

# Kidstime



School Age Child Care

After-School & Summer Programs

## Parent Handbook

**September 2021**

Lac qui Parle Community Education

MMN Elementary School

316 4<sup>th</sup> Street Madison, MN 56256

**Sandi Buer, Program Coordinator (320) 598-7528**

[sbuer@lqpv.org](mailto:sbuer@lqpv.org)

## Location/Hours of Operation

**Welcome to Kidstime!** To assist you in learning about the program, this handbook is for you to read and use as a guide and resource throughout the year. If you have any specific questions after reading through the handbook, please call or e-mail Sandi Buer, Program Coordinator at 320-598-7528 or sbuer@lqpv.org

### Location:

Kidstime is located in the MMN Elementary School, 316 4<sup>th</sup> Street, Madison, MN. Our main area is found by the cafeteria (please use the north parking lot entrance.) We also utilize the gym, cafeteria, and playground throughout the year.

### Hours of Operation:

**After-School Program:** school days, 3:10 p.m. - 6:00 p.m.

**\*\*We follow the MMN Elementary school calendar. Therefore, if school is closed or cancels for any reason, so does Kidstime.** Please listen for school announcements on Q92.1 FM, or sign up for School Messenger through lqpv.org.

**Summer Program:** Monday-Friday, 7:30 a.m. - 5:30 p.m. Closed Fourth of July week, and the last two weeks before school starts.

**\*NOTE: Kidstime will be open on early out (Q Comp) days.**

The dates are provided below:

- Friday, September 10<sup>th</sup>
- Friday, November 5<sup>th</sup>
- Wednesday, November 24<sup>th</sup>
- Thursday, December 23<sup>rd</sup>

**\*\*Note: In order for us to fully operate on Q-Comp early out days or summer program days, Kidstime will need to have a minimum of 10 participants participating per day.**

## General Information

### Kidstime Goals:

- \*To provide a Community - based program to serve families with school-age children.
- \*To encourage friendship, responsibility and independence through crafts, sports, free-time and intergenerational activities.
- \*To help each child discover his/her own self-worth, self-esteem and encourage its growth.

### Dress:

Kidstime is a place for your child to relax and have a good time. Please make sure that your child wears clothes that are comfortable and can be soiled. You may send a change of clothing to keep at Kidstime in case of need. We will be doing "messy" projects and will be outdoors when weather permits. We prefer children to wear appropriate clothes for the season (coats, snow pants, mittens, hats, boots, etc.). Snow pants, ear and hand protection are recommended.

### Parent Participation:

We encourage parents to visit our program anytime. Your input and ideas are always welcome.

### Donations:

The Kidstime Program is always in need of equipment, games and craft supplies. Please contact or drop off any donations at the MMN Elementary Office or Kidstime.

### After-School Program:

Our after-school program is currently open from 3:10p.m. to 6:00p.m., Monday-Friday and follows the school calendar. Again, we follow the MMN School calendar, so if there is no school, there is no Kidstime.

### Summer Program:

We have a very successful summer program and anticipate a summer program again next year. Our hours are 7:30a.m. - 5:30p.m., Monday-Friday. Closed Fourth of July week and the last 2 weeks before school opens. More information will be available in the spring.

### Ratio:

Kidstime will try to maintain a 10 students to 1 staff ratio at all time.

### After School Snacks:

Snacks will be served after school at no additional cost.

# Rules/Discipline

## Kidstime Rules:

The rules that are to be followed by your child while at Kidstime, are clearly posted and will be enforced.

These rules are; 1. Listen to Kidstime staff

2. Use inside voices

3. Treat others like you want to be treated. No teasing or name calling,  
use good words, share toys, play together, play safe & be a good sport

4. Keep hands and feet to yourself

5. No arguing with staff or with Kidstime friends

6. No candy, pop, donuts etc. allowed unless you have enough to share with everyone

## Discipline Policy:

Discipline is based on the worth and dignity of each child. The staff member's role is one of a strong leader helping the students grow toward self-discipline.

