

Kids' Club School Year 2020-2021



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

**Located at Park Elementary School, 115 N. 5th Street, Le Sueur MN 56058
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
706 Turril Street, Le Sueur, MN 56058
507-665-4620**



COVID 19 Guidelines

Hand Washing & Temperature checks

- Upon arrival temperatures will be checked by staff.
- Hand washing will be done upon arrival and frequently throughout the day.

Masks

Kids' Club will be following the masks guidelines. Students and staff are asked to supply their own mask. Disposable masks will be available if needed.

Cleaning & Disinfecting

Cleaning and disinfecting toys, materials and building spaces is done jointly by Kids' Club staff and the custodial staff.

Distance Learning

When distance learning does go into effect, Kids' Club staff will help students when possible but it is parent's responsibility to make sure their child's school work is done and turned in.

Staffing

Kids' Club will be staffed at a minimum of 6 children and a maximum of 10-14 students per room.

Reserve Your Spot

As soon as you receive your child's school schedule please notify Kids' Club if you are interested in Kids' Club. Registration and paying the registration fee will reserve your spot, otherwise there is no guarantee. It is first come, first serve and availability depends on space and social distancing guidelines.

Exposure

If a child has been exposed to someone diagnosed with COVID-19, they (and their siblings) must stay out of the program for 14 calendar days after exposure. They should monitor health conditions and contact a medical provider if symptoms of COVID-19 develop. Children should be fever free for 24 hours without the use of fever-reducing medications (unless it is COVID-19 fever, then we follow the MDH decision tree).

Exposure and charges

If a student has been exposed, while attending Kids' Club, to a person that has tested positive, parents/guardians will not be charged for dates of care for that child (or siblings) if they are being directed to self-quarantine and seek guidance from their health care professional. A doctor's slip is required.

Social Distancing

Students, staff and families are encouraged to follow social distancing guidelines. Activities and offerings have been modified with social distancing in mind.

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.

Sign in procedures have changed due to Covid 19. Sign-in and sign-outs will be done in the large gym (use outside door) eliminate exposure and use social distancing.

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, 706 Turril Street, 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 to change your schedule/contract.
- We require a two week notice if you decide to discontinue Kids' Club.

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 *Sign in procedures have changed due to Covid 19. Sign-in and sign-outs will be done in the large gym (use outside door) eliminate exposure and use social distancing. (This is subject to change as regulations and guidelines change)*

~~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 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.

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.

Kids' Club HOURS

Morning Care

Kids' Club will open at 6:30 a.m. Care is offered for preschoolers before and after preschool. Preschoolers also have the option of the Wrap program which includes preschool and Kids Club care. Care for Kindergarten through grade 5 is offered from 6:30 to 8:20 a.m. See below about weather related 2 hour starts.

After school

Hours will be from 2:00 to 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 p.m. to 5:30 p.m.

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.

NEW!! Preschooler WRAP-around program for those attending Little Giants

Little Giants is partnering with Kids' Club to offer preschool and daycare in one location and for one flat daily rate.

Our New **WRAP** around program: **Preschool + Childcare = One Location & Low Rates**

\$30 per day x 5 days = \$150 per week. **Includes preschool tuition, daycare cost and lunch.**

**See options and rates on page 9.

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 Kids' Club will open at 8:15 a.m.
- If school is cancelled after a late start, Kids' Club will also be closed for the remainder of the day. 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.
- No new drop-ins will be allowed on these late starts.

All Day Cancellation

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.

Early Release

Early Out (Weather related)

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

Scheduled 2 hour Early outs

There will be Kids' Club on the scheduled 2 hour early outs.

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 and lunch is available but not included in the Kids' Club fee except for the **WRAP** program, lunch is included in the fee.
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. 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.

Toy Policy

Kids Club prefers that toys stay at home. If toys are brought they cannot have any type of weaponry (army men, action figures, etc...) If these toys that are not allowed are brought to Kids' Club, they will be confiscated until a parent arrives. Thank you for your cooperation and understanding on this matter.

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

Rates are found on page 9.

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

NOTE: All Covid information is on page 1.

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. **NOTE:** Covid related absences will require a doctor's note.

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 Minnesota Department of Health and the LSH school guidelines for returning after an illness. **Examples:** Children cannot return until they are fever free or followed the recommended lice procedures found on the School District website (Health Services tab).

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.

Children should be fever free for 24 hours without the use of fever-reducing medications (**unless it is COVID-19 fever, then we follow the MDH decision tree**).

Toilet Trained

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.

Severe Weather

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.

