

# **BARNESVILLE KIDS CLUB 2023-24 HANDBOOK BEFORE AND AFTER SCHOOL CHILD CARE**

Barnesville Kids Club (Before and After School Enrichment) exists to provide a safe, supervised place for children enrolled in the Senior Preschool classes through sixth grade to learn new skills and develop resourcefulness, responsibility, and reliability

## **GOALS**

The goals of the program are:

1. To prevent children from becoming involved in unsafe activities by supervising them while parents are at work.
2. To provide a positive learning environment where the children can learn to interact with each other and adults.
3. To keep the children physically, mentally, emotionally, and socially active.

## **LOCATION**

Barnesville Elementary School: 310 5th St SE. The program will be in the Cafeteria during the school year. Parents and students can access the building using door #4 with a FOB that they will receive the first week of childcare.

## **HOURS OF OPERATION**

Before School: 6:30-8:00 am

After School: 3:00-5:45 pm

## **LICENSE EXEMPT PROVIDER**

Kids Club is exempt from the Department of Human Services Licensing. This exemption falls under Minnesota Statute, section 245A.03, subd. 2: Child care operated by a school, YMCA, YWCA or JCC whose primary purpose is to provide child care to school age children.

## **REGISTRATION PROCEDURE**

Fill out an online registration form for each of your students. Please use this link when registering with the Brightwheel program. [https://schools.mybrightwheel.com/sign-in?redirect\\_path=forms/a24b0fbd-78c0-4988-90ad-f28354152ae5/self-service](https://schools.mybrightwheel.com/sign-in?redirect_path=forms/a24b0fbd-78c0-4988-90ad-f28354152ae5/self-service). Once we receive the online registration, we will look through the information and either approve it or send it back to you to make changes. Once it is approved, we will send you an invoice for the Registration Fee and the first week's tuition. Once we receive the registration fee, your child will be guaranteed a spot in the Kids Club program for the 2023-24 school year.

## **COMMITMENT FORMS**

Families are required to complete the weekly Commitment Form that the Directors will send out/ hand out each week. The commitment form is a form that parents complete that informs Kids Club when your child/ren will be there and allow us to schedule staff and plan activities. Filling out the Commitment Form does NOT have to do with what you pay but merely to make sure we have adequate staffing and to know what day your child/ren are attending.

Parents give their Commitment Forms 2 weeks in advance. The Schedules are due on Monday at 8:00 a.m. to the Program Leader two weeks in advance. Example: parents will give schedule to Program Leader on September 11 by 8:00 a.m. for the week of September 25.

## **HOLIDAYS AND NO SCHOOL DAYS**

Kids Club will **NOT** be open on days when school is not in session including Oct. 19 & 20– MEA; Nov. 17-No School; Nov. 22 –out early; Nov. 23 & 24-Thanksgiving; Dec. 22-out early; Dec. 25, 26, 27, 28, 29 & Jan. 1-Christmas; Jan. 15-Martin Luther King; Feb. 19-President's Day; Mar. 29 & April 1-Easter Break and any day that it storms or school is canceled due to other unforeseen circumstances. We will not charge for

## **REGISTRATION FEE**

A registration fee of \$30 is due for each child at the beginning of the school year.

## **WEEKLY FEE**

We will be charging a daily rate this year. The morning rate will be \$5 per day and the Afterschool rate will be \$9 per day. This rate will be charged no matter what time your child attends Kids Club. Fees will be billed to parents on Thursday or Friday before the future week. Fees will then be due on Mondays for the current week's service. Fees will be based on the number of days you indicate on your registration form. If you sign up for 5 mornings that is what you will be billed every week even if your child attends less than 5 days. Please be very specific on the registration infor-

mation so we do not have to over charge. If you register for 3 days per week and your child comes 4 days you will be charged for the extra day.

**Mornings: Daily Rate**

6:30-8:00 am \$5 per day  
 2 Days per week: \$10  
 3 Days per week: \$15  
 4 Days per week: \$20  
 5 Days per week: \$25

**Afternoons: Daily Rate**

3:00-5:45 pm \$9 per day  
 2 Days per week: \$18  
 3 Days per week: \$27  
 4 Days per week: \$36  
 5 Days per week: \$45

**Daily Rate Morn. & After**

\$14 per day  
 2 Days per week: \$28  
 3 Days per week: \$42  
 4 Days per week: \$56  
 5 Days per week: \$70

**FINDERS FEE**

If your child is signed up to attend Kids Club after school and does not show up in the room, you will be charged an additional \$5 per time when the Coordinators have to track down the location of your child. If you know your child’s plans have changed for afterschool, it is up to you to let the coordinators know so they are not panicking afterschool while looking for students. You can send a message to Leaders on Brightwheel app.