When inappropriate behavior is exhibited, we will be implementing a "3 Strike Rule." We have put this in place to ensure all students are being treated the same and that the other children around them are not being affected by others bad behavior. It is very important for us to make sure everyone's child is safe and respectful towards both the staff and other children within the Kidstime program. The system has been laid out below:

- **Strike One:** This will occur when there are any issues with a child's behavior. We will ask the child to take a walk to get a drink of water just to remove themselves for a minute or two. This is not a time out, but a time to think.
- **Strike Two:** This will occur when we have to pull the child aside and talk with him/her.
- **Strike Three:** This will occur when we have to make a phone call to the parent. At this time the parent will have to come get their child and that child will be prohibited from coming back to Kidstime the following day as well.

Recurring problems will be discussed with parents to obtain a possible solution. If the problem persists, a child may be suspended from the program for one to five days. After the first suspension, continued inappropriate behaviors will result in removal of the child from the program permanently.

## Illness/Medical Policies

### In case of Illness:

If a child becomes ill while attending Kidstime, parents will be notified and asked to make arrangements to have your child picked up as soon as possible. Children will be secluded in a quiet area until the authorized person arrives. **If a child has been vomiting or has a fever prior to coming to Kidstime, please DO NOT send them to the program.**

### Contagious Diseases:

If your child becomes ill with a contagious disease such as pink eye, impetigo, strep throat, chicken pox, head lice, etc. the Kidstime program coordinator must be notified immediately. Kidstime follows the same policy the school district has established for the various diseases.

### Doctor's Excuses/Outdoor Play:

Kidstime maintains a ratio of one staff person to ten children, and therefore we **cannot** keep children indoors or removed from the rest of the group due to illness. If your child is unable to participate in our daily routine or outdoor play, you must make other arrangements for your child.

### Emergencies:

The Kidstime program will take whatever emergency measures are judged necessary for the care and protection of your child while they are under our supervision. In case of a medical emergency your child will be transported to an appropriate medical facility by the local emergency resources before the parents, the child's physician and or other adults acting on the parent's behalf, are notified. **Any expenses incurred in emergency care will be the responsibility of the child's family.** (Additional school insurance is available.)

### Special Medications:

If a child is taking any prescribed medications that need to be administered during their Kidstime hours, parents must submit to us the appropriate forms completed by a physician. The medication must also be submitted to us in its original pharmacy container, with child's name and instructions printed in its original form. Also, making sure date has not expired. Prescription forms are available from the program coordinator.

### Immunization Records:

**We will need a copy of updated Immunization Records for all children attending Kidstime. Please turn in these records with your registration forms.**

## Registration/Attendance Policy

### Registration:

Kidstime requires that all children **must** be registered in order to participate. You are eligible to register at any time during the year. **Registration forms are available at the MMN Elementary Office or at Kidstime. Each child must re-register every school year and/or summer.**

### Attendance Policy:

**After School:** Parents with children who will be attending the program are responsible for filling out a monthly "Contract Calendar" each month. **If calendar is not filled out, you will be charged as a "drop-in" each day, until your calendar is turned in.** Once your calendar is filled out, you will be obligated to pay for those days **whether your child is present or not.** On days when your child will not attend Kidstime because of a change in your schedule, please notify us through a phone call to the school office at **1-320-598-7528** or an e-mail to Sandi at **sbuer@lqpv.org**. By us knowing that your schedule has changed, it will prevent us from looking & making unnecessary phone calls. If there is no notification, we will charge you a penalty of \$5 for each occurrence.

### Drop-Ins:

Drop-ins are always welcome at Kidstime. All drop-ins must be pre-registered **before** attending Kidstime. Drop-ins will be charged at drop-in rate.

### Penalty Fees:

Kidstime closes at 6:00 p.m. during the school year and 5:30 p.m. during summer hours, M-F. A LATE FEE of \$10.00 will be charged for every 10 minutes, per child, after closing time.

