

# 2018 – 2019 Kids’ Campus

# Parent Handbook

# Kids’ Campus



**Hastings Community Education**  
Independent School District #200  
310 River Street  
Hastings, MN 55033

## Program Purpose

Kids' Campus provides quality before & after school child care for school aged children who will be in grades K-5, during the school year. Kids' Campus is intended to assist parents who are working or attending school by providing a safe, supervised, educational and recreational play environment for their children.

### Kids Campus activities include:

- |                   |                       |                        |
|-------------------|-----------------------|------------------------|
| *Free Choice time | *Stories              | *Cooking               |
| *Science          | *Sharing              | *Nutritious Snacks     |
| *Computer Time    | *Games                | *Birthday Celebrations |
| *Guest Speakers   | *Group Time           | *Physical Education    |
| *Music/Dramatics  | *Art                  | *Indoor/Outdoor        |
| *Movies           | *Socializing          | *Homework Time         |
| *Crafts           | *Holiday Celebrations |                        |

## Telephone

Susan Hernlem – Director – 651-480-7676

McAuliffe Site: 651-480-7423 – located in Cafeteria

Pinecrest Site: 651-480-7296 – located in Cafeteria

Kennedy Site: 651-480-7257 – located in Cafeteria

Field Trip Cell Phone 651 – 775-0465

Community Education Office – 651-480-7670

## Staff

All Child Care Staff exhibit the following characteristics:

- \*A strong, positive and professional self-image.
- \*An ability to communicate with children.
- \*An active interest and respect for each child.
- \*An awareness of children's needs and ability to meet them.
- \*A commitment to communication with and support of every family in the program.

## Program Curriculum

In order to meet the needs of the variety of children participating in Kids' Campus a number of organized and play choices will be offered throughout the sessions.

An example of a typical day may include:

### Morning

6:30 – 8:00 Play Choice Areas/Special projects

8:00 – 8:30 Outdoor & Gym Time

8:30 – 8:45 Snack /Clean-Up & Go to School

### Afternoon

3:30 – 4:00 1. Attendance 2. Homework Time 3. Play Choice Areas

4:00 – 4:20 Snack/Clean-Up

4:20 – 5:30 Special Projects/Outdoor or Gym Activities

5:30 – 6:00 Free Choice/Clean-Up

## Registration

To register, complete the online registration form found on the Community Education website at <https://hastingscommunityed.com/k-12/school-age-care/>. All program participants will be contacted by email to confirm their enrollment in the program.

### PRIORITY REGISTRATION

All registrations are processed on a “first come-first served” basis, according to the following priorities:

#### KIDS CAMPUS PROGRAM

- PRIORITY 1** For parents who need both before and after school child care, on a daily basis, Monday – Friday.
- PRIORITY 2** For parents who need this service, either for the before or after school session, on a daily basis, Monday – Friday.
- PRIORITY 3** For parents who would use this service on a regular part time basis (e.g. more than one day per week, but less than five days per week), “on a space available basis.



## Tuition

### FEES

Kids Campus operates on an advance payment, non-profit basis. **A non-refundable registration fee of \$50.00 per child** must accompany a child’s registration form and is used to defray supply costs for the program.

Tuition fees are paid in advance of service for a month period. Payment is due the 1<sup>st</sup> of each month. **NO REFUNDS OR REDUCTIONS WILL BE MADE FOR ABSENCES, OR ILLNESSES.**

\*\* The operation of the center is dependent on maintaining current tuition accounts. **Non-payment for 2 weeks is cause for dismissal from the program.** There will be a \$10.00 reinstatement fee charged. We reserve the right to remove a child from the program if collecting the tuition becomes a problem.

Acceptable forms of Payment are: Credit Card (Mastercard, Visa, Discover) Debit cards, Cashier’s check, Cash or Bank Payment.

### FEE SCHEDULE

#### **Kids Campus McAuliffe & Kennedy Program**

Before/After School (M-F)	\$22.00/day
Before School (M-F)	\$12.00/day
After School (M-F)	\$12.00/day
Drop in Rate (Before or After)	\$12.00/day

#### **Kids Campus Pinecrest Program**

Before/After School (M-F)	\$22.00/day
Before School (M-F) or (Drop in)	\$9.00/day
After School (M-F) or (Drop in)	\$14.00/day
Full Day Program on non-school day's	\$37.00/day

An additional charge of \$37.00/day/child will be assessed for days when school is not in session (e.g. MEA days, Parent Conference days, Mid Winter Break, etc) Parents choose the non-school days needed and will be billed accordingly.

**Parents – please note policy regarding late fee payment**

## Kids Campus Schedule

### SCHEDULE

Kids Campus will operate daily, Monday through Friday, before and after school when school is in session.

