

# 2021-22 Barnesville Kids Club Handbook

## Before and After School Child Care

Barnesville Kids Club (Before and After School Enrichment) exists to provide a safe, supervised place for children enrolled in the Senior Preschool classes 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.

**FEES:** The fee for Kids Club is \$3.00 per hour. Fees are calculated in 15 minute increments with a minimum of 1 hour. For example, if your child is dropped off at 7:15 am you will pay for care from 7:15-8:15, 1 hour and if your child is dropped off at 7:30 am you will pay for care from 7:15-8:15 am, 1 hour. Fees will be paid to Barnesville Community Education on the Friday before the following weeks program. Example: parent would pay by October 1st for the week of October 4th Kids Club care. You would pay based on your anticipated attendance for the following week. If you ended up coming less, there would not be an adjustment but if you ended up coming more days then we would charge you for the extra time not on the scheduled amount. Checks should be made out to Community Education or ISD #146.

**REGISTRATION FEE:** There will be a \$20 registration fee per student that will be due when registering. This is a non-refundable registration fee. If registering with the paper form, please make check to Community Education.

**SCHEDULING:** Parents must enter schedules the week before you plan on sending your child. The Schedules are due by Monday at 5:45 p.m. to the Program Leader one week in advance. Example: parents will give schedule to Program Leader on October 4th by 5:45 p.m. for the week of October 11th.

**SCHEDULE INFORMATION:** These are the time options for Kids Club. Rates are based on \$3.00 per hour and a minimum of 1 hour per day billed. After 1 hour rates go by 15 minute increments. Rates are based on your schedule that you turn into the coordinator(s).

<u>Mornings</u>	<u>hours</u>	<u>Fee</u>	<u>Afternoons</u>	<u>hours</u>	<u>Fee</u>
6:30-8:15 am	1.75	\$5.25	3:00-4:00 pm	1	\$3.00
6:45-8:15 am	1.5	\$4.50	3:00-4:15 pm	1.25	\$3.75
7:00-8:15 am	1.25	\$3.75	3:00- 4:30 pm	1.5	\$4.50
7:15-8:15 am	1	\$3.00	3:00-4:45 pm	1.75	\$5.25
			3:00-5:00 pm	2	\$6.00
			3:00-5:15 pm	2.25	\$6.75
			3:00-5:30 pm	2.5	\$7.50
			3:00-5:45 pm	3	\$8.25

**BASE HOURS OF OPERATION:** Morning: 6:30 a.m. to 8:15 a.m.; Afternoon: 3:00 p.m. to 5:45 p.m.

**DATES:** Kids Club will start in the fall on September 7 and go through the end of the school year which is May 26.

**GRADES:** Kids Club is open to students enrolled in the Community Education Senior Preschool Program and Kindergarten through 6th grade students.

**CPT DAYS:** Kids Club will be open on CPT mornings at 6:30 a.m.

**HOLIDAYS AND NO SCHOOL DAYS:** Kids Club will not be open on days when there isn't school, including scheduled holidays, school breaks and storm days.

**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.

**EMERGENCY CLOSING OR EARLY DISMISSAL:** Kids club will be closed on days when school is canceled because of poor or bad weather. Parents will receive notices pertaining to closings through the Blackboard Alert program. If school gets out early due to bad weather conditions, Kids Club will remain open for 1 hour past school being dismissed. If school starts late due to bad weather Kids Club will not open.

**WITHDRAWAL FROM PROGRAM:** We request that you give a written one week notice to the Program Leader if you are withdrawing your child from Kids Club. Parents will be required to pay for the last week of service after giving your notice, even if your child does not attend the week. Rates will be calculated from the average of the past 30 days.

**MESSAGES:** 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 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 Kids Club program will be housed at the Elementary School which is located at 310 5th St SE. Parents and students can access the building using the front door of the new elementary office area when dropping off and picking students up from the program.

**PERSONAL BELONGINGS AND ELECTRONICS:** We request children do not bring toys or personal belongings to Kids Club. We cannot be responsible for lost or damaged items. Please leave all electronics at home or in your backpack before and after school. Kids Club will try to get outside each day-weather permitting. Please have appropriate outside gear for the season. We strongly recommend you label your items.

**ILLNESS:** If your child becomes ill while at 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.

**SNACKS:** A snack is provided to all children in the Kids Club program after school.

**BREAKFAST:** Students will be able to participate in the school food service breakfast program. All students receive free breakfast so there will not be an additional charge.

**ACCIDENTS & EMERGENCIIES:** 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, 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 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 Kids Club. The registration form should be submitted to the Community Education office preferably at least one week before you anticipate starting in the program. Registration will open online on July 26th. Please use this link when registering <https://www.locallevelvents.com/events/org/barnesville-schools>.

**QUESTIONS:** Any questions regarding the Barnesville Kids Club program should be sent to the Community Education office at 218-354-2638 or [cellefsen@barnesville.k12.mn.us](mailto:cellefsen@barnesville.k12.mn.us).

**BEHAVIOR POLICY:** Barnesville Kids Club staff will clearly communicate the behavior expectations and will consistently & appropriately praise appropriate behavior. Children attending Kids Club must have the ability to follow the guidelines below with help from a caring adult in a 15:1 child to adult ratio.

Children that attend Kids Club are expected to respect the following guidelines:

- Walk, don't run
- Use quiet voice in the halls and restrooms
- Utilize good manners
- Be respectful of people and things
- Treat others as you'd like to be treated
- Keep hands, feet and unkind words to yourself
- Work quietly and use materials and computers appropriately
- Respect Kids Club Staff by listening and following directions
- Observe playground rules

Kids Club staff strives to provide a safe and positive environment for all students. We believe that consistency is important to help children follow rules, accept responsibility for their actions, and experience logical consequences of poor choices.

When poor behavior choices are made, the following warning system will be utilized:

- ◆ 1st- Personal Warning with the opportunity to redirect behavior
- ◆ 2nd- Time out is given to the child
- ◆ 3rd- A pink slip will be sent home for parent signature.

Kids Club is not staffed to accommodate recurring behavior issues. As such, the following pink slip policy will be in place.

- \* After 3 pink slips, the parents will be contacted and the child will be unable to return to Kids Club for 1 week.
- \* The 6th pink slip will result in a 2 week suspension from Kids Club.
- \* The 9th pink slip will result in the child being dismissed from Kids Club entirely.

Kids Club does reserve the right to immediately dismiss a child from the program for extreme measures such as significant harmful or inappropriate behavior toward staff, other children or parents.

It is our goal to keep clear communication and good behavior a top priority. If you have comments or concerns, please notify us.