

# **2024 Barnesville Summer Kids Club Childcare HANDBOOK**

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Com. Ed office 218-354-2638                      District Phone 218-354-2217

School Website: [www.barnesville.k12.mn.us](http://www.barnesville.k12.mn.us)

Registration location online: Please use this link when registering with the Brightwheel program. [https://schools.mybrightwheel.com/sign-in?redirect\\_path=forms/8439440d-0a0e-4047-99b7-73b44b1e060b/self-service](https://schools.mybrightwheel.com/sign-in?redirect_path=forms/8439440d-0a0e-4047-99b7-73b44b1e060b/self-service). We must have the online registration completed before your child can start in the program. We will not take any paper registrations this summer. All payments, registrations, registration fees and invoicing will take place through the brightwheel app.                      Registration is open now until Tuesday, April 30.

Barnesville Summer Kids Club exists to provide a safe, supervised place for children going into kindergarten 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 work.
2. To provide a positive learning environment where the children can learn to interact with other people.
3. To keep the children physically, mentally, emotionally, and socially active.

## **ELIGIBLE STUDENTS**

Summer Kids Club is open to students that are entering Kindergarten (Fall 2024) thru 6th grade completed (Spring 2024).

## **BASE HOURS OF OPERATION**

**Dates:** Tuesday, May 28 through Thursday, August 22, 2024

**Days:** Monday thru Friday                      **Time:** 7:00 a.m. to 5:45 p.m.

## **PARENT MEETING**

Wednesday, April 17 at 6:00 pm– Elementary Cafeteria. We will answer questions and go over procedures. The meeting will be done at 6:30 pm.

## **HOLIDAYS KIDS CLUB IS CLOSED**

Wednesday, June 19 for Juneteenth and Thursday, July 4th for Independence Day. Parents will not be charged for these days when we do the billing.

## **LOCATION**

The Summer Kids Club summer program will be housed at the Elementary School located at 310 5th St SE. We will start the day in the Elementary Cafeteria. Parents should use outside door #4 for Kids Club.

## **KEY FOB FOR ENTERING BUILDING**

All families will need a FOB to access the building when they are dropping off and picking up their students. Each family will receive a FOB when they register. If your family already participates in kids club, you will use the FOB that you already have. If families need an extra FOB the fee will be \$25 and will be invoiced to you through the Brightwheel program.

## **REGISTERING FOR PROGRAM**

We must have a registration form on file before your student can start in Summer Kids Club. Registration location online: [https://schools.mybrightwheel.com/sign-in?redirect\\_path=forms/8439440d-0a0e-4047-99b7-73b44b1e060b/self-service](https://schools.mybrightwheel.com/sign-in?redirect_path=forms/8439440d-0a0e-4047-99b7-73b44b1e060b/self-service). We must have the online registration completed before your child can start in the program.

## REGISTRATION FEE

The Registration Fee is \$65 for each student. You will submit the registration form online and once we approve it, you will receive an invoice via Brightwheel to pay the \$65. This fee pays for a t-shirt and year-end field trip and other administrative expenses.

## DEADLINE TO REGISTER FOR PROGRAM

No. Days Per week	Rate Per Day	Rate Per Week	Minimum Fee per week if come less than Registered # Days (except Holiday weeks)
5 Days	\$33	\$165	\$152 if student comes less than 5 days *parent must notify coordinators that they will be coming less days on scheduling sheet
4 Days	\$38	\$152	\$38 per day registered or \$152
3 Days	\$38	\$114	\$38 per day registered or \$114
2 Days	\$38	\$76	\$38 per day registered or \$76
1 Day	\$38	\$38	\$38 per day registered or \$38

We will take registrations starting right away until Tuesday, April 30. We will not guarantee a spot for anyone that registers after April 30. This registration deadline will give us time to determine our staffing for the program.

## FEES- WEEKLY

Cost is \$165 a week for full time 5 days a week or \$38 a day for part time, 4 days or less per week.

**\*Whatever you Register for when filling out the registration paperwork is what you will be required to pay weekly.** If you need to add days above what you registered for you may do so if there is room. We need an accurate count of student enrollment so we can staff appropriately.

## WEEKLY FEE PAYMENT

Parents will receive an invoice through Brightwheel for each week. Invoices will be sent out on Monday or Tuesday for the following week. Payments will be due on the following Monday for that week. Example: Invoice is sent on June 3 for care the week of June 10. Payment is due on or before June 10 for the week of June 10th care. Whatever number of days you put on the registration form, is the number of days you will be invoiced for every week. Your invoice should be the same each week based on the number of days you registered for unless you come more days than you registered for or you're a full time student and you come less, then you would be billed for the 4 day minimum. Explanation of billing:

- 1) Your student registers for 3 days per week and he/she comes 4 days one week, we would bill you for the extra day
- 2) Your student registers for 3 days per week and he/she comes 2 days for one week, you will still be billed for 3 days for that week.
- 3) Your child is registered for 5 days per week and he/she marks on the commitment form that he/she will only be coming 4 days for one week, we would bill you for 4 days This is only if you give a notice that your child will not be attending on the scheduling sheets. If you choose not to send your child but are registered for 5 days, you will still pay for 5 days.
- 4) Holidays- You will not be billed for holiday days

## COMMITMENT FORMS WEEKLY

Every child will be required to fill out a Weekly Care Commitment Form. This is so the coordinators know how to staff the program. The Commitment Forms are due by 8:00 a.m. every Wednesday for 1.5 week forward. (Example: Schedule due on 6/5 for week of 6/17 care). Please include all of your child's activities on the forms. We need the forms that early so we can plan scheduling for staff, transportation for activities and adjustment to bills if necessary. The Paper Form is required by every student regardless if your schedules are the same every week.

