

2021 Barnesville Summer Kids Club Childcare Program

ISD #146 & Community Education Sponsored

2021– Barnesville Summer Kids Club 2021 Handbook

Phone Numbers: Will Add when we have cell phone

Coordinators: Mary Spillum & TBD

Community Ed: 218-354-2638

School Website: www.barnesville.k12.mn.us

Registration location: <https://www.locallevelvents.com/events/org/barnesville-schools>. Or fill out the attached registration form and return it back to the Community Education office. Deadline will be May 1st so we can plan for having the program.

Barnesville Summer Kids Club exists to provide a safe, supervised place for children kindergarten through sixth grade to learn new skills and develop resourcefulness, responsibility, and reliability

GOALS- The goals of the program are:

1. To prevent children from becoming involved in unsafe activities by supervising them while parents are at work.
2. To provide a positive learning environment where the children can learn to interact with each other and adults.
3. To keep the children physically, mentally, emotionally, and socially active.

GRADES- Summer Kids Club is open to students that have completed Kindergarten thru 6th grade in the spring of 2021.

FEES– WEEKLY- Cost is \$110 a week for full time 5 days a week or \$25 a day for part time kids, 4 days or less per week. Fees will be due on or before Fridays for the following week. All fees will be paid in advance based on your estimated hours. If you estimate coming for 5 days, you would pay the \$110 and no refund would be given if you come 4 days the next week. If you plan on coming 4 days you would pay \$100 for the following week and you would not be able to send your child a 5th day (unless there is room) and if you choose to only come 3 days you still pay for the 4 days you predetermine the Friday before following week.

FEES– REGISTRATION- Registration fee of \$65 for all kids This fee pays for a t-shirt and year-end field trip. Registration fee must be paid before starting the program.

BASE HOURS OF OPERATION

Dates: Monday, May 17 through Friday, August 26, 2021

Days: Monday thru Friday **Time:** 6:30 a.m. to 5:45 p.m.

Kids Club will not take place August 16-20 due to Vacation Bible School at Church that week

SCHEDULING- Parents must enter schedules the week before you plan on sending your child. The Schedules are due by Monday at 6:00 p.m. to the Program Co-Leader one week in advance. Example: parents will give schedule to Program Co-Leader on June 1 by 6:00 p.m. for the week of June 7th to 11th care.

TRANSPORTATION- It is our goal to get students to summer rec activities while they are enrolled in the Summer Kids Club. We will collect a schedule from parents for transporting by van/mini-bus/ walk to activities.

FIELD TRIP- We are hoping to do 1 field trip during the Summer Kids Club. A permission/information sheet will be sent home with students regarding the field trip.

LATE PICK UP- Your children must be picked up by 5:45 p.m. If a child is not picked up by 5:45 p.m. the parent will be charged a rate of \$5 for the first 10 minutes late and an additional \$1/per minute after the 10 minutes.

We understand that conditions are sometimes beyond the control of parents. If you are more than 15 minutes late, and we have not heard from you, we will contact the names on the emergency list. If the contacts cannot be reached we will need to contact the police. Rest assured that under no condition would we leave your child unattended.

WITHDRAWAL FROM PROGRAM- We request that you give a written two week notice to the Program Leader if you are withdrawing your child from Summer Kids Club.

MESSAGES- Summer Kids Club can be reached via text or phone at a phone number that parents will receive upon registering. Please know that staff are not always in classroom, but will have the cell phone with them during Summer Kids Club times. Families are encouraged to utilize the cell phone or email regarding absence's, emergencies and other concerns that you have.

LOCATION- The Summer Kids Club summer program will be housed at the Hope Lutheran Brethren Church at 807 5th St SE, Barnesville.

PERSONAL BELONGINGS AND ELECTRONICS- We request children do not bring toys or personal belongings to Summer Kids Club. We cannot be responsible for lost or damaged items. Please have appropriate outside gear for the season. We strongly recommend you label your items.

ILLNESS- If your child becomes ill while at Summer Kids Club the staff will contact you. As a parent you are responsible to pick them up immediately or send an authorized person to do so. The staff will isolate the sick children from other children in order to prevent the spread of any illness or infectious disease.

FOOD- We provide a breakfast at 8:00 am, a morning snack around 10:00 am.; lunch between 11:30-12:00 pm; and an afternoon snack around 3:00 pm.

DISCIPLINE AND BAD BEHAVIOR- Summer Kids Club participants need to be respectful and follow the rules of the program. It is only fair to all the children and staff to have a positive Summer Kids Club experience. If rules are not followed, a discipline slip will be given. Four (4) discipline slips in one season, the child will no longer be able to participate in the Summer Kids Club . At the start of each school year, discipline tallies will be wiped out and all students will begin with a fresh start—a zero balance— for the upcoming school year. Please note, Summer Kids Club reserves the right to terminate child care services sooner depending on the severity of the offense.

ACCIDENTS & EMERGENCIES- Children who receive minor injuries will be given first aid. More serious injuries will be given first aid and staff will notify the parent when to pick the student up. In the event of an emergency, a parent will be notified and if needed, Summer Kids Club staff will call 9-1-1. If the medical team responding determines that your child needs additional medical attention, your child will be transported by ambulance to the hospital so proper treatment can be provided. Transportation by ambulance will be at the parent's expense.

RELEASE OF CHILD- Your child will be released only to the person(s) listed on the Registration form as 'Authorized' to pick up your child. Anyone picking up your child must be prepared to show photo ID in the event that the Summer Kids Club staff doesn't recognize the person picking up your child. If plans have changed for your child, a note should be given to the Program Leader before hand so everyone in the program is aware of the change.

