

# **Holdingsford Community Education**

## **Husker Kids' Zone Parent Handbook**

### **Summer 2023**



Holdingsford Community Education PO Box 250 Holdingsford, MN 56340

Kendra Posch, Community Education Director  
320-746-4465 | [Kendra.posch@isd738.org](mailto:Kendra.posch@isd738.org)

Becca VanHeel, Community Education Coordinator  
320-746-4466 | [Becca.vanheel@isd738.org](mailto:Becca.vanheel@isd738.org)

**Megan Asperheim, Husker Kids' Zone Leader**  
**Classroom- 320-746-4493 | Cell- 320-493-6476 | [kidszone@isd738.org](mailto:kidszone@isd738.org)**

Welcome to the Husker Kids' Zone School Age Child Care Program, Summer 2023. Space is limited and priority will be given on a first come first serve basis. You will only be contacted if your child was not accepted into the program. Summer care is planned to start Tuesday, June 6th. The program will end on Wednesday, August 30th. Kids' Zone will also be closed Monday, July 3rd and Tuesday, July 4th.

\*Additional closures may be added due to construction projects or unforeseen circumstances.

### **Staff**

Kendra Posch, Community Education Director

Becca VanHeel, Community Education Coordinator

Megan Asperheim, Husker Kids' Zone Leader

Husker Kids' Zone Assistants

Location: Park by elementary and enter door 7. Childcare will be located in the old preschool rooms.

### **Enrollment Policy**

This program serves children Grades K-6 in the 2022-2023 school year.

### **Hours**

6:45am-5:45pm Monday- Friday (Do not drop your child off before 6:45am. Staff may be there, but they are preparing for the day) Closed July 3 & 4 and the last day of care will be August 30.

\*If your child is at Kids' Zone past 5:45pm, you will be charged \$5.00 for every 10 minutes. If it becomes a habit, then you may be asked to find alternative care. Please be considerate and call and let the staff know if you are running late.

### **Fees**

\*\$10.00 non-refundable family registration fee to ensure your spot for the summer of 2023.

\$105 for 5 days/week

\$88 for 4 days/week

\$69 for 3 days/week

\$48 for 2 days/week

Drop in \$25/day (space permitting)

Additional \$12 per child for field trips/ activities

\***Late Pick- up Fee** - If your child is here past closing time (5:45pm) you will be charged \$5.00 for every additional 10 minutes that they are at Kids/ Zone. You will receive one "grace" day on this policy. If you are continually late, you will be asked to make other arrangements for your child.

\***Finder's Fee** - If your child is scheduled to attend Kids' Zone and does not show up and there is no message from parents, there will be a \$5.00 fee added to your account. Parents must inform Kids' Zone staff of any changes. This is to endure your child's safety.

\***Prepayment** - Prepayment is required for the program. You must pay in advance and keep a positive balance in your account. Payments can be made by check, cash, or online with a credit card. You will be billed one week ahead of time; the first week will be billed at registration.

If payments are missed, the following steps will be taken:

- Verbal reminder to parents by Kids' Zone staff - Note home from Community Ed. Director - If a payment is not made within 1 week from note by Community Ed. Director, your child will be removed from the program.

\***Automatic Payments** - If you would like payments to be charged automatically please reach out to Becca. You will need to provide credit card information or bank account information. Payments will be taken from your account weekly when invoiced.

### **Absent Days (vacation, illness, etc.)**

If your child or children are absent from child care you still need to pay for that time period. (Other arrangements can be made on a case by case basis. Call Community Ed. with concerns regarding schedules.) This will reserve your place with our program and help keep our budget intact. Please notify our providers of day(s) that your child will not be in attendance ahead of time, if possible. Each student will receive vacation days based on their weekly attendance. These are days where your child can be absent and not be charged. For example, if you attend 3 days/week, you will get 3 vacation days in the summer.

If you want to use vacation days you must let Megan or Becca know at least 1 week prior to when they will be gone. Vacation days will not carry over to the school year.

### **Change in Schedule**

Staffing for Kids' Zone is dependent on how many children each day are attending. If there is a change in your child's schedule, please notify Megan at least 24 hours in advance. If you bring your child when they are not scheduled to attend, there may not be room for them to stay at Kids' Zone. We want to be able to accommodate everyone so please communicate with Megan 320-493-6476.

### **Snack**

A snack and milk will be offered two times a day per child (one in the AM and one in the PM). If your child is not at Kids' Zone during snack time they will miss that snack for the day. Students may bring a snack from home but cannot share with other students. Also, if your child has leftover food from lunch- they may have it during afternoon snack. We recommend that students bring water bottles to take outside with them. Kids' Zone is a peanut free zone.

### **Lunch**

Lunch is not provided. Parents should send a bag lunch with their child each day, which may be put into a cooler/fridge. Microwaves will be available to warm food up. Students are not allowed to share their lunch with other students. If you forget to send a lunch, staff will provide one for your child and you will be charged \$10.

### **Entering and Leaving**

You must sign your child in when they arrive in the AM, and out when you pick your child up. Parents/guardians must walk with their child to and from the Kids' Zone room or where the students and staff are. If students are not in the classroom, there will be a sign posted showing the location they are at.

### **Release of Children**

Children will only be released to their parents or people authorized in advance by the parents on the registration form. If a child is to be picked up by someone other than the person(s) stated on the form, written permission from the parents/guardians must be on file.

### **Bathroom/Toilet Responsibilities**

Children need to be fully toilet trained to enter our program. This means taking care of all bathroom needs with NO assistance. Accidents do happen and an extra pair of clothing should be kept in their bag.