## **LATE 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.

## **VACATION**

Each student will be allowed to take 1 week of vacation which must be in a 5 day consecutive increment and with a proper 1.5 weeks notice given to the Directors regarding the vacation. If your student is gone for additional weeks, you will be required to pay your Registered rate for the additional missed week(s). Please notify the Directors of your vacation as soon as possible. (Example: you plan to take vacation the week of July 1st– your schedule & vacation notice would need to be turned into the Directors by June 19 (1.5 weeks in advance of vacation).

## **TRANSPORTATION**

It is our goal to get students to summer rec activities while they are enrolled in the Summer Kids Club. We will collect a schedule from parents for transporting by van, mini-bus, or walking to activities.

## **FIELD TRIPS**

We are planning to do one big field trip during the Summer and several small ones. A permission and information sheet will be sent home with students regarding each field trip. Extra field trips will be an additional cost for bussing and admission (if needed).

## **WITHDRAWAL FROM PROGRAM**

We request that you give a written **two** week notice to the Program Leader(s) if you are withdrawing your child from Summer Kids Club. You will be required to pay for the two weeks of care even if your child does not attend kids club during the two week notice time frame. You will be billed at your registered week rate.

## **MESSAGES**

Summer Kids Club can be reached with the Brightwheel app. This will be used for all communication with the staff. Phone calls can also go to the Community Ed office at 218-354-2638 or [lelfson@barnesville.k12.mn.us](mailto:lelfson@barnesville.k12.mn.us). during the Com. Ed. Office hours.

## **MEALS & SNACKS**

We provide meals at the following times. If your student will not be at kids club during this time, you will need to plan appropriately for your student so he/she does not go hungry.

Breakfast: 8:00 am; Lunch: 11:30-12:00 pm Afternoon Snack: 3:00 pm.

## **PERSONAL BELONGINGS**

Please have your child dressed adequately for indoor and outdoor activities and wear or bring a pair of tennis shoes every day for gym time

- Backpack -Water Bottle -Hat -Towel or small blanket for quiet time
- Sunscreen labeled with student name -Bug spray labeled with student name
- Please have appropriate outside gear for the season. We strongly recommend you label your items.
- Extra set of clothes including socks & 1 pair of underwear (regardless of age)
- DO NOT Bring– Toys or Electronic Devices to Summer Kids Club

## **ILLNESS**

If your child becomes ill while at Summer Kids Club the staff will contact you. As a parent you are responsible to pick your child 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. Do not send your child if he/she has a fever of 100 degrees F or higher before giving fever reducing medication. We will follow the school guidelines for other illness issues.

## **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, Summer 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.

## **RELEASE OF CHILD**

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 Summer Kids Club staff doesn't recognize the person picking up your child. If plans have changed for your child, changes should be entered on the Brightwheel system regarding the change.

## **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.

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
- NO SCREAMING in the bathrooms!

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.

## LATE PICK UP POLICY

Our program ends promptly at 5:45 pm. And 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 5:45, staff will attempt to call parent on his/her contact phone numbers. If the parent cannot be reached, the emergency contacts will be called.

**\*Level 2:** If parent or emergency contacts cannot be reached, staff will begin asking the child if they know of plans the parent had, if they have a neighbor or relative's phone number who may know the parents' whereabouts

**\*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 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 time. The cost of each Late Level is listed below.

Late Level	Description	Fee added to regular fee
Level 1	Pickup between 5:45 and 5:55 pm	\$5.00
Level 2	Pickup between 5:55 and 6:00 pm	\$5 plus \$1 per minute added
Level 3	Pickup after 6:00 pm	\$10 plus \$1 per minute added

## PHOTO CONSENT

Please know that photos will be taken during Summer Kids Club events throughout the summer. Unless you notify Community education in advance, photos taken during Kids Club activities may be used in Barnesville Public Schools publications.

## CONTACT INFORMATION

Community Ed office 218-354-2638

Chris Ellefson at [cellefson@barnesville.k12.mn.us](mailto:cellefson@barnesville.k12.mn.us) or

Aaron Schindler at [aschindler@barnesville.k12.mn.us](mailto:aschindler@barnesville.k12.mn.us)

Barnesville Public School District Office: 218-354-2217

Cassie Blomberg: [cblomberg@barnesville.k12.mn.us](mailto:cblomberg@barnesville.k12.mn.us)

Mary Spillum: [mspillum@barnesville.k12.mn.us](mailto:mspillum@barnesville.k12.mn.us)

School Website: [www.barnesville.k12.mn.us](http://www.barnesville.k12.mn.us)

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