

# Kids' Campus Family Handbook

Kids' Campus is designed to meet the educational, enrichment, recreational, and social needs of students enrolled in a before and after school care setting.

## Program Components

Kids' Campus offers multiple program components to meet the needs of families. A child may be enrolled in any combination of components as listed below. However, not all sites are able to offer every component, so please talk to our staff for more information.

<p><b>Before School</b></p> <p><i>Kennedy/McAuliffe: \$15.50/session</i> <i>Pinecrest/HMS: \$11.00/session</i></p>	<p>6:30 a.m.- school start</p>	<p>Children participate in enrichment activities in the areas of social-emotional development, language/literacy, arts, science and gross motor development. Homework time provided.</p>
<p><b>After School</b></p> <p><i>Kennedy/McAuliffe: \$15.50/session</i> <i>Pinecrest/HMS: \$20.00/session</i></p>	<p>School Dismissal- 6:00 p.m.</p>	<p>Children participate in enrichment activities in the areas of social-emotional development, language/literacy, arts, science and gross motor development. Homework time and snack provided.</p>
<p><b>Non School Days</b> (Available to currently enrolled children) \$44/day</p>	<p>6:30a.m. -6:00 p.m. on days when school is closed for conferences, teachers meetings, professional days, and winter or spring break.</p>	<p>Enrollment is optional and families must enroll for these days separately.</p>
<p><b>Summer Care</b> \$44/day</p>	<p>6:30 a.m.- 6:00 p.m. during summer break</p>	<p>Enrollment is optional and families must enroll for these days separately.</p>

## Staff

Kids' Campus staff are the heart of our program and have a passion for engaging students in fun and educational activities. Kids' Campus maintains a staff to student ratio of 1:15. Ratios are lowered for swimming and other high-risk activities. Staff roles include, and not limited to...

- Site Leads are responsible for the day-to-day- operations of Kids' Campus and responsible for planning and implementing activities for a group of children.
- Site Assistants assist Site Leads in implementing activities and support children who have special needs.

Kids' Campus has a commitment to high quality and continuous improvement.

# Kids' Campus Locations

**Christa McAuliffe Cafeteria:** 651-480-7423

1601 12th St W, Hastings, MN 55033  
*Enter Door # 2 (southeast side of building)*

**Kennedy Elementary Cafeteria:** 651-480-7257

1175 Tyler St, Hastings, MN 55033  
*Enter Door # 8 (back of building by parking lot near the playground)*

**Pinecrest Elementary Cafeteria:** 651-480-7296

975 12th St W, Hastings, MN 55033  
*Enter Door #1 (Main entrance on north side of the building)*

\* And other District 200 facilities based on need and availability.

### Contact Information:

Scheduling & Finance: Laurie Chandler (Bookkeeper/ Admin Asst)

Email: [lchandler@isd200.org](mailto:lchandler@isd200.org)

Phone: 651-480-7671

Program Questions: Sam Robertson (School Age Care Coordinator)

Email: [srobertson@isd200.org](mailto:srobertson@isd200.org)

Phone: 651-480-7676

### Registration Information

Kids' Campus is available to students enrolled in Hastings Public Schools during the school year. Before enrolling, families are encouraged to visit the Kids' Campus site location they are interested in and talk with the Site Lead to determine if the program meets their needs.

### Drop-in Policy

Currently enrolled families may request drop-in days (as space is available five (5) or more days in advance. Requests can be made online ([hastingscommunityed.com](http://hastingscommunityed.com)) or by calling or emailing Laurie Chandler. Drop in days are an additional \$5 per session.

### Non-School Days

On non-school days Kids' Campus will be offered at select schools serving all locations. Keep in mind that...

- Enrollment is optional.
- Families enroll for non-school days separately from your regular Kids' Campus Days.
- Registration is available online at: [hastingscommunityed.com](http://hastingscommunityed.com)
- Non School Day locations will rotate between the elementary schools: Sept-Nov at McAuliffe; Dec-Feb at Kennedy; Mar-June at Pinecrest.
- After enrolling for non-school days, parents/guardians are responsible for the fee even if their child does not attend.
- Morning and afternoon snacks provided.