REGISTERING FOR PROGRAM- We must have a registration form on file before your student can start in Summer Kids Club. The online Registration form can be found at <https://www.locallevelvents.com/events/org/barnesville-schools>. The registration should be completed preferably at least one week before you anticipate starting in the program to ensure that we have staffing to handle your student. Please sign up by May 1st for the Summer Kids Club program. This will give us time to determine if we have enough students to hold the program and how many staff we need to have for the program.

MASKS- We will continue to follow the Mask Mandate that is in place. Students must wear a mask while at the Kids Club program.

Barnesville Kids Club 2021 Summer - REGISTRATION FORM

Please register online at <https://www.locallevelvents.com/events/org/barnesville-schools> fill out registration form completely & return it to the Community Ed office. We must have a form on file before your child can start in the program

STUDENT INFORMATION

Child's Name (First) _____ (Last) _____ Nickname _____
Grade completed spring 2021 _____ Date of Birth _____ Male _____ or Female _____
Mailing Address _____ City & Zip _____
Physical Address _____ City & Zip _____
Student Home Telephone Number _____ Students classroom teacher 2019-20 _____

If the main phone for your family is a cell-phone number, please list it here as Home Phone.

PARENT INFORMATION Marital Status (circle one): Married Widowed Divorced Single Other

Father's Name (First & Last) _____ Father Employer _____
Father Work Phone _____ Father Work Hours _____
Cell Phone Number of Father _____ Father Home Phone _____
Father email address _____

Mother's Name (First & Last) _____ Mother Employer _____
Mother Work Phone _____ Mother Work Hours _____
Cell Phone Number of Mother _____ Mother Home Phone _____
Mother email address _____
Student lives with _____ both parents _____ mom _____ dad _____ split between both houses _____ other

SCHEDULE INFORMATION

These are the time options for Kids Club. Rates are \$110 for 5 days per week or \$25 per day for 4 days or less per week
Schedule is due to Co-Leader 1 week in advance on Monday. Payment for Kids Club is due on Friday the week before service based on your scheduled days.

Put a check mark by the day that you plan to use Kids Club and write down your estimated start and end time for each day.

MONDAYS Yes _____ No _____
Start Time _____ End Time _____

TUESDAYS Yes _____ No _____
Start Time _____ End Time _____

WEDNESDAYS Yes _____ No _____
Start Time _____ End Time _____

THURSDAYS Yes _____ No _____
Start Time _____ End Time _____

FRIDAYS Yes _____ No _____
Start Time _____ End Time _____

HEALTH INFORMATION

Medical needs* Check all that apply

- Medication allergies
- Food allergies
- other allergies
- asthma
- AD/HD
- None
- Other _____

If your child has allergies please list what he/she is allergic to:

Medications (if none put NA)

Does your child have an IEP Yes No Other

Physician to call in Emergency _____ Phone _____
 Dentist to call in Emergency _____ Phone _____

I hereby grant permission for the Kids Club Staff to take whatever steps may be necessary to obtain emergency medical care if warranted. I release the Barnesville Community Education and ISD #146 of any responsibility, for any situation that might arise while this child is at the program.

These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian or emergency relative or friend.
2. Attempt to contact the child's physician.
3. If we cannot reach your or the child's physician, we will do any or all of the following: a) call another physician b) call an ambulance c) have the child taken to an emergency hospital in the company of a staff member.
4. Any expenses occurring due to item number 3 will be the responsibility of the family

Signature (parent/guardian) _____ date _____

EMERGENCY CONTACT NUMBERS OTHER THAN PARENT/GUARDIAN

Name _____	Phone _____	Relationship _____
Name _____	Phone _____	Relationship _____
Name _____	Phone _____	Relationship _____

INSURANCE RELEASE

Barnesville Public Schools does not carry insurance that cover a student during Kids Club. A parent or guardian signature on this form confirms your son or daughter is covered by your own policy, thereby releasing the school from any financial obligations you may encounter due to an injury while at Kids Club.

Have own insurance YES NO Parent Signature _____
 If yes, name of company _____ Policy Number _____

PERMISSION INFORMATION

I hereby grant permission for my child to use all of the play equipment and participate in all activities of the program
 Yes No

I hereby grant permission for my child to leave the program premises under the supervision of staff members for walks
 Yes No

I hereby grant permission for Kids Club to use a photo or video of my child in advertising, promotion, trade, and publication and for any other purpose without limitation _____ Yes _____ No

I have read the Kids Club handbook and agree to follow the terms listed in the handbook _____ Yes _____ No

I am aware that I need to give a two week written notice to the Program Leader if I choose to leave the Kids Club program _____ Yes _____ No

I am aware that I need to pay my fee for Kids Club in advance every week _____ Yes _____ No

I agree to follow the drop off and pick up times listed in this agreement and to notify the Program Leader if the hours change at any time during the year. _____ Yes _____ No

DROP OFF INFORMATION FOR A.M. Name of person bringing your child to Kids Club in the morning

1. _____ Relationship to child _____
2. _____ Relationship to child _____
3. _____ Relationship to child _____

PICK UP INFORMATION FOR P.M. Name of person authorized to pick your child up from Kids Club

1. _____ Relationship to child _____
2. _____ Relationship to child _____
3. _____ Relationship to child _____
4. _____ Relationship to child _____
5. _____ Relationship to child _____