#### **Kids Campus:**

Before School: Site opens at 6:30 a.m.

After School: Site closes at 6:00 p.m.

Full day sessions from 6:30 a.m. – 6:00 p.m. will be conducted when school is not in session (e.g. during MEA days, parent conference days, mid-winter break, etc.)

### LOCATION

Kids Campus before and after school will be conducted at Kennedy, McAuliffe and Pinecrest Elementary schools in the school cafeteria. Children from SEAS will attend our Kennedy site.



## Camp Horizon Schedule

### SCHEDULE

The full day school-Aged Child Care program during the summer is called Camp Horizons. Full day sessions are from 6:30 a.m. – 6:00 p.m. Camp Horizons offers a variety of activities and field trips to give your child a fun filled and educational summer.

### LOCATION

Hastings High School – 200 General Sieben Drive, Hastings

## Parent Involvement

Parent involvement is an integral part of a school-aged child care program. We feel that by providing a quality child care program that supports and cooperates with the parents we can be a part of a program that helps a child develop to their fullest potential.

We encourage parents to become part of our program by visiting our program, volunteering when possible, or consulting with us on their child's progress.

There are several ways in which you as a parent can help:

1. Share special skills and interests with the children
2. Share art materials and any other recycled materials.
3. Repair and construct equipment.
4. Donate equipment, toys, book, games, and dress-up clothes.

## Student Medication Regulation

The following is a summary of School District #200 regulations on giving medication to students.

1. Diagnosis and treatment of illness and the prescribing of drugs, medications and nostrums are not the responsibility of school personnel.
2. School personnel will not provide students with aspirin or any other medication.
3. Medications will be given only to students with long term chronic illness or disability where failure to take prescribed medications could jeopardize the child's health. These medications will be given only upon the written order of the physician and the parent's written request. The medication is to be brought in school in bottles containing the child's name, the pharmacy, the name of the physician and dosage of the medication to be given. The medication is to be given to the Kids' Campus lead instructor.
4. Students with short term illnesses requiring medication should be kept home until they are well.
5. Parents are encouraged to call the Community Education Office if they have any questions regarding the students' medication procedures.



## Discipline Procedures

### METHODS OF DISCIPLINE

Children will have a clear understanding of the authority and rules of the Child Care Program. Children will be helped to understand their responsibility to the other children, staff and environment.

The staff will model expected behavior. When negative behavior occurs the staff will attempt to redirect the child's behavior, while praising the positive. If a child's behavior remains disruptive, the parents will be notified of the behavior and the disciplinary procedure will be enacted.

### DISCIPLINARY PROCEDURE

The following disciplinary procedure(s) have been enacted:

(check and date the appropriate box and sign)

**Incident 1 – The behavior was discussed with the child and the parent was notified.**

Date: \_\_\_\_\_  
Incident: \_\_\_\_\_  
Staff Signature: \_\_\_\_\_  
Child's Signature: \_\_\_\_\_

**Incident 2 – The parents were contacted by instructor to discuss the incident.**

Date: \_\_\_\_\_  
Incident: \_\_\_\_\_  
Staff Signature: \_\_\_\_\_  
Child's Signature: \_\_\_\_\_

**Incident 3 – The behavior continues to be a problem at Kids' Campus.  
This is to inform parents of behavior and to request a conference to discuss the situation.**

Date: \_\_\_\_\_  
Incident: \_\_\_\_\_  
Staff Signature: \_\_\_\_\_  
Child's Signature: \_\_\_\_\_

If the child's behavior does not improve and/or the parent makes no effort to deal with the situation, the parent will be requested to remove the child from the program within 5 days of notice in step 3. However, if the child's behavior is such that it will cause harm to himself or others, the parent will be requested to remove the child from the program immediately.

## Attendance

### SIGNING IN & OUT

Kids Campus will be responsible for the children from the time they arrive to the time they leave. The program will not be responsible for your children if you do not sign them in. Parents must come into the building when dropping off and picking up their children.

### LATE PICK UP

Parents are expected to pick up their children by closing time of the program (6:00 pm). A late charge will be assessed in cases of late pick up. **This charge will be \$5.00 for each 15 minute period or fraction thereof, per child. The late fee will be added to your account. Enrollment may be terminated for consistent lateness.**

### CHANGE OF SCHEDULE/TERMINATION

A two week written notice is required when making a **schedule change or terminating** the Kids Campus before and after school program.

### EMERGENCY SCHOOL CLOSING

If the Hastings Public Schools are closed due to inclement weather conditions, the Kids' Campus Program will also be closed. Tuition credit will not be given for closings due to inclement weather.