### **Dress Code**

Time will be spent outside so it is important that your child dresses appropriately for the weather. Husker Kids' Zone is not responsible for lost clothing. Students may wear sandals, but tennis shoes are recommended for playground and gym activities. Students must wear shoes at all times. Students must wear clothing that would be appropriate to wear to school.

Each child will be asked to bring a spray sunscreen and water bottle that will stay at Kids' Zone with their name on it for them to use.

### **Medical Emergency/Illness**

If your child becomes ill while attending our program they will be made as comfortable as possible until you arrive to pick them up. NO child can attend childcare while ill or with a fever of 100.4 or higher.

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

If your child should receive a minor injury, they will be given first aid and you will be notified when you come to pick up your child.

IF YOUR CHILD HAS THROWN-UP OR HAS DIARRHEA, KEEP THEM HOME FOR 24 HOURS AFTER ALL SYMPTOMS ARE GONE.

IF YOUR CHILD HAS SYMPTOMS CONSISTENT WITH COVID-19 DO NOT SEND THEM TO CHILDCARE AND FOLLOW THE GUIDANCE SHEET.

CHILDREN MUST HAVE BEEN ON PRESCRIPTION MEDICATION FOR ANY INFECTIOUS DISEASES FOR 24 HOURS BEFORE RETURNING TO OUR PROGRAM.

### **Use of Medication**

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

1. Parents are encouraged to schedule medication doses at home when at all 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.
2. A medication form must be entirely completed before any medications will be given out. Please have a written statement from the doctor that must accompany any medications.
3. The medication must be brought in a container labeled by the pharmacy or doctor, not by the parent. Any over the counter medication must be in the original container.

Please discuss any questions or concerns you may have with this policy with the Site Leader (Megan).

### **Program Activities**

The typical day will consist of: choice time, snack, gym games, academic/ipad time, playground/outside, lunch, quiet time/movie, arts/crafts, afternoon snack, free play, outside or gym.

-Kids' Zone will plan bi-weekly field trips throughout the summer. Extra fees will apply to those that attend.

### **Personal Items**

Students may bring a small blanket if they would like for the movie/quiet time. - Husker Kids' Zone is not responsible for any personal toys, games, books, etc. that are brought from home.

Toys from home can only be brought out with permission from staff. If your child does not follow expectations, the toy will be taken away and returned when parents pick the child up.

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

If your child is registered for a Community Ed. or school activity during the time they are at Kids' Zone we will take your child to the activity. You must give staff a written note ahead of time stating the days and times that your child is involved in the program. Staff will escort your child to and from the activity on school grounds. If there are any changes in plans, it is important to call Kids' Zone directly at 320-746-4493

### **Academics**

Time will be spent each day for children to read and/or work on academics appropriate for their grade level. Our hope is for students to retain the knowledge that they gained over the past school year.

### **Program Rules**

We consider Husker Kids' Zone an extension of the classroom. Therefore, the same rules and policies apply as during the school year.

THE HUSKER WAY Student Expectations: - Being Ready - Being Respectful - Being Responsible Every Day, Everywhere

Children will have a clear understanding of the expectations of the program. A copy of the expectations will be posted in the room. Children will know their responsibility to their peers, staff, and the environment. If their choices cause harm or disruption to the group, privileges may be withdrawn and/or parents notified of the choices. Continued disruptive behavior that is affecting other children, staff members, or the program will result in suspension or dismissal from the program.

Physical contact in disciplining a child is avoided unless it is necessary to restrain a child from harming themselves or others.

Appropriate hygiene and boundaries are very important with stopping the spread of germs. Work with your child at home on these skills.

### **Discipline Policy**

Kids' Zone staff will try their best to de-escalate situations by offering the child time away from the group, talking with them, or giving them another safe option.

If there is an incident where a student breaks a rule after a warning was given, Kids' Zone staff will document it and explain what happened to the parents when they pick up their child. If there are three incidents within 30 days (example Sept. 6<sup>th</sup> – Oct. 6<sup>th</sup>) the child will be suspended from the program for 2 days and will still need to pay. A meeting with Kids' Zone staff and the parents may be required before the student returns to the program. In some instances an incident may be documented or a child suspended without warnings or prior incidents. Examples of this are: trying to harm self or others, threats and leaving the premises.

### **Program Dismissal**

Kids' Zone reserves the right to dismiss any child from the program if the staff determines that the program cannot meet the needs of the child.

### **Communication**

Please join our Remind group for any updates or reminders about happenings at Kids' Zone. —

We will also utilize email as a form of communication. Please be sure to provide a current email address on the registration form. We will also use the school reach phone call system to send messages to parents.

**\*\*\* A copy of your child's vaccination records must be turned in to Community Ed. or Husker Kids' Zone staff before they can attend.**





**Does your Child have any health concerns, allergies, or needs that we should know about?**

NO \_\_\_\_\_ YES \_\_\_\_\_ (please explain)

**What Techniques are helpful when your child is distressed?**

- 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.

\_\_\_\_\_  
**Guardian Signature**

\_\_\_\_\_  
**Date**

- In the event the Husker Kids' Zone children are included in any publicity, I give my permission for my children to be included in pictures, films, newspaper articles, school website, district newsletters, etc.

\_\_\_\_\_  
**Guardian Signature**

\_\_\_\_\_  
**Date**

- My Child(ren) has permission to watch movies that are rated G or PG at Husker Kids' Zone

\_\_\_\_\_  
**Guardian Signature**

\_\_\_\_\_  
**Date**

- 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 may have to make claims or lawsuits against them. I acknowledge that this is not an essential service provided by Holdingford Schools and Holdingford Community Education. 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 or 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.

\_\_\_\_\_  
**Guardian Signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Guardian Signature**

\_\_\_\_\_  
**Date**

**Date Received (office use only)**