

Kids' Club



**School Year
2023-2024**

Parent Handbook

Kids Club cell #612-756-2136

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

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

WELCOME to Le Sueur-Henderson KIDS' CLUB

A childcare program for children ages 3-11.

**Held at Park Elementary School
6:30 a.m. – 5:30 p.m.**

Participants

- Kids Club is a childcare program for children ages 3-11. Preschoolers do not need to be enrolled in a preschool program. Our program offers a safe, supervised and fun care plan for your child. The program provides structured activities as well as time for open play and recreation. The program does not discriminate on the basis of race, gender, creed, or national origin in its enrollment policies. Children must be potty-trained.

Location

- Kids Club is located at Park Elementary school in Le Sueur.

Enrollment

- Parents must complete a registration and medical information form before starting. Phone numbers and emergency contact information must be kept up to date; please inform staff immediately of any changes. Forms should be sent to the community education office, located at 706 Turril St. in Le Sueur. There is a non-refundable registration fee of \$35 paying account. *For parents that have joint custody and require separate invoices, separate payment forms, and schedules based off of their custody, we set up a separate account for each parent and each parent will pay a registration fee. If parents are ok with receiving one invoice, utilizing one account and payment form, then only one registration fee is required.*
- Specific dates and times of attendance must be stated on the registration form. We ask parents to provide this information so that we have adequate supervision for the students. It is also important to know which students will be attending so that we can plan activities accordingly.
- There is a two day minimum per week for attendance.
- You will be charged for the number of days and times you have signed up for even if you are unable to attend. This is a contract. You will be charged if the child/ren are out sick or on vacation.
- We require a two-week notice to change your schedule/contract, must fill out form.
- We require a two-week notice if you discontinue the program.

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.

Schedule

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

Sign In/Pick-up Procedures

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

Communication

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

Late Pick Up

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

Leave of absence

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

Kids' Club Hours

Kids' Club starts on Monday, August 28 and ends on May 22

Morning Hours

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

All Day Care

All day care is available for preschoolers either in preschool or not. 6:30 a.m. – 5:30 p.m.

After School Hours

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

Scheduled Non-School Days

- If there is enough interest from parents wanting Kids' Club on a scheduled no school day we will offer care. 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 Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Two-Hour Late Start – Weather Related

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

School Cancellation

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

Early Release – Weather Related

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

Early Release – Scheduled

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

What Children Should Bring to Kids Club

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

Toy Policy

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

Payment Procedures

- Payments will be processed every Friday for the week of service using your debit/credit card.
- A \$5 charge will be assessed for failed credit/debit card attempts.

Health and Safety Concerns

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

Illness

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

Toilet Trained

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

Special Needs

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

Medications

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

Kids Club Rates

School Year 2023-2024

Kids Club Rates (Kindergarten – grade 5)

Non-School Day Rate	\$35 per day, per child
Morning Rate	\$10 per day, per child
Afternoon Rate	\$10 per day, per child
Weather related late starts	\$10 per day, per child
Scheduled Early outs	\$17 per day, per child

Preschooler Rates, (For children ages 3-5 and care for before and after preschool.)

Day Rate	\$35 per day, per child (5 or more hours per day)
Half-Day Rate	\$17.50 per day, per child (5 or less hours per day)
Morning Rate	\$10 per day, per child (for before preschool class)
Afternoon Rate	\$10 per day, per child (for after preschool class)
Weather Related Late Starts	\$10 per day, per child
Scheduled Early Outs	\$17 per day, per child

Late Notice of a schedule change – If adding or changing a late notice the fee be will be \$5.

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

Morning drop in rate is \$12

Afternoon drop in rate is \$12

Non-School day drop in rate is \$40

****If you show up on a non-scheduled day, you will be charged the Drop-In Fee.**

NOTE:

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

LSH Early Release Dates are as follows: Oct. 13, Nov. 10, Dec. 8, Jan. 12, Feb. 9, March 8, April 12, May 10.

LSH No School Days are as follows: Sept. 1 & 4, Oct. 19 & 20, Nov. 3, Nov. 22-24, Dec. 25-29, Jan. 1, 15, Feb. 16, 19, March 28 & 29, April 1 and May 27.

KIDS CLUB will be open if there is enough interest on Oct. 19 & 20, Nov. 3, Nov. 22, Dec. 27-29, Jan. 15, Feb. 16 & 19, March 28 & 29 and April 1. *See calendar on back page.*

KIDS CLUB BEHAVIOR POLICY

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.