### Release of Children:

Kidstime staff will not release children to anyone who is not listed on the registration forms "authorized to pick up your child". It is imperative that anyone who will be picking up a child be listed on that child's registration form. Kidstime staff must be notified in writing if someone other than an authorized person is picking up your child from the program.

After School program: Parents are expected to pick up their child. There will be no exceptions, such as walking home or biking home.

## Activities/Daily Schedules

Kidstime will provide many activities for your child which will include: arts and crafts, cooking, creative activities, homework help, field trips, music, life skills, physical activities and quiet activities. You child will be able to choose most of the activities that they participate in.

### Summer Activities:

If your child will be attending Summer Rec or a YAP activity, a detailed written calendar of each activity will be required. We will make sure your child gets to their "in-school" Summer Rec activity or to the door to wait for their scheduled city bus pick up. If your child will be riding their bike to and from activities, we will need a signed permission form to do so.

### Transportation:

The city bus is available by purchasing a pass & setting up a schedule with dispatch. Parents are responsible for setting this up & for cancelling bus when needed. This is not up to Kidstime staff.

### After-School Program

3:10 p.m. Physical Activity  
3:45 p.m. Snack  
4:00 p.m. Homework/Free Time  
5:00 p.m. Free Time/Activity  
6:00 p.m. Program Closes

### Summer Program

7:30 a.m. Program Opens-Free Time  
8:30 a.m. Morning Snack  
8:45 a.m. Free Time  
10:00 a.m. Physical Activity  
11:45 a.m. Lunch  
12:30 p.m. Quiet Reading Time  
1:00 p.m. Free Time  
2:00 p.m. Physical Activity  
2:45 p.m. Snack  
3:00 p.m. Movie/cool down  
5:30 p.m. Close

### Community Education Policy Statement

The LqPV Community Education Department does not provide accident insurance for participants in any of its programs/activities. Participants assume all inherent risk of injury resulting from their involvement in programs or activities. Participants, upon payment of activity/program fee, give consent to the use of any photographs taken by Community Ed, its employees, agents and elected officials, and such photographs shall become the property of Community Ed. Participants are not entitled to compensation of any kind for such photographs

## Billing Fees Effective September 1<sup>st</sup>, 2021

### After School:

Contracted Monthly (calendar must be filled out)	\$140/month (per child)
Drop-ins/Non-Contracted	\$10/day (per child)

### Summer Program:

Contracted Weeks	\$150/week (per child)
Drop-ins	\$35 per day (per child)

Q-Comp Early Outs:	Included with Monthly Contracts
.	\$20/child (non-contracted families)

***\*If you are late to pick up your child after closing time, you will be charged \$10.00 for every 10 minutes that you are late. Please be on time.***

### Meal Fees:

After School Snacks:	No Charge
Summer Program:	Summer Meal Program (fees will be determined if no meal program is available)

\*Prices subject to change

### Billing:

Billing once a month, except for June (2x/month). Payments due upon receipt.

### Fee Assistance:

Fee assistance is available through Lac qui Parle Community Education supported by local agencies and individuals and through Lac qui Parle Family Services. A sliding fee scale will be set up according to your income. You are encouraged to call Community Education toll free at 698-3738 or 1-877-899-4153, or call Family Services at (320)598-7594



# Kidstime Enrollment Form

Family Name \_\_\_\_\_ Date of Registration \_\_\_\_\_

Child #1 Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M or F

Child # 2 Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M or F

Child #3 Name \_\_\_\_\_ Date of birth \_\_\_\_\_ M or F

## **Parents/Guardians whom child resides:**

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ Cell phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ Cell phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

## **Person responsible for payment (if different from above):**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Employer \_\_\_\_\_

## **Other children in the family not enrolled in our program:**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ M or F

Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ M or F

# Authorization for Emergency Medical Care

It is important that the after school care provider be able to act quickly and responsibly in the event of a medical emergency involving your child. Every reasonable effort will be made to reach you in the event of a medical emergency, but should the care provider be unable to reach you, it is imperative that they still be able to seek emergency medical treatment for your child.

