

# **Husker Kids' Zone Parent Handbook**

## *Summer 2024*

**Holdingford Community Education**

PO Box 250

Holdingford MN, 56340



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## **Welcome to Husker Kids' Zone 2024 Summer Care!**

This program serves students in grades K-6 in the 2023-24 school year. Space is limited for childcare, priority is on a first come, first serve basis. You will only be contacted if your child was not accepted into the program. Summer care will begin Tuesday, June 4, 2024 and end Friday, August 23, 2024.

**Monday - Thursday is full- if you select these days you will be added to the waitlist.**

## **Staff**

Kendra Posch, Community Ed. Director

Becca VanHeel, Community Ed. Coordinator

Haley Abel, Husker Kids' Zone Supervisor

Hired Leads and Assistants

## **Location**

The majority of Summer care will be located in the Elementary Cafeteria. Please pickup/drop off at door E1 (by the baseball fields). There will be a sign posted by the doors on where the group is located if they are not in the cafeteria at pick-up or drop-off.

## **Hours**

Monday – Friday | 6:45 AM - 5:45 PM

Do not drop your child off before 6:45 AM, staff may be there but they are preparing for the day.

Kids' Zone will be closed the following days:

- Wednesday, June 19
- Thursday, July 4
- Friday, July 5

## **Fees**

Registration Fee:

- A \$10.00 non-refundable fee per child is required at the time of registration to reserve your spot for summer 2024. Registrations will not be added until we receive the registration fee. Unless you are signing up for autopay, we ask the the registration fee is paid by check or cash.

Contracted fees:

- 5 days / week - \$125.00
- 4 days / week - \$100.00
- 3 days / week - \$75.00
- 2 days / week - \$50.00
- 1 day / week - \$25.00
- Drop in - \$30.00/ day, space permitting. A 48 hour advance notice is required.

\*You are required to pick days of the week your child is attending/ fixed schedule- if days vary, you must pay for the amount of days that it is possible your child will attend. (for example: you cannot choose 2 days a week and select Monday, Tuesday, Wednesday for possible attendance. You must pay for all of the days of the week you select, this is to keep our budget, daily attendance, and drop in numbers accurate.)

Field Trip/ Activity fee:

- \$15.00 per trip/activity

Finders Fee:

- \$5.00 per incident
  - a finders fee will be charged to your account if you do not let staff know of schedule changes. If your child is scheduled to attend Kids' Zone and they don't show by 10AM without notification, a \$5.00 fee will be added to your account. Staff will reach out to you to confirm your child's whereabouts. \*Please give notice asap if you know of days your child will be gone, 48 hour notice is preferred.
  - You will also be charged a finders fee if you do not sign your child in/ out on the Chromebook each day.

Late Pick-up Fee:

- \$1.00 per minute
  - if your child is here past 5:45 PM your account will automatically be charged \$1.00/ minute until they are signed out by a parent. If you are continually late you will be asked to find other childcare arrangements for your child.

Late Payment Fee:

- \$10.00
  - Invoices will be emailed each Wednesday with payments due by the following Monday, if payment is not received by Wednesday, you will be charged a \$10.00 late fee.

### **Invoicing / Payments**

Our program requires prepayment, you are billed 1 week in advance for childcare. Invoicing will be on Wednesdays, payments will be due the following Monday in full. You can pay online on our Revtrak website, by signing up for autopay, cash, or by check. All checks should be made payable to Holdingford Public Schools. Invoices will be sent via email to the email listed under "*Parent/Guardian 1*" on the registration form. Kids' Zone employees reserve the right to terminate accounts that fall behind on payments.

The typical week of care is 5 days long- if there is a short week of care, fees will be prorated. For example, if we are open 4 days one week, you will be charged 4/5ths of your contracted rate. Prorating applies to all contracts- if your child doesn't attend on the days we are open you will still be charged at the prorated cost.

Auto payments are an option and a great way to stay on top of your fees. Fees will be pulled each Wednesday at the time of invoicing. If you are interested in signing up for autopay please fill out the attached form or contact Becca.

### **Absent Days**

If your child is absent from Kids' Zone (sick, vacation, etc.) you are responsible for paying for that time period.

Each student will receive vacation days based off of their contracted schedule, for example if your child attends 3 days/ week they will receive 3 vacation days where payment is waived. Vacation days do not roll over from or into school year care. Please reach out to Becca if you would like to redeem any vacation days.

### **Entering and Leaving**

A parent or guardian must sign their child in when arriving and out when leaving on the Chromebook. Students are NOT allowed to sign themselves in/out. If you do not sign your child in/out you will be charged a finder's fee. We will ask that a photo of each authorized pickup person is emailed to [becca.vanheel@isd738.org](mailto:becca.vanheel@isd738.org) to be added to our system, this is for the safety of each child in our program.

### **Release of Children**

Children will only be released to a parent/guardian or an authorized pick-up person, please list all of the authorized pick-up people on the registration form. If a staff member is not familiar with a pick-up person or guardian they may ask for an ID- this is for your child's safety, please don't take offense to this. If someone aside from an authorized person or parent is picking up, please provide a written note with a date and signature (paper note, email, or text message will suffice.) Please remind the pick-up person to show ID when they arrive, if an ID is not provided we will not release the child.