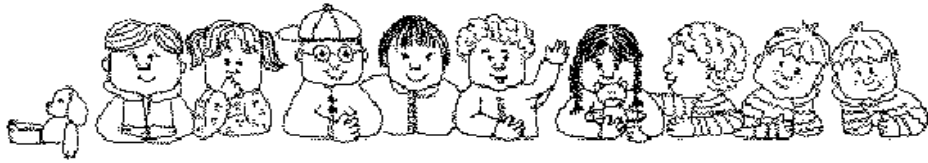
Medications

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 valid for 1 year. We realize children are young and need time for growth. So after a year the pink slips are removed from their record.

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



**Kids' Club--Le Sueur
2020-2021**

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 provide debit or credit card information. Kids' Club service cannot be provided if an automatic withdrawal is not set up.

Starting Date _____

Grades K-5 Rates

Morning Hours \$5.50 per day/child *In Person Model*

\$8 per day, per child *Hybird Model 6:30-8:00 a.m.*

\$8 per day, per child *Distance Learning model 6:30-8:00 a.m.*

Late Start Days (weather related (8:15 - 10:20 a.m.)) \$8 per day, per child

Afternoon Rates (after school to 5:30 p.m.) \$8 per day, per child

Scheduled Early Outs (1:00 - 5:30 p.m.) \$15 per day, per child

You will be contracted and charged a minimum of 2 days per week.

Please note that 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 if your child is picked up later than 5:30 p.m. Kids Club closes at 5:30 p.m.

Drop in Rates (School Year rate (after school, before school hours)) \$10 per child/day mornings and \$10 per child/day for afternoons.

Possible Non-School Days \$30 per day/child (Includes Distance Learning Days)

Drop in Rate on Non School Days \$35 per day/child

Preschooler Rates for those attending Little Giants

Our New **WRAP** around program: **Preschool + Childcare = One Location & Low Rates**

Little Giants is partnering with Kids' Club to offer preschool and daycare in one location and for one flat daily rate.

\$30 per day x 5 days = \$150 per week. **Includes preschool tuition, daycare cost and lunch.**

\$30 per day Must be enrolled in Little Giants Opt #1 Park Elem.

\$30 per day Must be enrolled in Little Giants Opt. #2 Park Elem.

\$30 per day Must be enrolled in Little Giants Opt. #3 Park Elem.

Preschooler Rates for other Preschools

Fees for those enrolled in a preschool half day program.

\$17.50 per day for 5 or less hours

\$30.00 per day for 5 or more hours

Parent/Guardian

Signature _____

Date _____

Preschool attending _____

Place _____

Time _____

Days _____

Transportation home from Kids Club

Parent _____ Bus # _____

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 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 debit 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 I signed up for even if we are unable to attend. This is a contract.
I understand that a two week notice is needed to change my schdule/contract.
- 6. I understand that a two week notice must be given if I decide to discontinue Kids’ Club.
- 7. I understand that a \$5 charge will be assessed for the third failed credit/debit card attempt and any following.
- 8. 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.
- 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 \$10 per child/day, before school and \$10 per day/child, for after school hours and the Drop in Rate on Non School Days 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, brochures, websites, facebook, social media and other forms of publicity.

Parent/Guardian
(by signing this I agree, understand and give permission to all of the above.)

Date

A nonrefundable registration fee of \$50 (per family) per school year, must accompany this application form.
Send fee and forms to:
Community Education
706 Turril Street
Le Sueur, MN 56058

Kids Club Billing process with School Pay

For a short term fix we will be using “School Pay” for our billing system. **You will be emailed an invoice each week for the service provided the week past. You will then need to go into School pay and pay off your invoice. This needs to be done each week in order to attend Kids’ Club the following week.**

We will receive notice when your payment is made.

School Pay can be found on the Le Sueur-Henderson School District website. www.isd2397.org or you can log in at www.schoolpay.com

School Pay was formally called Pay Schools so if you have an account in Pay Schools that should have rolled over to School Pay. In this system you can also pay for school lunches, technology and sports fees.

Go to www.schoolpay.com.

Click the large button with the binoculars that reads "Find my Account".

This works just like a password reset.

You will key in your email address and the system will tell you if you are not found in the system.

If you are found, a link will be sent to you.

If you do not have an account, follow these directions.

To create your own account click the square button that reads, "Create an Account."

Complete a short form that will require your child’s name, school site name and child’s student ID.

ID number is not required for you to know or remember. The name will be sufficient for setting up the account.

If you have questions, please call 507-665-4620 for assistance.

Kids Club QUICK LINK

To pay your invoice online click the link below.

<https://www.schoolpay.com/pay/for/Kids-Club-Payments/SWDiH5>

*** Enter the dollar amount**

*** Child’s Name**

*** Invoice number**

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