If school is delayed two hours in opening, Kids' Campus will be open at the regular time (6:30am). If school closes two hours early, then the Kids' Campus sites will close two hours early (4:00pm). Parents will be called and notified by Kids' Campus staff to pick up their child. Please pick up your child by 4:00 pm or authorize someone else to pick up your child by that time. Please watch for school closings on T.V., check the school District website ([www.hastings.k12.mn.us](http://www.hastings.k12.mn.us)) or sign up for the district text messaging service to receive the most up to date information.

## Illnesses & Absences

### WHEN YOUR CHILD SHOULD BE KEPT HOME FROM SCHOOL/KIDS' CAMPUS

If your child has a cough, headache, sore throat, earache, swollen glands, rashes or soars, nausea, vomiting, diarrhea, or general signs of illnesses, please keep them home. Also, parents are requested to report any cases of contagious diseases to the lead instructor as soon as possible, and to watch all the children in the home when there is contagion. Exclude from school/program when first symptoms of illness appear.

If your child should become ill in school during the regular school day, the school nurse or the secretary will contact the parent. Parents please call Kids' Campus to let staff know your child will not be attending; the school does not notify us. If your child should become ill while they are attending Kids Campus, the staff will contact the parent and the parent will be required to come and get the child. The child will not be released from school to walk home (if this is necessary) until it has been determined that someone will be home.

If your child will not attend Kids Campus because of illness or any type of absence, please call your child(ren)'s Kids Campus Site. The school does not call to notify us.

**NOTE: There will be no refunds for absences or illnesses.**

## Family Vacations

\*Kids' Campus allows each family signed up for **option 1 or option 2, one week of vacation** without being billed. We must receive your written request 2 weeks prior to your vacation dates. If this is not received you will be required to pay for the dates not used.

## **Snacks & Lunches**

A variety of nutritious snacks will be provided for the children attending Kids' Campus, during both morning and afternoon sessions.

If your child is on a modified or restricted diet, please inform us before the session starts so we can make other arrangements.

Because of lack of storage, please do not bring snacks from home.

**NOTE-- BREAKFAST IS PROVIDED THROUGH THE SCHOOL DISTRICT PROGRAM AT AN ADDITIONAL COST TO BE PAID DIRECTLY TO THE SCHOOL OFFICE.**

### **TREATS FROM HOME**

In the event that a child would like to share a treat with the children in the program, it is required by State Law that all treats be individually wrapped and not home made. Items not meeting these specifications will not be distributed.

### **FULL DAY PROGRAM LUNCHES AND SNACKS**

During the Full Day Program and Summer Camp Horizons Program children must bring their own lunches unless otherwise noted. Snacks will still be provided in the morning and in the afternoon.



## **Personal Belongings**

Children should be dressed adequately for inside and outside activities.\* Children will be notified if extra clothing and/or items are required (e.g. sleds, skates, etc.).

Children are welcome to bring favorite items from home for "Show 'n Tell" or to play with, however, children would be expected to share their items with other children. Due to lack of space, children would have to take their items home every day. Kids' Campus is not responsible for damaged or lost personal items. Radios and other loud type toys are only allowed with permission from the staff.

\* Outdoor clothing should be labeled with your child's name.

## **Transportation**

Parents are responsible for dropping off and picking up their children at Kennedy, McAuliffe, or Pinecrest Schools.

## Field Trips

Parents will be notified of the place and time of any field trip. A form granting permission for a child's attendance for the trip should be completed and signed by parents at the beginning of the program.

### --NOTE--

**NO CHILD WILL BE ALLOWED TO ATTEND FIELD TRIPS IF THE PERMISSION SECTION ON THE REGISTRATION FORM IS NOT COMPLETED.**

## Additional Information

For additional information regarding the Kids' Campus or Camp Horizons School-Aged Child Care Programs, please call Susan Hernlem at the Community Education Office, 651-480-7670

**LAST DAY OF Kids Campus Program is: June 6, 2019**

## Dates of Full Day Program & Early Dismissal

September 28	Early Dismissal-Staff Dev.
October 17	Elem./MS/HS Conferences
October 18, 19	MEA Break
November 21	Elem./MS/HS Wkshp./Staff Dev.
December 26, 27, 28	Holiday Break
January 18	Elem-MS-HS/Workshop
January 21	Martin Luther King/ Staff Dev.
February 15	Elem./MS/HS Staff Dev.
March 1	Elem./MS/HS Conferences
March 11, 12, 13, 14, 15	Spring Break
May 10	Early Dismissal
June 6	Early Dismissal
June 7	Full Day

## Dates of NO Kids' Campus Program

November 22, 23	Thanksgiving Break
December 24, 25, 31	Holiday Break
January 1,	New Year's Day
February 18	Presidents Day
April 19	Good Friday
April 22	Easter Monday
May 27	Memorial Day