### **Bathroom/ Toilet Responsibilities**

Children need to be fully toilet trained to attend our program. This means taking care of ALL bathroom needs without assistance. We do understand that accidents happen- with that being said all families must provide an extra set of clothes to keep at Kids' Zone (underwear, socks, pants, shirt)- bags will be provided and labeled for each student.

**Dress Code**

Time will be spent outdoors, please be sure your child is dressed appropriately for the weather while following the school dress code. Students may wear sandals, but we recommend tennis shoes for outdoors and gym time. Shoes are required at all times. Students will be given a Husker' Kids' Zone t-shirt, all students are required to wear this on field trip days, if your child does not have one or needs a new one please mark down their size on the registration form.

**Lunch**

Lunch is not provided. Parents need to pack their child a cold lunch daily. Microwaves will NOT be available for heating food up. Students are not allowed to share food with other students. If you forget to pack a lunch, staff will provide your child with lunch and you will be charged a \$10.00 fee.

**Snack**

A snack and milk will be offered twice daily, AM & PM. If your child is not at Kids' Zone during snack time, they will miss that snack for the day. Students can bring snacks from home (no candy) for themselves, they are not allowed to share with others. We will not allow students to dig through their lunch box for an AM snack, but they are allowed to eat any leftover food from lunch for their PM snack. Students should bring a water bottle with them daily.

**Medical Emergency/ Illness/ Allergies**

If your child becomes ill at Kids' Zone, staff will contact a parent to pick their child up. Your child will be made as comfortable as possible until a parent arrives.

No child can attend Kids' Zone with a fever of 100.4°F or higher.

In the event of a medical emergency or accident, staff will attempt to contact parents/guardians. If they cannot be reached, staff will take whatever emergency medical measures necessary for the care and protection of your child.

If your child should receive a minor injury, they will receive first aid and you will be notified at pickup. Staff will provide an injury report with details, parents should sign and return this- it will be filed.

If your child has thrown-up or has diarrhea, keep them at home for 24 hours after all symptoms are gone.

Children must have been on prescription medication for any infectious diseases for 24 hours before returning to our program.

If your child has any allergies please provide a detailed description of the allergy and include severity of the allergy, specific triggers, and symptoms of the allergic reaction. Please inform staff of procedures for responding to an allergic reaction. This can be noted on the registration form under the question, “*Does your child have any health concerns, allergies, or needs that we should know of? If yes, explain...*”

### **Use of Medication**

The following policy applies to all prescriptions and over the counter medications:

- Parents are encouraged to schedule medication doses at home when possible. Only in exceptional cases where failure to take medication would be detrimental to a child’s health or participation in our program will staff administer medications.
- A medication form must be entirely completed before any medications will be given out. Please have a written statement from the doctor to accompany any medication.
- The medication must be brought in a container labeled by the pharmacy or doctor, not the parent. Any over the counter medication must be in its original container.

Please discuss any questions or concerns with the Kids’ Zone Supervisor.

### **Program Activities**

A typical day will consist of (in no particular order) free choice, gym time, snack, group games, craft, outside time, reading/educational activities, quiet time, movie, and lunch among other activities.

Kids’ Zone will take bi-weekly field trips throughout the summer, extra fees will apply to those who attend. If your child is at Kids’ Zone that day, they will be required to go on the field trip.

### **Community Ed. / School Activities**

If your child is attending any extracurricular activities on school grounds, our staff will drop them off and pick them up from their activities. A written note / schedule is required in order for our staff to bring your child to these activities. Please notify staff of any changes within these activities.

### **Program Rules / Discipline Policy / Behavior Tracking**

Husker Kids’ Zone will follow the same rules and policies of Holdingford Elementary.

### **Positive Behavior Interventions and Supports Program (PBIS)**

- PBIS serves as an approach to school-wide discipline. With PBIS students are explicitly taught the expectations and procedures for the school as a whole, as well as specific “hotspots” where problems are known to occur. Through this explicit instruction, the students learn what kind of behavior is and is not appropriate in each specific area. PBIS strives on being a positive support system, where the adults in the school are recognizing good behavior and decision making.
- Positive Behavior = Positive Results

### Student Expectations , The Husker Way:

- Being Ready
  - Being Respectful
  - Being Responsible
- Every Day, Everywhere!

Children will have a clear understanding of expectations of the program. If their choices cause disruption or harm privileges may be withdrawn and parents will be notified of their actions. Continued disruptive and or dangerous behavior that is affecting other children, staff, or the program may result in dismissal from the program.

Staff will try their best to de-escalate situations by giving the student other options (time away from the group, talking with them, or other safe options.)

