

Kids' Club

Summer 2022



Childcare for preschoolers through Grade 5.

**Located at Park Elementary School,
115 N. 5th Street, Le Sueur, MN**

Kids Club Cell # 612-756-2136

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

Participants

- Kids Club is a childcare program for preschool through grade 5 students. 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 is located at Park Elementary school in Le Sueur in rooms 140, 141, and 143. Please use **Door #5**

Enrollment/ Payment Procedures

- 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. 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 three-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.
- We require a two-week notice to change your schedule/contract.
- We require a two-week notice if you discontinue the program.
- A \$5 charge will be assessed for the third failed credit/debit card attempt.

Schedule

- Parents need to give Kids Club a written schedule of other activities in which their child is enrolled in. There will be a finder's 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.

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. A nutritional afternoon snack will be provided by the program. Parents may provide an alternative snack also.
4. Water bottle, Swimsuit, towel and sunscreen.

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
- 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.

Hours

- 6:30 a.m. – 5:30 p.m.
- It is best if children can arrive before 8:30 a.m. as during the summer more activities such as walking to the library will be happening.
- Starts Monday, June 6 and goes through August.
- Kids' Club is closed, Monday July 4 and Tuesday, July 5.

Rates

- Registration fee of \$35 per family.
- \$30 per day, per child and \$50 per day, per child on field trip days.
- NO Drop-ins allowed in the Summer.

Field Trip Days

Field Trip Days will be held on the 2nd and 4th Thursday of the month over the summer. *** See pages 15 for trips.*

There will be no daily charge to those that choose **not** to go on a field trip and no Kids Club service will be provided.

Be sure your child is age appropriate for the trip planned. Staff cannot provide one-on-one care on trips.

Staff will be responsible for groups of students.

Outdoor Swimming Pool

Kid's Club will walk to the outdoor pool 2-3 times a week during the summer. Swim passes can be purchased at the Community Center, in Le Sueur. Once a pool pass has been obtained, please let Kids Club staff know.

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 kiddie 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.

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

Activities and Kids Club

If you have signed your child up for other activities or programs that take place during Kids Club hours, staff are available to walk your child to and from that activity. In order to do this, we will need to know ahead of time the schedule of the activity so we can plan accordingly. Please fill out the attached form if your child will be participating in other activities during Kids Club hours. We will not be able to walk students before 8:00 a.m. or after 4:15 p.m.

Toy Policy

We ask that toys and ALL electronics stay at home.

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 be complete an accident report.

Illness

- If a child becomes ill, 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.

Toilet Trained

- Children must be fully toilet trained to participate in our program. 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, Ibuprofen, etc.).

KIDS CLUB BEHAVIOR POLICY / Summer 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 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.

PLEASE KEEP pages 1-6 for YOUR REFERENCE!

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

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KIDS CLUB REGISTRATION FORM

SUMMER 2022

Students Name: Last First Middle

Birthdate:	Sex:	Grade
Address:		
City		Zip
Parent/Guardian Information		
Name:		Name:
Relationship:		Relationship:
Cell Phone:		Cell Phone:
Work Phone:		Work Phone:
Home Phone:		Home Phone:
Email:		Email:
Please circle to indicate best way to contact you.		Please circle to indicate best way to contact you.
Additional Guardians / Step Parents / Grandparents if necessary:		
Mother's Employer:		
Father's Employer:		
Emergency Information		
1 st Priority:		2 nd Priority:
Phone:		Phone:
3 rd Priority:		4 th Priority:
Phone:		Phone:
Anyone NOT AUTHORIZED to pick your child? _____		
If there is anything significant about your family situation you would like us to know please explain: _____		
Please list siblings, if any. _____		

Understanding & Permission / Summer 2022

- I give permission to Kids' Club to take my child on supervised neighborhood walking trips.
- I give permission to Kids' Club 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.
- 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.
- 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.
- 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.
- I give permission to Le Sueur-Henderson Schools and Kids Club to exchange information that would be helpful to either or both parties to better understand my child's behavior, academic progress, growth and health.
- I agree to abide by the policies of Kids' Club as they relate to the enrollment of the child named on this form.
- 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.
- I give permission to Kids Club 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.
- I give my child permission to go on walking field trips with Kids Club and I understand they might need to be there before 8:30 a.m. to participate in these events.
- I understand that Kids' Club may result in injury. I assume the risk and I will not hold LSH Public Schools liable for injuries that may occur with participation.

Parent Signature: _____ Date: _____

(please initial each statement verifying you have read and understand each statement)

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. (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 summer, must be made at the time of registration.
3. _____ I understand that there is a three-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.

Kids Club 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
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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.

Payments are taken every Friday for the week of service.

SIGNATURE _____ Date _____
REQUIRED

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Schedule of Lessons/Activities for Summer Kids Club

Your child will be escorted to and from lessons, summer school or other nearby activities that are within reasonable walking distance. The Kids Club staff will **NOT** be able to walk or pick up children **before 8:00 a.m. or after 4:15 p.m.** because of staffing.

Child's Name _____ Parent/Guardian _____ Date _____

Activity	Date of Activity	Time of Activity	Location of Activity	Phone where activity is held.

Child's Name _____ Parent/Guardian _____ Date _____

Activity	Date of Activity	Time of Activity	Location of Activity	Phone where activity is held.

Summer Trips 2022

Thursday, June 16 *Minnesota Children's Museum*

My child/ren will be attending ___ YES ___ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, June 30 *Mystery Trip*

My child/ren will be attending ___ YES ___ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, July 14 *Robinhood Play at SideKick Theatre*

My child/ren will be attending ___ YES ___ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, July 28 *Scott County Fair*

My child/ren will be attending ___ YES ___ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, Aug. 11 *Science Museum of Minnesota*

My child/ren will be attending ___ YES ___ NO

Name/s_____

Parent/Guardian Signature_____

