



St. Michael Catholic School

**Attendance Line: 763-244-4620
kidsclub@stm Catholicschool.org**

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General Information

WELCOME TO KIDS CLUB!

Thank you for choosing Kids Club for your after school and/or summer childcare. The Kids Club program is a safe, respectful place where students will have fun and expand friendships through a variety of creative and physical activities. Kids Club offers students a wide variety of age appropriate activities. Interest centers include arts and crafts, literature, table games, science/nature, computer center, and active indoor/outdoor areas.

SUMMER PROGRAM

The summer program is offered to children who are entering Kindergarten and will be 5 years of age by Sept. 1 through children that have completed 6th grade (entering 7th grade the following year).

Kids Club has two groups during the summer; a Kindergarten-Third grade group and Fourth through Seventh Grade group. These groups are based on the grade your child would be in the following school year. The summer program begins approximately 3 days after the school year ends and concludes approximately one week prior to the start of the school year.

SCHOOL YEAR PROGRAM

The Kids Club school age program is offered for children who are in Kindergarten through 8th grade. School year program begins the first day of school and concludes at the end of each school year.

LOCATIONS OF KIDS CLUB PROGRAM

Kids Club can be located at:

- St. Michael Catholic School, 14 Main Street North, St. Michael, MN.
- St. Michael Catholic Preschool Building, St. Michael, MN

GENERAL INFORMATION

Kids Club hours of operation during the school year are Monday through Friday from after school until 6:00 pm. Kids Club is open from 7:15 am to 5:30 pm during the summer months. Normal weekly tuition is not charged on days Kids Club is closed.

SUMMER REGISTRATION

Priority will be given to families that are currently registered for Kids Club and families that participated in Kids Club the previous summer, then parish and school families, followed by opening to families in the community as space allows. The dates of registration will be determined after the first of the year by the Kids Club Coordinator.

SCHOOL YEAR REGISTRATION

Priority will be given to families that are currently registered for Kids Club and families that participated in Kids Club the previous school year, then parish and school families, followed by opening to families in the community as space allows. The dates of registration will be determined after the first of the year by the Kids Club Coordinator.

General Information

KIDS CLUB CALENDAR

Due to low interest on no school days, Kids Club will be closed when school is not in session. No care will be available on no school days and weekly tuition rates will be prorated. We will follow the STMCS school schedule.

STAFF

The primary concern of our staff is the safety, development and happiness of each student. All staff are Parish Employees and have background checks prior to hiring. Kids Club uses student/staff ratio of 15 students to 1 staff member. Children/staff ratios are usually lowered on field trips.

SPECIAL NEEDS

Notify us of your child's needs prior to enrollment (EBD, 504, IEP, ext.). A meeting may be necessary to determine how/if we can meet the child's special needs. Enrollment may be delayed until appropriate arrangements/staffing is secured or denied if appropriate arrangements/staffing is not available. Students that register with special needs and have not notified the Kids Club Coordinator before enrolling can be dismissed from the program if their needs can not be met by Kids Club.

DAILY SIGN IN/OUT

Each parent or authorized person must have verbal contact with a staff and must sign the child in/out daily. PLEASE DO NOT DROP YOUR CHILD OFF AT THE DOOR.

PICK UP AUTHORIZATION

Children will only be released to those listed on the emergency form under parent/guardian or listed as an emergency contact. If a child is to be released to anyone other than the people listed; a written note, fax, or email authorizing pick up must be received prior to pick up time. An authorized person must be at least 13 years of age or older and will be required to show identification.

General Information

ACCESS CARDS

Kids Club registered families will be issued up to 2 security cards for access to the Kids Club entrance. Each card is coded specifically to your family. Access cards will only allow you to enter Door D during Kids Club hours. Please do not write Kids Club or St. Michael Catholic School anywhere on the card(s). Sharing or transfer of an access card to anyone other than authorized persons for child pick up is strictly prohibited. **Replacement cards will be issued at \$10.00 for each replacement card.** Replacement cards will be issued within three business days following the request. Payment is due at the time of receiving the replacement card.

COURT ORDERS

Kids Club will not be involved in custody disputes between parents. In cases where one parent has sole custody, Kids Club must have proof (in the form of a copy) of the court order that outlines both custody and visitation. In the case of a restraining/protection order, Kids Club requires a copy of the order as proof. Once proof is provided Kids Club will follow the court order until further documentation is provided. If Kids Club does not have a copy of a court order on file, we will have no choice but to allow either parent to pick up their child(ren). Proper ID will be required.

