

Kids' Club

Summer 2024



Childcare for ages 3-11.
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

Summer 2024

Participants

- Kids Club is a childcare program for ages 3-11. Our program offers a safe, supervised and a 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. Drop off and pick up in the gym. Gym door open outside by front door. **Door #5** has a buzzer for Kids Club during the day.

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. 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 requirement of days per week for attendance. You may always add more days.
- You will be charged for the number of days and times you have signed up for even if you are unable to attend.
- You will be charged if you are out sick, on vacation or at a camp. This holds your spot.
- 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 failed credit/debit card attempts.

Schedule

- Parents need to give Kids Club a written schedule of other activities in which their child is enrolled in

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 in the gym. Gym door open outside by front door.
- **Door #5** has a buzzer for Kids Club during the day.

Communication

- Please call or text the Kids Club cell phone number 612-756-2136. **Note:** Cell phone is only answered during Kids Club hours.
- 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 Wednesday, **May 29** and ends on **August 15**
- Kids' Club is closed, **Wednesday, June 19 (Juneteenth)** **Thursday, July 4** and **Friday, July 5.**

Rates

- Registration fee of \$35 per 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.*
- \$35 per day, per child and \$55 per day, per child on field trip days.
- **NO** Drop-ins allowed in the Summer.

Field Trip Days

Field Trip Days will be held twice a month over the summer, normally on Thursdays. ****See pages 13 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. **PLEASE** sign up for trips at time of registration and a 30-day notice is needed if you change your mind, other than illness the day of. We need to turn in our counts for each trip ahead of time.

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 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 un-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.).

Breakfast and Lunch

Breakfast and lunch will be served, **free of charge**, for the summer at Park Elementary school. Breakfast is served from 7:30 – 8:30 a.m.

Cell Phone Policy

Children are **not** allowed to be on their cell phones while in Kids Club care. Cell phones must remain in backpacks or lockers.

KIDS CLUB BEHAVIOR POLICY / Summer 2024

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*

KIDS CLUB REGISTRATION FORM SUMMER 2024

One Child per form

Students Name:

Last

First

Middle

Birthdate:	Sex:	Grade (entering in Fall):
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? _____		
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 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: _____

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.

Checks payable to ISD2397 Debit/Credit form in on page 13.

Parent Signature: _____ Date: _____

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

Understanding & Permission / Summer 2024

- 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. 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.

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 paying account, per summer, must be made at the time of registration. **For parents that have joint custody and require separate invoices, separate payment forms, and schedules based off 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 I will be charged for the number of days and times that I signed up for even if we are unable to attend. I am charged even if the child/ren are out sick, on vacation or at a camp. My schedule is a contract. I understand that if I show up on a non-scheduled day without notification, I understand that I will be charged the drop-in rate.
4. _____ I understand that a two-week notice is needed to change my schedule/contract.
5. _____ I understand that a two-week notice must be given if I decide to discontinue Kids' Club.
6. _____ I have read and understand the Kids' Club behavioral policy and I understand the behaviors that warrant dismissal from the program.
7. _____ I have received a copy of the Parent Handbook and understand the information contained in the handbook.
8. _____ 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.

Summer Registration Fee \$35 per 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.*

_____ Check Payable to ISD 2397

_____ Cash

_____ Charge my Credit/Debit Card

Summer 2024 Kid's Club ATTENDANCE CONTRACT

NOTE: A Two week notice is required for schedule changes.
Ask for a schedule change form.

Please provide an intended schedule for your child for the summer 2024.

Students Name: _____ **Birth Date:** _____
First Last

Kids Club Schedule

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

**** Start Date** _____

Parent Signature: _____ Date: _____

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 2024

Please fill out at time of registration. A 30 day notice is needed to change your trip attendance

Thursday, June 13 (Children's Museum, St. Paul) \$55 per child

My child/ren will be attending ____ YES ____ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, June 27 (MN ZOO) \$55 per child

My child/ren will be attending ____ YES ____ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, July 11 (Waterpark, playground/picnic) \$55 per child

My child/ren will be attending ____ YES ____ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, July 25 (Scott County Fair & Jordan Splash Pad) \$45 per child

My child/ren will be attending ____ YES ____ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, August 1 (Side Kick Theatre – Fantastic Mr. Fox) \$55 per child

My child/ren will be attending ____ YES ____ NO

Name/s_____

Parent/Guardian Signature_____

Thursday, August 15 (Mystery Trip/ Indoor Waterpark TBD) \$55 per child

My child/ren will be attending ____ YES ____ NO

Name/s_____

Parent/Guardian Signature_____

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