## **Holidays**

**Kids' Campus is closed** on major national holidays listed below.

- Labor Day
- Thanksgiving and the day after
  - Christmas Eve Day
  - Christmas Day
- New Year's Eve Day
  - New Year's Day
  - Presidents Day
  - Good Friday
  - Memorial Day

## **Schedule Changes & Termination**

During the school year, families may request changes to their child's schedule.

Schedule changes are made on a space available basis. Requests must be submitted online or via email one week in advance. A \$10 fee is charged for each schedule change (added to monthly invoice).

Two week written notice must be given for withdrawal from Kids' Campus or full fees will be charged. To make these changes please email Laurie Chandler AND your Kids' Campus Site Lead.

## **Inclusion of Students with Specific Needs**

Kids' Campus values children with disabilities as an integral part of our diverse community and strives to support their success in the program. Our program will provide reasonable accommodations as needed to make physical and social inclusion successful. If your child has a specific need, such as a disability, diagnosis, health condition or has an IEP for special education services, please indicate so upon registering. It is important to disclose your child's specific need so that Kids' Campus may ask for additional information from you and the child's school (including copies of the IEP/504 plan) in order to determine what accommodations should be provided.

If Kids' Campus is unaware of your child's needs and those needs significantly impact the child's success in the program, care may be suspended until the appropriate accommodations can be arranged. In the child's best interest, a start date may be delayed if additional staffing is required to support the child's need until the appropriate level of staff support can be arranged.

## **-FINANCIAL INFORMATION-**

### **Fees and Billing**

Fees are based on your families scheduled contract, *not* attendance in Kids' Campus. Full fees apply to absent days, school events days, and any other days your child may be absent from the program. Invoices are issued monthly and payments are due in full by the first of every month.

- **One time ACH check or credit card payment is available online at [hastingscommunityed.com](http://hastingscommunityed.com)**
- **Auto-Payment by credit/debit card or checking account is available at [hastingscommunityed.com](http://hastingscommunityed.com)**

### **Late Payments**

If a payment isn't received by the 1st of each month a \$20 late payment fee will be charged to the account. Children may be withdrawn from the program if payment is not received after a reminder.

### **Illness Policy**

There will be no refunds for absences or illnesses.

### **Account Owners**

Information relating to the child care account will only be shared with the account owners. To add another owner to the account, the current owner must e-mail the Kids' Campus Administrative Office or make the change online.

## **- PROCEDURES -**

### **Sign In/Out**

For the safety of each child, parents/guardians must check in with a staff person and sign child(ren) in/out at both drop-off and pick-up times. Kids' Campus staff cannot assume responsibility for children until they are signed in by a parent/guardian. Children are not allowed to sign themselves in or out. When children arrive after school, staff check them in.

### **Release of Children**

At registration, parents/guardians will be asked to list all the people who are authorized to pick up their children from Kids' Campus. Children will only be released to these people. Authorized people must be 16 years of age or older and may be asked to show a driver's license or legal identification. If Kids' Campus has not received notification, children will remain at Kids' Campus until a parent/guardian can be reached to verify the child may be released.

If a person other than a parent/guardian or authorized person is picking up the child, Kids' Campus staff must be notified before pick up.

Children may be released to either legal parent/guardian unless the Program Coordinator or Site Lead has been given a copy of a court order prohibiting one parent/guardian from having custody of the child. If a parent/guardian comes to pick up the child and it is contrary to the wishes of the other parent, staff will call the other parent to inform him or her of the situation.

## **Absences**

It is the responsibility of the parents/guardians to notify Kids' Campus (*in addition to notifying the school, school staff does not let us know*) site staff in advance when their child will be absent. If Kids' Campus staff have to locate your child, a \$10 Finders Fee will be assessed. Repeated non-notification may result in termination of contract.

## **Late Pick Ups**

Kids' Campus closes at 6:00 pm. If parents/guardians regularly pick up their child late, their contract may be terminated. A late pick-up fee of \$25/child will be charged for every additional 30 minutes or portion thereof after 6:00 pm, beginning at 6:01 pm on the iPad clock.