**LATE PAYMENT FEE**

We do not currently charge a late fee; however, we do expect payment to be made the week before service. If we have any outstanding fees beyond two weeks, parents will be notified of possible dismissal from the program.

**LATE PICK UP POLICY & FEE**

Kids Club ends promptly at 5:45 pm. Our staff have not committed to work beyond that time. If parents are late picking up their child, it is a great inconvenience and additional cost to our program. Therefore, we do charge a late fee if children are not picked up by 5:45 p.m., and the amount increases depending on how late the child is picked up.

- \* Level 1: If a child is not picked up by 5:55 p.m., staff will attempt to call parent contact phone numbers. If the parent cannot be reached, the emergency contacts will be called.
- \* Level 2: If a parent or emergency contact cannot be reached, staff will begin asking the child if they know of plans the parent had, and if they have neighbor or relatives phone number
- \* Level 3: If no one is coming to pick up the child by 6:00 p.m. and we have not been able to get in touch with parent or emergency contacts, Law Enforcement will be called. We will not leave your child unattended or ask the child to walk home, but will send your child with law enforcement.
- \* If you know you are running late, it is in your best interest to contact Kids Club and/or find someone to pick your child up by the 5:45 p.m. time. The cost of each Level is listed below

<u>Late Level</u>	<u>Description</u>	<u>Fee added to regular fee</u>
Level 1	Pickup between 5:45 and 5:55 p.m.	\$5.00
Level 2	Pickup between 5:55 and 6:00 p.m.	\$5 plus \$1 per minute added
Level 3	Pickup after 6:00 p.m.	\$10 plus \$1 per minute added

**FOB FEE FOR BUILDING**

Each family will receive 1 FOB for their family. Each extra FOB that a family would like would need to be purchased for \$25. The FOBs will only work on Elementary door #4 during Kids Club time frame. Parents that already have a FOB from Summer or the previous year, will not receive a new FOB.

**CPT DAYS & FEE**

Kids Club will be open on CPT mornings at 6:30 a.m. to 10:00 a.m. The rate on CPT mornings will be \$10.

**DATES**

Kids Club will start in the fall on Tuesday, September 5 and go through Friday, May 17.

**GRADES THAT CAN ATTEND**

Kids Club is open to Barnesville students that are enrolled in Kindergarten through 6th grade for the 2023-24 school year and also students enrolled in the Community Education Senior Preschool Program and at least 4 years of age for the school year.

## **SCHOOL CANCELLED**

If school is cancelled due to poor weather, Kids Club will not open that day

## **LATE START SCHOOL DAY**

If the start of a school day is delayed, Kids Club will not be open for morning child care.

## **CLOSING EARLY**

If school closes or dismisses early for the day due to bad weather, Kids Club will be open for 1 hour after school gets out.

## **WITHDRAWAL FROM PROGRAM**

A two week written notice is required when a child is withdrawing from Kids Club. Complete the Kids Club Withdrawal Form found on our webpage and submit to the Kids Club Director or Community Ed office at [lelfson@barnesville.k12.mn.us](mailto:lelfson@barnesville.k12.mn.us).

## **MESSAGES**

Kids Club can be reached via the Brightwheel app or by email to coordinator (s). Families are encouraged to utilize Brightwheel as a communication tool throughout the year.

## **PERSONAL BELONGINGS AND ELECTRONICS**

We request children do not bring toys or personal belongings to Kids Club. We cannot be responsible for lost or damaged items. Please leave all electronics at home or in your backpack before and after school. Kids Club will try to get outside each day-weather permitting. Please have appropriate outside gear for the season. We strongly recommend you label your items.

## **ILLNESS**

If your child becomes ill while at Kids Club the staff will contact you. As a parent you are responsible to pick them up immediately or send an authorized person to do so. The staff will isolate the sick children from other children in order to prevent the spread of any illness or infectious disease.

## **SNACKS**

A snack is provided to all children in the Kids Club program after school.

