

# Husker Kids' Zone Parent Handbook

## *2025-2026 School Year*

Holdingford Community Education  
PO Box 250  
Holdingford, MN 56340

Amanda McDonough  
*Community Ed. Director*  
320.746.4465  
[amanda.mcdonough@isd738.org](mailto:amanda.mcdonough@isd738.org)

Becca VanHeel  
*Community Ed. Coordinator*  
320.746.4466  
[becca.vanheel@isd738.org](mailto:becca.vanheel@isd738.org)

Haley Abel  
*Husker Kids' Zone Supervisor*  
320.746.4493 | 320.493.6476  
[kidszone@isd738.org](mailto:kidszone@isd738.org)



## **Welcome to Husker Kids' Zone 2025-2026 School Year Care!**

This program is designed to serve students in grades K-6 in the 2025-2026 school year. Space is limited, priority is on a first come first serve basis. Our contracts will be pick-a-day, meaning you select the days we are open that your child will be attending, and only pay for those days. We will have a maximum number of students allowed daily, if you are on the waitlist you will be contacted if we have open days.

### **Staff**

Amanda McDonough, Community Ed. Director

Becca VanHeel, Community Ed. Coordinator

Haley Abel, Husker Kids' Zone Supervisor

Hired Leads and Assistants

### **Location**

The Husker Kids' Zone classroom is located inside Elementary door 7, the second classroom on the right side. Room number M112.

### **Hours**

Morning Care                      6:45 AM - 8:00 AM

Afternoon Care                    3:00 PM - 5:45 PM

Early Release Days              1:00 PM - 5:45 PM

Non-school Days\*                6:45 AM - 5:45 PM

\*If we do not have at least 10 signed up, we will not be open

Husker Kids' Zone will be closed the following days:

- Friday, November 7
- Thursday, November 27
- Friday, November 28
- Wednesday, December 24
- Thursday, December 25
- Thursday, January 1
- Friday, March 6
- Friday, April 3
- Monday, May 25

### **Fees**

Registration Fee:

- A \$10.00 non-refundable fee per child is due at the time of registration to guarantee your spot for the 2025-26 school year.

Daily Rates:

#### Morning Care

- \$3.50/ day
- Drop in - \$5.00 / day, space permitting. (drop in rates only apply if the date is requested after the calendar closes)

#### Afternoon Care

- \$8.00/ day
- Drop in - \$10.00 / day, space permitting. (drop in rates only apply if the date is requested after the calendar closes)

Field Trip/ Activity Fee:

- \$16.00 per trip/ activity

Non-School Day Fee:

- \$28.00 per day

Early Release Day Fee:

- \$14.00 per day

Finder's Fee:

- \$5.00 per incident
- A finders fee will be charged to your account for the following:
  - If your child is not signed out at the end of the day by the pickup person.
  - If you do not communicate schedule changes with staff. If your child is scheduled to attend Kids' Zone in the afternoon and they don't show up, without notification by a parent or guardian, you will be charged \$5.00.
  - If your child is scheduled to attend a non-school day and they don't show up by 10AM, without notification, you will be charged \$5.00.

Staff will reach out to confirm your child's whereabouts. Please give notice asap of days you know your child will be gone.

Late Pick-Up Fee:

- \$1.00 per minute
  - If your child is here past 5:45PM 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 weekly on Wednesdays, with payment due by the following Monday. If your payment is not received by the due date, a late fee will be applied to your account. Childcare will be suspended if no payments are received for 30 days.

## **Contract/ Invoicing Information**

Pick-a-day contracts allow you to log into your Revtrak account and pick the days your child will be attending each week. You can add/ remove days up until Wednesday prior to the next week. Wednesdays at 8AM, the calendar will close for the following week and you will be invoiced for the days you pick, and you will be responsible for paying for those days regardless of schedule changes. Drop in rates will apply if you add days after the calendar closes for the week, you must reach out to Becca for drop in availability.

Invoices will be sent to the email address of the account holder, there will be an option to add multiple email addresses to receive any emails regarding Kids' Zone and invoices.

Payments can be made online on the Revtrak store by logging into your Parent Portal or you can sign up for auto payment. Auto payments will be made at the time of weekly invoicing.

### **Entering and Leaving**

A parent or guardian must sign their child in if they attend in the morning, and they must sign their child out when picking up. The Chromebook for signing in/out is located inside the Kids' Zone room. If you do not sign your child in/out you will be charged a finder's fee. We 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 to ensure the safety of your child.

### **Release of Children**

Children will only be released to a parent/guardian or those listed as an authorized pickup person. Please list all authorized pick-up people on the registration form and send in a photo for our system. If your child will be picked up by someone not listed on the authorization form, staff must be notified via note, email or phone call. A photo ID must also be presented for the child to be released.

### **No School/ Early Release Day Policy**

If school is not in session for workshop or in-service days, Kids' Zone will be in session. There will be a minimum of 10 students needed to attend in order for Kids' Zone to open. Permission slips will be sent home and need to be filled out for Non-school days, there is not an option to sign up for them on Revtrak. Additional fees apply for these days.