**I hereby authorize emergency medical care for my child** \_\_\_\_\_

During attendance at the Kidstime program if, in the judgment of the staff, treatment is required for any injury or illness. I hereby also authorize the administering of anesthetics and recourse to other procedures deemed necessary by the attending physician.

The **hospital** of my choice is \_\_\_\_\_ Phone # \_\_\_\_\_

**Physician** of my choice is Dr. \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that **I am financially responsible for any expenses for medical treatment** or transportation to a care center, incurred on my child's behalf.

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

## **Special Information:**

My child is **allergic to** the following medications, anesthetics and foods

\_\_\_\_\_

Does the child have any **physical condition** that we should be aware of?

\_\_\_\_\_

Does your child require **special attention, medication, or routines** that we should be aware of?

\_\_\_\_\_

If **medications are to be administered** by Kidstime Staff, please give special instructions

\_\_\_\_\_

**I give Kidstime Staff permission to administer medication of** \_\_\_\_\_,

to (child's name) \_\_\_\_\_ at \_\_\_\_\_ am or pm (circle one)

**Signed by** \_\_\_\_\_ **on the date of** \_\_\_\_\_

## Emergency Contacts/Authorization for Pick Up

**Emergency Numbers:** Please give the names, addresses, and phone numbers of three people that may be notified in case of emergency or illness, when parents or guardians are not available to be reached. These people should live in the LqPV area if possible.

### **Emergency Contacts & Persons Authorized to Pick Up Child Other Than Above:**

\*Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_

\*Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_

\*Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_

\*Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Any changes in this list must be received from you in writing.

### **Persons NOT Authorized to Pick Up Child**

1. \_\_\_\_\_ Relationship to child \_\_\_\_\_

2. \_\_\_\_\_ Relationship to child \_\_\_\_\_

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

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# Permission and Releases

## Kidstime After School/Summer Program

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

### Liability Waiver

In consideration of my child being permitted to participate in the Madison-Marietta-Nassau School Age Child Care Program, I agree to release, hold harmless and indemnify District #2853 and any and all other organizations of whatever connection and all claims, demands, costs, losses and expenses which I, my heirs and personal representatives may have arising out of his/her participation in SACC or through the use of any and all facilities connected herewith.

I understand that every possible precaution will be exercised to assure the safety and welfare of my child. I also understand that the school and an authorized agent shall not be responsible, financially nor otherwise, should an accident occur.

Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Field Trip Permission

Field trips will be planned from time to time as part of the activities of the Madison-Marietta-Nassau School Age Child Care Program. This will entail walking to nearby parks, playgrounds, stores, etc. Visitations involving busing will also be planned. My child has permission to participate in the Kidstime field trips.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Sunscreen Application

If I want my child to wear sunscreen, I will supply a spray bottle of sunscreen for Kidstime staff to assist in helping my child to be protected by sun exposure. If my child is able to apply this by themselves, they may do so. If I supply my child with sunscreen lotion, my child will apply this themselves.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Publicity Permission

In the event that Kidstime children are included in any newspaper, radio, television publicity, or Facebook, I give my permission for my child to be included in the pictures, etc.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Information Exchange

I, \_\_\_\_\_, hereby give my consent to exchange of information between Independent School District #2853, Special Services and Madison-Marietta-Nassau School Age Child Care staff whenever such exchange would better enable either party to meet my child's needs.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Policy Agreement

I recognize my responsibility to respect the rules of the Madison-Marietta-Nassau SACC Program, as well as my responsibility to help my child respect the rules needed to provide a positive experience for all participants.

I agree to be responsible for knowing the contents of the parent manual, to pay the agreed upon fee on time and to be responsible for any damages my child might cause while participation in the Madison-Marietta-Nassau SACC Program.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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