attend Kids' Club on the days and times indicated below. Circle days at Kids' Club and note arrival and departure times.

	M	T	W	TH	F
Arrival					
Departure					

Payment for childcare must be done through automatic withdrawal. Please attach a VOIDED check or credit card information. Kids' Club service cannot be provided if an automatic withdrawal is not set up.

Grades K-5 Rates

I choose Option...

Starting Date _____

Option 1 **\$6.00 per/day/child if child is picked up by 4:30 p.m.**
You will be contracted and charged a minimum of 2 days per week.

Option 2 **\$10.50 per day/child if child is picked up between 4:30 - 6:00 p.m.**
You will be contracted and charged a minimum of 2 days per week.
Please note that there is a charge of \$5/10 minutes late pick-up charge if your child is picked up later than 6:00 p.m. Kids Club closes at 6:00 p.m.

Morning Hours \$5.50 per day

Late Start Days \$10.50 per day

Drop in Rates \$16.25 per day/child (School Year rate)

Possible Non-School Days \$28 per day/child

Preschool Rates

Mornings only

\$5.50 between the hours of 6:30 - 8:20 a.m.

Fees for those enrolled in a preschool half day program.

\$17.50 per day for 5 or less hours

\$28.00 per day for 5 or more hours

Fees for those enrolled in the full day preschool (on scheduled school days)

2:00 – 3:15 p.m. \$5.00 per day

2:00 – 4:30 p.m. \$8.00 per day

2:00 – 6:00 p.m. \$14 per day

* After p.m. preschool see rates for K-5

Preschool attending _____

Place _____

Time _____

Days _____

Transportation home from Kids Club

Parent _____ Bus # _____

GENERAL PERMISSION FORM

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1. I give permission to Kids' Club to take my child on supervised neighborhood walking trips.
2. I give permission to Kids' Club to take my child on supervised field trips that require public or 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 the local emergency unit for treatment if the local emergency resource (police, rescue squad) deems it necessary.
5. It is understood that in some medical situations, the staff will need to contact the local emergency resource before the parent, child's physician and/or other 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 as they relate to the enrollment of the child named on this form.
8. I grant permission to LeSueur-Henderson Community Education to use names and pictures of my child/ren in Kids' Club for the purpose of promoting the program in newspapers, flyers, or brochures.

Acknowledgement of Understanding

1. I understand that Kids' Club service cannot be provided if I do not have a payment arrangement set up with a voided check or credit card. Auto withdrawals will be made weekly, no expectations.
2. Kids' Club reserves the right to discontinue childcare if payment arrangements are not set up. We accept Visa, Master Card and Discover which payments will be deducted as service is used.
3. I understand that a nonrefundable registration fee of **\$50 per family, per school year**, must be made at the time of registration.
4. I understand that there is a two-day minimum per week for attendance.
5. I understand that I will be charged for the number of days and times that you sign up for even if you are unable to attend. This is a contract.
6. I understand that a two week notice must be given if I decide to discontinue Kids' Club.
7. I understand that a \$30 charge will be assessed for returned checks (NSF).
8. I understand that Kids' Club closes at 6:00 p.m. and that a late fee of \$10 for the first 10 minutes and \$5 for each additional 5 mins. after 6:00 p.m. will be assessed and will be added to my weekly bill.
9. I have received a copy of the Kids' Club Parent Handbook and understand the information contained in the handbook.
10. I understand that the school year drop-in rate is \$16.25 per hour.

Liability: I understand that Kids' Club activities may result in injury. I assume the risk and I will not hold either the Kids' Club or the ISD #2397 school district liable for injuries that may occur with participation. I also understand that pictures may be taken for newspapers, newsletters, brochures, websites, facebook, social media and other forms of publicity.

Parent/Guardian

Date

A nonrefundable registration fee of \$50 (per family) per school year, must accompany this application form.

Send fee and forms to:
Community Education
821 East Ferry Street
Le Sueur, MN 56058

Automatic Payment Authorization
School Age Care / Kids Club
Option 1 Credit Card

Your childcare payments can be made either by automatic withdrawal through your checking account with a voided check or charged to your VISA/MasterCard or Discover credit card.

Name of Child(ren) _____

 First and Last Name(s)

Name of cardholder (please print) _____

Address of cardholder _____

City _____ State _____ Zip _____

Home phone # of cardholder _____

Work phone # of cardholder _____

Cell phone # of cardholder _____

I authorize the Kids' Club Program to automatically charge my credit card or use the attached VOIDED check for automatic withdrawal for my weekly bill.

Please charge my Visa MasterCard Discover Voided check/deposit slip

Credit Card Number _____ - _____ - _____ - _____

Expiration date _____ 3 digit security code on back _____

Signature of cardholder _____ Date _____

E-mail address _____

Option 2

Attach a VOIDED check or deposit slip.