If there is a scheduled early release day from school, Kids' Zone will be open the remainder of the day, these days you can sign up for on Revtrak, additional fees apply.

Husker Kids' Zone will not be open on holidays.

### **Closures/ Weather Related Situations**

If the school has an early dismissal due to severe weather, all children who attend childcare after school must be picked up within 1 hour of school being dismissed.

If school is canceled for the entire day due to weather or emergencies, Husker Kids' Zone will also be closed.

If the school has a delayed start, please pay attention to the notifications sent out stating whether or not there will be AM care.

Please develop an emergency plan with your child. Listen to local radio/TV stations during inclement weather for school cancellations or closures. We will utilize our School Reach phone system to notify you of any cancellations.

## **Bathroom/ Toilet Responsibilities**

Children need to be fully toilet trained in order to enter our program. This means taking care of ALL bathroom needs with no assistance. We understand that accidents happen, please provide an extra set of clothes for your child in case of an accident in the bag we provide to you (pants, shirt, socks, underwear.)

## **Dress Code**

Time will be spent outdoors- it is important that your child is dressed appropriately for indoor and outdoor activities. During the cold winter months please be sure your child has winter gear with them daily. We are not responsible for any lost clothing.

Shoes are required to be worn at all times.

Each student will be given a green Husker Kids' Zone t-shirt, this must be worn if your child attends any field trips.

## **Snack/ Lunch**

A snack and milk is provided daily after school. A morning and afternoon snack and milk is provided on non-school days. Students are allowed to bring snacks from home. Candy is not allowed as a snack option.

If your child is attending a non-school day they must bring a cold lunch from home. The fridge is available to keep lunches cool. We do not allow students to share or trade food.

### **\*\*Microwaves will NOT be available\*\***

In the event that your child does not have lunch, staff will purchase them a lunch, and a \$12.00 fee will be charged. Please let staff know of any dietary restrictions.

## **Medical Emergency/ Illness/ Allergies**

If your child becomes ill at Kids' Zone, staff will contact a parent to arrange early pick-up for your child. Your child will be made as comfortable as possible until a parent comes.

If your child spikes a fever of 100.4°F + or is vomiting while at Kids' Zone, a parent is required to pick-up within an hour of staff contacting them.

No child can attend Kids' Zone if they are running a fever of 100.4°F or higher, they must be fever free without medication before returning to Kids' Zone. If your child has diarrhea or has vomited, please keep them at home for 24 hours after all symptoms are gone.

Children must be on prescription medication for any infectious disease for 24 hours before returning to Kids' Zone.

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.

In the event of an emergency when immediate attention is needed, the staff will call 911, and then immediately contact a parent. After 911 has been called, it is up to the paramedics to decide what to do. If they decide your child needs emergency treatment, they will take the child to the nearest emergency medical facility, and parents/ guardians will be responsible for the medical charges.

If your child should receive a minor injury, they will receive first aid and you will be notified by call/text/email or at pick-up. Staff will provide an injury report with details that will be provided at pick-up, parents should sign it and it will be filed.

If your child has 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 the procedures for responding to an allergic reaction.

## **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 the 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**

After school activities may consist of, but not limited to, free choice, gym time, snack, group games, craft, outside time. Kids' Zone may take field trips on early release or non-school days.

## **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**

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 school year 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 at registration. 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**

- Students should bring an extra set of clothes on the first day (socks, underwear, shirt, pants)
- Personal items (toys, blankets, electronics, trading cards etc.,) are not allowed at Kids' Zone. If your child brings something, the staff will take it and give it to the parent at pickup.
- Appropriate hygiene and boundaries are very important with stopping the spread of germs- please work on these skills with your child at home.
- Kids' Zone may have to close for unforeseen circumstances, if we have to close for any reason you will be notified as soon as possible. If it is a full day closure you will not be charged any fees. If it is a partial day closure your fees will be adjusted to a lower rate.
- 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.
- Helpful links for registration:
  - [https://regwerks.zendesk.com/hc/en-us/article\\_attachments/13841048325015](https://regwerks.zendesk.com/hc/en-us/article_attachments/13841048325015)
  - [https://regwerks.zendesk.com/hc/en-us/article\\_attachments/13841247878167](https://regwerks.zendesk.com/hc/en-us/article_attachments/13841247878167)
  - [https://regwerks.zendesk.com/hc/en-us/article\\_attachments/13840974897047](https://regwerks.zendesk.com/hc/en-us/article_attachments/13840974897047)
  - [https://regwerks.zendesk.com/hc/en-us/article\\_attachments/13840907141527](https://regwerks.zendesk.com/hc/en-us/article_attachments/13840907141527)
  - <https://regwerks.zendesk.com/hc/en-us/categories/13809538117399-For-Your-Customers-Families> (general Revtrak help)