When a student is disruptive to the program, staff will follow the discipline policy below:

- Students will receive a warning for poor choices
- Class Dojo points will be taken away
- Continuous disruptive behavior or poor choices may result in a Behavior Note
  - Written documentation of the student's behavior will be shown to parents at pickup, this must be signed and returned back to staff for filing. If a student receives 3 behavior notes within 30 days they will be suspended from the program for 2 days (parents are still required to pay for these days.) If they receive 3 suspensions within the summer program, they will be dismissed from Husker Kids' Zone.
  - If a child cannot attend childcare without being a danger to themselves or others, they will be excluded from the program prior to 3 suspensions.
- A behavior note will automatically be given without warning for physical harm of others such as, hitting, kicking, biting, tackling, etc. Kids' Zone has a zero tolerance policy for physical harm.

Husker Kids' Zone will utilize Class Dojo to track progress of each child's day.

Class Dojo uses a point system- good behavior will be rewarded with points, poor behavior will result in the loss of points. Students will be able to redeem their points for prizes weekly. The more points they earn, the better the prize is!

Parents can create a profile on Class Dojo to view their child's progress. Class Dojo also offers direct messaging to staff/parents, as well as the option for staff to send out mass posts to keep parents in the know of happenings. We highly encourage all parents to create an account!!

## **Communication**

Parent/ staff communication is very important to us! Please provide a current email address on the registration form. We will utilize email for mass communication. For direct communication, staff may use email, phone call, texting, or Class Dojo messaging. We may use the SchoolReach phone system for any urgent messages.

## **Miscellaneous**

- A spray sunscreen will be provided and used daily at Kids' Zone during outside time. If you would like to bring your own sunscreen please label it with your child's name.
- Students should bring a water bottle to Kids' Zone each day.
- Personal items are not allowed at Kids' Zone (blankets, toys, electronics, etc.) Students should not have to bring anything aside from a lunch, water bottle, and jacket if needed to Kids' Zone.
- Appropriate hygiene and boundaries are very important with stopping the spread of germs- please work with your child at home on these skills.
- A copy of your child's vaccination records must be on file with the school nurse's office before your child can attend our program.
- Husker Kids' Zone reserves the right to dismiss any child from the program if staff determines that the program cannot meet the needs of the child.
- As a school district that provides childcare, we will provide accommodations and services that are reasonable and necessary to students with an equal opportunity to participate in the program. However, we cannot provide accommodations that would fundamentally alter the nature of a program or place an undue burden on the school district. If accommodations or services are needed to provide care for a child; the child cannot attend until they are in place.



Child's Name	Last	DOB	23/24 Grade

My child needs a field trip shirt (circle one):    No            Yes , Size \_\_\_\_\_

Attendance days per week (circle one):    5            4            3            2            1            drop-in

Schedule (circle):    **Mon-FULL**            **Tues- FULL**            **Wed-FULL**            **Thurs- FULL**            Fri

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Child's Address

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Parent/Guardian 1	Phone Number	Email Address

Address	Employer	Work Phone Number

Parent/Guardian 2	Phone Number	Email Address

Address	Employer	Work Phone Number

Add Parent/Guardian 2 to receive emails and invoices?            Yes            No

Authorized Pickup/ Emergency Contact	Phone Number	Relationship

Authorized Pickup/ Emergency Contact	Phone Number	Relationship

Authorized Pickup/ Emergency Contact

Phone Number

Relationship

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Does your child have any health concerns, allergies, or needs that we should know of? If yes, explain...

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What techniques are helpful when your child is distressed?

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Please initial each box for the following —

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In the event of an emergency I give my permission to Husker Kids' Zone staff to secure medical help. This may include services of the rescue squad to the emergency room of the nearest health facility. In some emergencies this may mean that Husker Kids' Zone staff contacts the local emergency resources before the parent/guardian.

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In the event that Husker Kids' Zone is included in any publicity, I give my permission for my child to be included in pictures, films, newspaper articles, school website, district newsletter, etc.

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My child has permission to watch movies that are rated G or PG at Husker Kids' Zone.

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I give permission for staff to use a shared spray sunscreen on my child.

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In order to participate in any activity or program, I agree to hold harmless Holdingford Area School and Holdingford Community Education, its employees, agents, volunteers, and contractors harmless and I give up any right I have to make claims or lawsuits against them. I acknowledge that this is not an essential service provided by ISD 738 or HCE. I understand and acknowledge that the activities I am about to voluntarily engage in as a participant have certain risks. I understand that these risks known or unknown, anticipated or unanticipated, may result in injury, death, illness, disease, or damage to myself, my property or to other persons or their property. I voluntarily agree and promise to accept and assume all responsibilities and injuries, death, illness, disease, or damage to myself or my property arising from my participation. I am voluntarily participating in activities with knowledge of the dangers and risks involved and no one is forcing me to participate.

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I have read the Husker Kids' Zone Handbook and understand all of the policies.

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Parent/Guardian signature

Date

Date Received (office use only) \_\_\_\_\_

## Auto Pay Information

If you would like to set up autopayments please provide your credit card or bank account information where funds will be drawn from.

\*This information will be shredded once it is entered in our system.

Name on Card

Credit Card Number

Exp. date

CVV

OR

Name on Account

Routing Number

Account Number

Address Line 1 (of account holder)

Please circle whether or not you would like the registration fee pulled from this account at the time of registration.

Yes

No