KIDS CLUB REGISTRATION FORM

****ONLY ONE CHILD PER PAPERWORK**

School Year 2023-2024

Students Name:

Last

First

Middle

Birthdate:	Sex:	Grade	School Attending
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:	
Who is authorized to pick up your child? _____			
Anyone NOT AUTHORIZED to pick your child? _____			
Does your child have any special needs? __Yes __No _____ (e.i. Dietary, medical, behavioral or health			
Does your child have an IEP ? __Yes __No _____			
If yes, please list _____			
*A meeting may be needed with the family to make sure Kids Club staff is equipped for special needs or circumstances.			
If there is anything significant about your family situation you would like us to know please explain: _____			
Please list siblings, if any. _____			

Child's Name _____

Does your child have any allergies?

Are there any restricted activities for your child? _____

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

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

General Permission:

I give permission to Kids Club 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. In case of life threatening emergency, I understand that my student will be transported to the nearest hospital by local ambulance for treatment if local resource (police, rescue squad) deems it necessary.

Parent Signature: _____ Date: _____

I give my child permission to go on walking field trips with Kids Club:

Parent Signature: _____ Date: _____

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

Parent Signature: _____ Date: _____

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

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

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

Parent Signature: _____ Date: _____

Please don't hesitate to call or e-mail Cheri Youngren with any questions

(612) 756-2136 / cyoungren@isd2397.org

GENERAL PERMISSION FORM (School Year 2023-2024)

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

Acknowledgement of Understanding

**** 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 paying account family.
For parents that have joint custody and require separate invoices, separate payment forms and schedules based off of their custody, we set up a separate account for each parent and each parent will pay a registration fee. If parents are ok with receiving one invoice, utilizing one account and payment form, then only one registration fee is required.
3. _____ I understand that there is a two-day minimum per week for attendance.
4. _____ I understand that I will be charged for the number of days and times that I signed up for even if we are unable to attend. My schedule is a contract. I understand that I will be charged if my child/ren are out sick or on vacation.
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.
7. _____ I have received a copy of the Parent Handbook and understand the information contained in the handbook.

Liability: 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. I also understand that pictures may be taken for the newspaper, brochures, websites, social media, and other forms of publicity.

ATTENDANCE CONTRACT (School Year 2023-2024)

Please provide an intended schedule for your child for the 2023-2024 school year.

****ONLY ONE CHILD PER PAPERWORK**

Students Name: _____ Birth Date: _____
First Last

(If applicable)

PRESCHOOL (circle one) Little Giants / St. Anne's / Le Sueur Nursery / Other

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

**** Preschool Start Date** _____

Kids Club Schedule



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

- Registration Fee \$35 / Due every school year to Kids Club/ISD 2397 / Non Refundable
- Registration fee of \$35 per paying account. *If two parents are paying then each will pay a \$35 registration fee.

**** Kids Club Start Date** _____

Schedule details: Example, if every other Monday or Friday, please list the first rotating dates.

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

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

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)

Address

City

Zip

Work Number

Daytime/Cell Number

Payment:

Charge My: (circle)

MASTERCARD

VISA

DISCOVER

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

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

****Payments are taken out every Friday for the week of service.****

SIGNATURE _____ **Date** _____
REQUIRED

Kids Club 2023 - 2024
HANG ON YOUR REFRIGERATOR FOR REFERENCE

	LSH No School Kids Club OPEN	LSH No School, Kids Club CLOSED	
**FIRST DAY of KIDS CLUB AUGUST 28			
Fri. Sept. 1	Open		
Mon. Sept. 4		Closed	Labor Day
Th. Oct. 19	Open		MEA
Fri. Oct. 20	Open		MEA
Fri. Nov. 3	Open		
Wed. Nov. 22	Open		Day before Thanksgiving
Th. Nov. 23, Fri. Nov. 24		Closed	Thanksgiving Day & day after Thanksgiving
Mon. Dec. 25, Tues. Dec. 26		Closed	Christmas Break
Wed. Dec. 27, Th. Dec. 28, Fri. Dec. 29	Open		Christmas Break
Mon. Jan. 1		Closed	New Years Day
Mon. Jan. 15	Open		Martin Luther Day
Fri. Feb. 16	Open		
Mon. Feb. 19	Open		(Presidents Day) Possible Snow Tubing trip
Th. March 28	Open		Holy Thursday
Fri. March 29		Closed	Good Friday
Mon. April 1	Open		Easter Monday
**LAST DAY of KIDS CLUB MAY 22			

LSH EARLY RELEASE DAYS /Kids Club OPEN
Friday, October 13
Friday, November 10
Friday, December 8
Friday, January 12
Friday, February 9
Friday, March 8
Friday, April 12
Friday, May 10

