

Kids' Club Summer 2020

6:30 a.m. - 5:30 p.m.

NOTE:
Ending time has
changed.



Kids' Club
612-756-2136

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

Sponsored by
Le Sueur-Henderson Community Education
706 Turril Street
Le Sueur, MN 56058
507-665-4620

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Summer Kids' Club offers a safe, supervised and fun care plan for your child during the summer months. The program provides structured activities as well as time for open play and recreation.

Participants

The program is open to students in preschool through grade 5. Preschoolers must be 4 years old or have completed a preschool program prior to attending Summer Kids' Club. The program does not discriminate on the basis of race, gender, creed, or national origin in its enrollment policies.

Priority Families needing care for the whole summer will have priority over families who need short term or partial care for the summer. Full-time students have priority over part-time students.

Dates and Hours

Summer Kids' Club will begin on June 1 and ends on August 28th.

The last week of Kids' Club needs to be Aug. 28th due to the staff attending back to school trainings.

Summer Kids' Club hours will be 6:30 a.m. and closes at 5:30 p.m.

Kids' Club will be closed Friday, July 3.

Location Park Elementary School, Door #5 (115 N, 5th Street, Le Sueur) Rooms 140, 141, 143.

Enrollment

EVERY family must complete a Summer registration form. If you have not paid the registration fee for the school year 2019-2020 (Sept. 2019 - May 2020) then you will need to pay the Summer (non-refundable) registration fee of \$35 per family. Phone numbers and emergency contact information must be kept up-to-date; please inform staff immediately of any changes. Forms should be turned into the Community Education office at 706 Turril St., Le Sueur, MN 56058 or to Kids Club staff.

Children must be enrolled a **minimum of three days per week** to attend Kids' Club.

We require a two week notice if you decide to discontinue Kids' Club. You will be charged for the last two weeks, even if you withdraw immediately.

Child's Schedule

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 and staffing accordingly.

Parents need to give Kids' Club a written schedule of other activities in which their child is enrolled during the day. Kids' Club staff will escort the child to and from these activities if they are within reasonable walking distance. Example: Camps, clinics, swimming lessons.

The Kids' Club staff will NOT be able to walk or pick up children from activities before 8:00 a.m. and between 12:00 - 2:45 p.m. and after 4:15 p.m. because of staffing needs.

What Children Should Bring to Kids' Club

1. Tennis shoes for games, activities and walking
2. Sandals for walking to the pool. Swim suit, sunscreen and towel.
3. Lightweight jacket or sweatshirt

The **FREE Summer Food Program**. Lunch will be provided free of charge.

Held at the HS/MS this summer, so we will be walking. Please provide rain gear on rainy days.

Children may also bring their own nutritional lunches and beverages but no pop please.
(Kids' Club will provide an afternoon snack each day)

Tuition Cost for Kids Club

Kids' Club offers the summer program at the rate of \$28 per day, per student and \$50 per day, per student, on field trip days which includes all costs related to staffing, bus transportation and activity passes. See page 4 for more information on field trip days. Parents must specify upon registration what days of the week they will participate. Days may be added with prior approval but not subtracted. You will be charged according to your initial registration schedule plus any days you add regardless if your child is there or not. This is a contract.

Drop-ins are welcome, but must be scheduled 24 hours in advance and paid upon drop-off. Summer Drop-In rate is \$35 per day.

Payment Procedures

Payment for Kids' Club must be pre-arranged by providing a credit or debit card. We do not accept American Express. Autowithdrawals will be made weekly, no exceptions. If an auto withdrawal payment fails we will call you to ask for payment resolution. A \$5 charge will be assessed for the third failed credit/debit card attempt. First and second failed attempts are waived but when it happens a third time and any time after the third failure there will be a \$5 charge added on. If the payment continues to fail we will send you a letter requesting payment by a specific date. If payment is not made by that date your child/ren will not be able to attend Kids' Club until the payment issue is taken care of. Rates are found on page 8.

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

Sign In/Pick-Up Policies

You are required to bring your children to Kids' Club, 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 child care 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 or other contacts whom you have designated on your registration form. This includes a written note, phone call, or any other form of communication to sign out your child/children.