CHANGE OF INFORMATION

Please notify Kids Club immediately of any change in work, cell, or home telephone numbers for families and emergency contacts.

CHILD PROTECTION

We are mandated by law to report all suspected physical, emotional, sexual abuse and/or neglect of children.

ACTIVITIES

If your child will be attending classes/events through Community Education, FYCC, school, sports clubs, church, etc., please email the Kids Club Coordinator. Kids Club will not transport or walk children to/from an activity. It is the parents' responsibility to arrange transportation. If an activity conflicts with a Kids Club field trip, you must decide if your child will attend the field trip or the activity. Your child cannot remain at the Kids Club site.

TRANSPORTATION

Transportation to/from Kids Club is the parent/guardian's responsibility. Transportation in staff vehicles is limited to emergencies only and staff will do their best to receive parent consent. Don's Bus Service of Albertville will be contracted to provide Kids Club with transportation for field trips.

SUNSCREEN

Kids Club will supply sunscreen during the summer. Parents may provide sunscreen for the summer if they would like a certain kind for their child. Children are responsible for applying their own sunscreen with supervision from the staff. If a parent DOES NOT want their child to apply sunscreen, a written statement must be given to the staff.

General Information

TOYS

Please do not bring toys from home to Kids Club unless a special day has been designated. Kids Club provides a wide variety of toys for group and individual play.

TV/COMPUTER POLICY

Use of TV and movie viewing is up to the discretion of Kids Club. Movies will be rated G or PG only. Students may have access to the internet during computer time. However, students will be supervised and students will need to follow school policy. Students not following the school technology policy will have consequences as outlined in the school policy. Please let the Kids Club Coordinator know if you would like to review this policy.

CELL PHONES, IPODS and CAMERA'S

Students are not allowed to use cell phones, iPods or cameras during Kids Club. These items should be kept at home. If a child uses a cell phone, iPod or camera during Kids Club, it will be confiscated and returned to the parent/guardian.

During the summer months, students might have opportunities to have personal technology at Kids Club. These items should be kept in their backpacks/bags until the designated time set by staff. Kids Club accepts no responsibility for lost or stolen items. If students bring these items, they do so at their own risk realizing that something could happen to them.

LUNCH/SNACK

During the school year a light snack will be provided each day. During the summer and non-school days a light snack will be provided in the morning and afternoon. Students may bring in their own snack but please keep them peanut free.

In the summer we have a hot and cold lunch program provided for no additional cost to families.

APPAREL/DRESS

- Children must be prepared to go outdoors everyday unless temperature or weather prohibits. Children are required to have a coat, snow pants, boots, hat, and/or mittens to play outside during the winter.
- Please label all items.
- Tennis shoes are required for play in the gym.
- On field trips, "flip flip" sandals are **NOT** allowed. Please watch the calendar for special events that require specific attire.

Financial information

PAYMENY SCHEDULE

Kids Club payments are due weekly on Fridays for the upcoming week. Pre-payment is required and is non-refundable. Kids Club accepts electronic payment, personal checks, cash and money orders. Checks should be made payable to **St. Michael Catholic School** with Kids Club and dates of attendance written in the memo line. The **Electronic payment** option is encouraged. Please see the Kids Club Coordinator for form. Electronic Payments are processed weekly on Fridays. Families will be charged as indicated on their registration form. During the school year payment is expected for all days your child(ren) are registered whether or not they attend Kids Club on their scheduled day(s). During the Summer those families that sign up for our 4-5 day option will receive vacations days based on their set schedule. A two week written notice must be emailed to the Kids Club Coordinator when using a vacation day. Tuition will be prorated when using a vacation day(s) for the week the child(ren) are absent.

LATE PAYMENTS

There is a \$10.00 fee assessed for all late payments. Payments received after 6:00 pm on the designated Fridays are considered late (5:30 on Friday during summer program). No Kids Club account is allowed to be more than one week past due. After one week of past due status, your child(ren) will not be allowed to attend Kids Club, although the standard weekly fees will continue to be incurred. Your child(ren)'s spot will be held for one week. If the account is not paid in full, your family may be dismissed from Kids Club and all past fees will be expected within 30 days. Outstanding accounts are turned over to a collection agency and parents will be responsible for all costs related to collections, including legal fees.

If payment is received late more then three times in one year of Kids Club you will be require to sign up for electronic payment starting the following week of the third late payment. Your family would remain on electronic payments while attending Kids Club there after. Late payments will be tracked by the Kids Club coordinator.