## **BREAKFAST**

Students will be able to participate in the school food service breakfast program. Breakfast will start at 8:00 a.m. in the cafeteria. Breakfast is free to all students. All Kids Club Students will sit in the cafeteria until 8:15 a.m. when they can go to their classrooms. Supervision in the Cafeteria will be an Elementary Para not a Kids Club Staff person.

## **ACCIDENTS & EMERGENCIES**

Children who receive minor injuries will be given first aid. More serious injuries will be given first aid and staff will notify the parent when to pick the student up. In the event of an emergency, a parent will be notified and if needed, Kids Club staff will call 9-1-1. If the medical team responding determines that your child needs additional medical attention, your child will be transported by ambulance to the hospital so proper treatment can be provided. Transportation by ambulance will be at the parent's expense.

## **EMERGENCY CHILD INFORMATION**

Each family is required to have two emergency contacts on file and up-to-date. The emergency contacts should be 2 different people than the parent. If there is a change in your address, phone number, email address, people authorized to pick up, or emergency contacts, please let us know as soon as possible.

## **STUDENT PICK UP AND DROP OFF**

Parents will be required to sign their child in before school. Kids Club staff will check the kids out when they go to breakfast at 8:00 am. Parents will be required to sign their child out at the end of the day. Your child will be released only to the person(s) listed on the Registration form as 'Authorized' to pick up your child. Anyone picking up your child must be prepared to show photo ID in the event that the Kids Club staff doesn't recognize the person picking up your child. If plans have changed for your child, a note should be given to the Program Leader before hand so everyone in the program is aware of the change. Anyone picking up the child should have your FOB to get into door #4.

## **PHOTO CONSENT**

Please know that photos will be taken during Kids Club events throughout the school year. Unless you notify Community Education in advance, photos taken during Kids Club activities may be used in Barnesville Public Schools publi-

cations.

## **BEHAVIOR POLICY**

Barnesville Kids Club staff will clearly communicate the behavior expectations and will consistently & appropriately praise appropriate behavior. Children attending Kids Club must have the ability to follow the guidelines below with help from a caring adult in a 15:1 child to adult ratio. Staff members deal with inappropriate behavior through various techniques including: reasoning, distraction and redirection, adjusting the environment, natural and logical consequences, cooperative problem solving, and removal from the activity/area.

Children that attend Kids Club are expected to respect the following guidelines:

- Walk, don't run
- Use quiet voice in the halls and restrooms
- Utilize good manners
- Be respectful of people and things
- Treat others as you'd like to be treated
- Keep hands, feet and unkind words to yourself
- Work quietly and use materials and computers appropriately
- Respect Kids Club Staff by listening and following directions
- Observe playground rules

Kids Club staff strives to provide a safe and positive environment for all students. We believe that consistency is important to help children follow rules, accept responsibility for their actions, and experience logical consequences of poor choices. When poor behavior choices are made, the following warning system will be utilized:

- ◆ 1st– Personal Warning with the opportunity to redirect behavior
- ◆ 2nd– Time out is given to the child
- ◆ 3rd– A pink slip will be sent home for parent signature.

Kids Club is not staffed to accommodate recurring behavior issues. As such, the following pink slip policy will be in place.

- \* After 3 pink slips, the parents will be contacted and the child will be unable to return to Kids Club for 1 week.
- \* After 6 pink slips, the child will be suspended from Kids Club for 2 weeks.
- \* After 9 pink slips, the child will be dismissed from Kids Club entirely and will not be allowed to return.

Kids Club does reserve the right to immediately dismiss a child from the program for extreme measures such as significant harmful or inappropriate behavior toward staff, other children or parents. It is our goal to keep clear communication and good behavior a top priority. If you have comments or concerns, please notify us.

## **QUESTIONS**

Any questions regarding the Barnesville Kids Club program please contact:

Co-Coordinator: Mary Spillum	<a href="mailto:mspillum@barnesville.k12.mn.us">mspillum@barnesville.k12.mn.us</a>	
Community Ed Secretary: Chris Ellefson	<a href="mailto:cellefson@barnesville.k12.mn.us">cellefson@barnesville.k12.mn.us</a>	218-354-2638
Community Ed Cord.: Aaron Schindler:	<a href="mailto:aschindler@barnesville.k12.mn.us">aschindler@barnesville.k12.mn.us</a>	218-354-2638

To leave message for kids club during day: send message via Brightwheel first, and then call Elementary: 354-2300.

School Website: [www.barnesville.k12.mn.us](http://www.barnesville.k12.mn.us) and look for link to Kids Club Program.