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. that will be assessed and added to your weekly bill. Please be considerate and have your child out of Kids' Club by 5:30 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.

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. We will also contact the parents to let them know the of the situation that occurred. 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. Please refer to LSH Policy #506 at www.isd2397.org

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.
- * Children must be fully toilet trained to participate in Kids' Club. If a child has an accident, the parents will be notified on the first and second accident. The child will be dismissed from the program on the third accident.
- * 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 for 24 hours 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 must 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 say it is safe.

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.

Daily Program

The daily program will include a variety of activities and Kids' Club will provide a schedule of special events that require extra fees or additional items that the student should bring.

Outdoor Pool

Kids' Club walks to the outdoor pool most days during the summer from 1:00 p.m. 2:30 p.m. The revised LSH School District Facility Usage agreement that was provided to the City of Le Sueur **no longer** covers the cost of any school related program attending the outdoor pool. Due to the attendance frequency of Kids' Club to the outdoor pool throughout the summer, it's been agreed upon to **charge \$10.00 per month a child (max of \$15 per family) for Kids' Club attendees who DO NOT have a current membership to the facility. This Kids' Club membership is only good for attending the outdoor pool during Kids' Club scheduled times ONLY. If you have a Community Center student/family membership, there will be no additional charges. SEE page 8 for pool fee options.**

Children **MUST** be able to swim independently in the shallow end of the big pool which is 3 ½ feet. Younger children will go in the kiddy pool. No floaties allowed but you may bring life jackets if they have a US Coast Guard approved tag on them. No others will be allowed.

Treats. Children will **NOT** be purchasing treats at the outdoor pool. Snacks will be provided at Kids' Club after returning from swimming.

Field Trips

Fee for Field Trip days is a flat fee \$50 per student, which includes all costs related to staffing, bus transportation and activity passes. When Kids' Club goes on a field trip, all students who are present that day will go. If a child decides not to go on a field trip, parents will need to find alternative care for the day. However, Kids' Club will not charge for an absence in this case. Parents should review the list of field trips for the summer and determine if their child is age appropriate or physically able to attend. **Note:** We cannot provide one-on-one care on trips, staff will be responsible for groups of students.

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.
- * Take only what belongs to you.
- * When your supervisor asks you to do something, or to stop doing something, please do so as asked.
- * Come with an open mind, try some new things and have fun!

Communication

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 Communication: 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.-5:00 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 TEXT @81010
- 2) Emailing at cyoungren@ISD2397.org
- 3) Message us on facebook at <https://www.facebook.com/KidsClubLeSueur>.
- 4) Remind.com - Go to <https://www.remind.com/join/LSKidsClub> and add yourself to our group text line.
Remind.com - Go to <https://www.remind.com/join/cyoungren> and add yourself to our group text line.

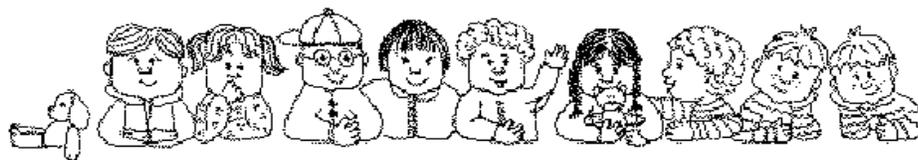
Class Name Kids' Club and Class Code @lskidsclub

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

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.

ALL toys brought to Kids' Club MUST fit in a locker.



**Kids' Club--Le Sueur
REGISTRATION FORM Summer 2020**

If you were not registered for the 2019-2020 school year (Sept. 2019. - May 2020) you will need to pay the Summer, nonrefundable, registration fee of \$35 per family.

___Cash ___Ck ___Credit Card ___Charge my account

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)

<p>Mother Place of Employment _____</p>	<p>Father _____</p>
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Work Phone _____	_____
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Business Address _____	_____
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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 needs or on an IEP ? (e.i. Dietary, medical, behavioral or health) ___ Yes ___ No
 If yes, please list _____

Parent/Guardian Signature _____ **Date** _____

Kids' Club Health Information

Child's Name _____ Age _____ Grade in Fall _____

Emergency Information: In case of emergency please call parent, relative or friend in this order.