RECIEPTS

A receipt will be given to families at the end of the calendar year for tax purposes. Families may request a receipt on a monthly basis by emailing the Kids Club coordinator.

INSUFFICIENT FUNDS

Payments returned for insufficient funds will be subject to a \$30.00 handling fee. Childcare will not be provided if NSF are not properly paid.

ADD A DAY

There is a 24-hour notice required for adding extra care not already scheduled. This option is based on space availability. Please contact the Kids Club coordinator if you are in need of adding a day. You will be charged the Drop in rate as outlined on the registration form. Drop in care for those that are not registered for Kids Club will be considered on an individual basis by the Kids Club Coordinator/School Programs Director.

Financial information

FINANCIAL ASSISTANCE

Please contact the School Programs Director or Kids Club Coordinator for additional information regarding financial assistance from the county or state.

WITHDRAWAL FROM PROGRAM OR CHANGE IN CONTRACT

A two-week **written** notice is required to withdraw or permanently change your child(ren)'s weekly schedule. Schedule changes will be approved as space allows and families will see a change in their weekly rate amount when the permanent change take affect. Verbal notification is NOT sufficient; all change requests must be emailed to the Kids Club Coordinator at kidsclub@stm Catholicschool.org.

ABSENCE/SICK DAYS

No refunds or credits are offered for student absences. If your child will not be attending Kids Club, please call Kids Club to notify staff. If your child is absent from school, he/she may NOT attend Kids Club that day.

LATE PICK UP

Children must be picked up by 6:00 pm (5:30 during summer program). If families have an emergency and will be late, please notify Kids Club immediately. A late pick up fee will be charged as listed below. If a family is continuously late, they will be dismissed from the program. If Kids Club has not been notified of a late pick up, and you or your contacts listed on the emergency form cannot be reached, the police may be called to pick up your child(ren). You will know that you have arrived after 6:00 if your security card will not allow access to the building. The clock in the sign out area or a cell phone will determine the time of your late arrival.

- Pick Up Between 6:01 and 6:15 pm: \$1.00 Per Minute Per Family
 - 5:31 and 5:45 pm during the summer program
- Pick Up After 6:15 pm: An Additional \$2.00 Per Minute Per Family
 - After 5:45 pm during the summer program

School Closing Information

SCHOOL CLOSING/EARLY CLOSING

Parents should listen to WCCO 830AM or watch KARE 11/Fox 9 for information regarding emergency closings.

If St. Michael Catholic School is **closed before the start of the school day**, Kids Club will also be closed on that day and parents will have a rate adjustment on their account.

If St. Michael Catholic School **closes during the school day**, students that are scheduled to attend Kids Club on that day may still attend Kids Club. Kids Club will remain open for two hours after school is released. Kids Club reserves the right to close earlier if weather is severe and parents will be notified.

DELAYED START

If school is delayed 2 hours it will not affect Kids Club.

Medical & Illness Information

INSURANCE

Medical/Dental insurance coverage for children is the responsibility of the parent/guardian.

ACCIDENTS/MEDICAL EMERGENCIES

Minor Accidents:

If a minor accident occurs, Kids Club staff will perform first aid as needed. Families will be notified either at pick up or by phone.

Serious Accidents/Medical Emergencies:

In the event of an emergency or accident requiring medical attention, Kids Club will call 911 and immediately thereafter notify the child's parent/guardian and/or doctor to allow the child to receive necessary medical or dental treatment. Paramedics or attending medical staff will decide on the appropriate course of action. If it is determined that a child needs emergency treatment, the child will be transported to the closest medical facility. The parent/guardian will be responsible for all medical expenses incurred.

MEDICATION

If any medication needs to be administered during Kids Club please see the Medical Form from either the Kids Club Coordinator or it can be found online at <http://www.stmcatholicschool.org/kids-club/>.

ILLNESS

Children with the following symptoms/conditions may be communicable and cannot attend Kids Club until symptoms have subsided, the recommended treatment has been initiated, and the exclusion time has passed:

- Fever of 100 Degrees or Higher – Child may not attend Kids Club until 24 hours after the temperature returns to normal without medication.
- Vomiting or Diarrhea – Child may not attend Kids Club until 24 hours after the last episode of vomiting or diarrhea.
- Conjunctivitis (pink eye) – If you child is diagnosed with bacterial conjunctivitis, he or she may return to Kids Club once antibiotic treatment has started; unless they are not able to keep their hands away from eyes and pose a risk to other students.
- Strep Throat, Impetigo, Ringworm, Scabies, – Child may not attend Kids Club until at least 24 hours after treatment has been initiated.
- Lice – He/She cannot return to Kids Club until all lice are dead and ALL nits are removed.
- Undiagnosed Rash Associated with Fever or Behavior Change – Child may not attend Kids Club until a consultation with a physician has been completed to ensure the rash is not communicable.