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: _____

Parent/Guardian Signature _____ **Date** _____

GENERAL PERMISSION FORM

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 deemed 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, newsletters, flyers, websites, facebook, social media or brochures.

PARENT/GUARDIAN SIGNATURE

DATE

If you were not registered for the 2019-2020 school year (Sept. 2019. - May 2020) you will need to pay the Summer, nonrefundable, registration fee of \$35 per family and it must accompany this application form.

Send fee and forms to:
LSH Community Education
706 Turril Street
Le Sueur, MN 56058

2020 Summer Service Contract

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

WEEKLY Schedule

	M	T	W	TH	F
Arrival					
Departure					

What is the first date your child will attend Kids' Club this summer? _____ Last day _____

KIDS Club is getting NEW T-shirts Please select a size **Size** __YS __YM __YL __YXL __AS
 The cost of the t-shirt is \$5

Pool Charges \$10.00 per month, per child (max of \$15 per family) for Kids' Club attendees who DO NOT have a current membership to the facility. This Kids's Club membership is only good for attending the outdoor pool during Kids' Club scheduled times ONLY.

Do you have a current membership to the Le Sueur Community Center/Outdoor Pool?

Yes ____

No ____

If yes, nothing further is required. Memberships will be verified.

If no, \$10.00 per month a child (\$15 max per family) will be charged to your Kids' Club account to cover the costs of attending the outdoor pool. **The fee will be withdrawn the 1st week of every month.** Please notify us if you purchase a membership directly with the Le Sueur Community Center/Outdoor Pool so we can stop this withdrawal.

1) I understand that payment for childcare must be pre-arranged by providing a credit or debit card.
 Autowithdrawal payments will be made weekly, no expectations.

We accept Visa , Discover and Master Card. Kids' Club reserves the right to discontinue childcare if payment is not made. We do not accept American Express.

2) I understand that Kids' Club offers the summer program at the rate of \$28 per child, per day and \$50 per child, per day for field trip days. I must specify upon registration what days a week my children will participate with a miniumun of three days a week. I may add days (with notice and staff approval) but I cannot subtract days. I will be charged according to my initial registration schedule plus any days I add.

3) I understand that Kids' Club closes at 5:30 p.m. and that a late fee of \$10 for the first 10 minutes and \$5 for each additional 5 mins. after 5:30 p.m. will be assessed and will be added to my weekly bill.

4) I understand that a non-refundable, registration fee of \$35 per family must be made at the time of registration if this is the first time of registration in the 2019-2020 school year (Sept. 2019 - May 2020).

5) I have received a copy of the Kids' Club Parent Handbook and understand the information contained in the handbook.

6) I understand that I need to give Kids' Club a written schedule of other activities in which the child is enrolled during the day. I understand that the Drop in Rate is \$35 per day/child

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, websites, facebook, social media and other forms of publicity.

Parent/Guardian Signature _____ **Date** _____

Kids' Club

Automatic Payment Authorization

CREDIT/DEBIT CARD

Your childcare payments must be made either by automatic withdrawal with a credit or debit card. (VISA/MasterCard or Discover) Autowithdrawal payments are made weekly, no exceptions.

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 for my weekly bill.

Please charge my Visa MasterCard Discover

Credit Card Number _____ - _____ - _____ - _____

Expiration date _____

Signature of cardholder _____ Date _____

E-mail address _____

Summer 2020 Kids' Club Trips

June 11 / MN Zoo

My child/children will be attending ___ YES ___ NO

Name/s _____

Parent/Guardian Signature _____

June 25 / Stages Theatre Chitty Chitty Bang Bang

My child/children will be attending ___ YES ___ NO

Name/s _____

Parent/Guardian Signature _____



July 9 / Snapology



My child/children will be attending ___ YES ___ NO

Name/s _____

Parent/Guardian Signature _____

July 23 / Scott County Fair



My child/children will be attending ___ YES ___ NO

Name/s _____

Parent/Guardian Signature _____

Summer 2020 Kids' Club Trips

August 6 / Children's Museum & Spring Lake Park

My child/children will be attending ___ YES ___ NO

Name/s _____

Parent/Guardian Signature _____



August 13 / Side Kick Theatre Robin Hood

My child/children will be attending ___ YES ___ NO

Name/s _____

Parent/Guardian Signature _____



August 20 / Hyland Park Reserve

My child/children will be attending ___ YES ___ NO

Name/s _____

Parent/Guardian Signature _____



Family Child Care Admission and Arrangements

PLEASE PRINT. Complete one form for each child in care. This form must be kept on file at the family child care home. Please Note: Pursuant to MN Rules 9502.0405, subpart 4, the provider shall obtain the required information for each child prior to admission and keep the information up to date.

CHILD INFORMATION

Last Name		First Name		Birthdate (mm/dd/yyyy)		Date Enrolled in Care	
Address			City		State	Zip Code	

PARENT OR GUARDIAN # 1

Last Name		First Name		Place of Employment and Work Phone No.			
Address of Employer			City		State	Zip Code	
Email				Home Phone		Cell Phone	
Address (if different from child)			City		State	Zip Code	

PARENT OR GUARDIAN # 2

Last Name		First Name		Place of Employment and Work Phone No.			
Address of Employer			City		State	Zip Code	
Email				Home Phone		Cell Phone	
Address (if different from child)			City		State	Zip Code	

EMERGENCY CONTACT FOR CHILD IF PARENTS CAN'T BE REACHED One Contact Required

Last Name		First Name		Relationship and Phone Number			
Address			City		State	By checking I am authorizing this person to pick up my child <input type="checkbox"/>	
Last Name		First Name		Relationship and Phone Number			
Address			City		State	By checking I am authorizing this person to pick up my child <input type="checkbox"/>	
Last Name		First Name		Relationship and Phone Number			
Address			City		State	By checking I am authorizing this person to pick up my child <input type="checkbox"/>	

EMERGENCY INFORMATION FOR CHILD

Hospital to be used for emergencies		Physician's Name		Telephone			
Address			City		State	Zip Code	
Dentist to be used for emergencies		Dentist's Name		Telephone		If you don't have a dentist yet for your child, check this box <input type="checkbox"/>	
Address			City		State	Zip Code	

CHILD CARE PROVIDER

Name		License #	
Address	City	State	Zip Code

ARRANGEMENTS

Financial Arrangements

Services Provided (Including Days, Hours, Meals, Etc.)

Special Conditions (Special Diet, Special Needs)

Does Your Child Have Allergies YES NO NOTE: If Yes, Complete the Allergy Information Form

LIABILITY INSURANCE NOTIFICATION

Pursuant to 245A.152(a) A license holder must provide a written notice to all parents or guardians of all children to be accepted for care prior to admission stating whether the license holder has liability insurance. This notice may be incorporated into and provided on the admission form used by the license holder. Select one of the options below.

- I do have liability insurance. A current certificate of coverage of insurance is available for inspection to all parents and guardians of children receiving services and to all parents seeking services from the family child care program. The expiration date is:
- I do not have liability insurance

PERMISSIONS

AUTHORIZATION IS HEREBY GIVEN TO THE CHILD CARE PROVIDER AS NAMED IN THE ITEM ABOVE, TO PROVIDE TRANSPORTATION FOR MY CHILD
Yes No

ANY SPECIAL TRAVEL ARRANGEMENTS

I have received a copy of the maltreatment of minors mandated reporter policy

AUTHORIZATION IS HEREBY GIVEN TO THE CHILD CARE PROVIDER AS NAMED IN THE ITEM ABOVE, TO OBTAIN EMERGENCY MEDICAL CARE OR TREATMENT IN THE EVENT OF AN EMERGENCY Yes No

AUTHORIZATION: We the undersigner hereby agree to abide by the arrangements and authorizations so stated above. We have discussed the information required in the rule part 9502.0405

Signature of Child Care Provider	Date
Signature of Parent / Guardian	Date
Signature of Parent / Guardian	Date