Families must notify Kids Club of any communicable diseases. After a communicable disease has been reported, Kids Club families may be notified of the disease and/or a notice may be posted.

Behavior Expectations Information

KIDS CLUB EXPECTATIONS

All students are expected to respect themselves, other students, and staff; accept individual differences; accept the consequences for their actions; let staff know of their needs; and respect all property.

WEAPONS

Kids Club does not allow or tolerate weapons; toy weapons (either look alike or real – i.e. squirt guns, play guns, “weapons” constructed with building blocks, etc.); or the use of any instrument to threaten another child or staff member. A student violating this policy may be subject to suspension or dismissal from Kids Club.

SCHOOL SUSPENSION

Students suspended from St. Michael Catholic School or their school may not attend Kids Club while suspended.

INAPPROPRIATE/HARMFUL BEHAVIOR

Behavior which is inappropriate and/or harmful includes, but is not limited to:

- Behavior which directly or indirectly threatens others including any form of aggression such as hitting, pushing, spitting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behavior which intentionally causes destruction or misuse of property and equipment.
- Behavior that threatens the safety of students or staff.
- Behavior demonstrating lack of self-control (i.e. anger, blatant disrespect or refusal to follow directions of staff, etc.), and/or leaving the group or program area without staff approval.
- Behavior which may be perceived as sexual harassment or intimidation (i.e. verbal language, gestures, physical contact, etc.).

Behavior Intervention

Strategies include but not limited to.....

- Verbal warnings/loss of privileges
- Take a break
- Verbal communication to parent/guardian
- Written parent/guardian notification of situations (“FYIs” for minor occurrences)
- Conference with parents/guardian

If the behavior threatens the safety of the children or staff then an immediate suspension may be warranted and parents will be called to pick up their child. Depending on the severity and frequency of the behavior, Kids Club reserves the right to suspend or dismiss a child from the program at any time.

Payment during suspension or termination

Families that have a child suspended from Kids Club are required to pay their regular weekly rate during the time their child is suspended from Kids Club.

Field Trips Information/Summer

PERMISSION FORM FOR FIELD TRIPS DURING THE SUMMER

Kids Club will provide a separate field trip permission slip during the summer program that must be filled out by all families with their registration paperwork for summer.

FIELD TRIP PROCEDURES

Kids Club will provide opportunities for students to experience many facets of the Twin Cities and surrounding communities. Students will be transported by bus or walk to nearby locations. Parents/guardians will be notified in advance of field trip dates, destinations, and departure/return times. Kids Club reserves the right to cancel any field trip.

* NOTE: Students will not be given a second chance for unsafe behavior on field trips. Parents will be called if Kids Club staff feels the safety of others is jeopardized.

- **Students may not stay back on site instead of attending a field trip.** All staff is needed on the field trip. Kids Club will not provide care on site if a parent/guardian brings their child after Kids Club has left for the field trip. However, parents/guardians may bring their child to the field trip destination.
- If a student demonstrates behaviors that would make the field trip unsafe for him/herself or others, the parent/guardian will be contacted to pick up their child immediately.
- Prior to departure Kids Club staff will discuss expectations and guidelines with students.
- Students **MUST** wear their Kids Club t-shirt on ALL field trips during the summer program, unless indicated on the Peek of Week.
- Students must arrive 15 minutes prior to departure of the field trips or they miss important information about the day.
- Attendance will be taken before departure from Kids Club, during the field trip and before departure from the field trip location.
- Students must follow all bus rules and policies or consequences will be given as outlined in the behavior expectation section of the handbook.
- No money is allowed on a field trip unless the coordinator gives prior approval.
- Students must notify Kids Club staff prior to using the restroom. When possible, students will go to the restroom as a group. Kids Club will use the buddy system as appropriate.

Beach & Swimming Policies

- Kids Club will swim only with lifeguards on duty.
- * Staff to children ratio will be approximately 1:6 depending on the age of students.
- Sunscreen will be applied while at the beach.
- Buddy checks will be done while swimming.
- Shoes must be worn at all times during field trips except when in the water.
- Children must stay within identified boundaries at all times.
- Kids Club staff and children will leave at indication of bad weather.
- Kids Club staff will be in the water while children are swimming.
- Students are expected to be courteous to others all the time.