If a child is not picked up by a parent/guardian or authorized person by 6:30 pm and no such person can be reached, the School Resource Officer will be notified. If you anticipate you'll be late, please let us know.

## **School Closings**

In the case of schools being closed due to inclement weather or other unplanned events, announcements will be posted on the Hastings Public Schools website in addition to notification from the District Office via phone call or text.

If an announcement is given prior to the beginning of the school day that all Hastings Public Schools are closed due to weather, then Kids' Campus is closed that day. Regular fees apply.

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 (4:00 pm). 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.

## **Field Trips**

Some field trips may involve swimming, being around water or other physical activities. Please alert site staff to any concerns you may have. On field trip days, all students participate; please do not bring your child if he or she cannot go on the planned field trip. Money will not be allowed on field trips.

## **Snacks**

Kids' Campus will provide afternoon snacks. Please notify staff if your child has a food allergy.

### **Outdoor Play**

Children attending Kids' Campus are expected to participate in outdoor play. Unless temperatures are below zero, it is raining or in cases of extreme heat or poor air quality, children are offered time outside every day. Children need appropriate clothing for active outdoor play and for the weather (i.e., hat, mittens, boots and a warm coat when it is cold; snow pants for snowy weather).

When necessary, sunscreen will be applied in the morning and re-applied in the afternoon. Families are asked to provide sunscreen for their child(ren). If parents/guardians do not want sunscreen applied to their child, they must notify the Site Lead in writing.

### **Homework Time**

Kids' Campus will provide time for students to do homework. Staff do not provide remedial tutoring services during homework time; children are expected to work independently. Staff will provide assistance to problem solve homework roadblocks (for example, help a child read the directions to clarify the task or review a word problem with the child to determine a strategy, etc.). It is the family's responsibility to check for completion and accuracy of their child's homework.

### **Movies**

In Kids' Campus children may occasionally watch "PG" rated movies under staff supervision.

### **Personal Belongings**

Kids' Campus staff cannot assume responsibility for items brought from home. All items and belongings should be labeled with your child's name. Please do not bring toys, games, trading cards, technology devices to Kids' Campus unless requested by a Site Lead for a special activity. Unlabeled items will be turned in to the school's lost and found.

Cell Phone Policy: Please ask for permission from your Site Lead to use. Cell phones should be kept in a backpack. We are not responsible for the loss or damaged cell phones.

## **HEALTH AND SAFETY- Emergency Contact Information**

It is important that all contact information be kept current. It is the responsibility of parents/guardians to inform Kids' Campus of changes, including:

- Home address, phone number (including cell phone numbers) and e-mail addresses.
- Workplace and daytime phone number (If you are away from work, please leave a phone number where you may be reached in case of emergency)
  - List of person(s) authorized to pick child up from Kids' Campus
- Three (3) people to contact in an emergency if a parent/guardian cannot be reached. If no one can be reached, the police and the School Resource Officer will be contacted.

You may change your contact and emergency information at **[hastingscommunityed.com](http://hastingscommunityed.com)**

### **Illness or Medical Emergency**

Please notify staff of any health concerns or chronic conditions your child may have as well as any special care required.

A child will not be admitted to Kids' Campus with contagious diseases or any of the following symptoms: diarrhea, vomiting, fever (100 degrees or more). Children should be free of these symptoms for 24 hours before returning to Kids' Campus. Charges still apply.

Parents/guardians must notify the Site Lead of any contagious diseases (e.g., strep throat, influenza, chicken pox, ringworm). When a contagious disease has been reported at Kids' Campus, all parents/ guardians will be notified.

A certified center must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox.

If a child becomes ill at Kids' Campus, the child will be isolated from the other children. Parents/guardians will be notified and asked to pick up the child as soon as possible; children should not return until the following program day. In the event of a medical emergency or accident, Kids' Campus staff will first attend to the child with first aid. Unless it is a life-threatening emergency, staff will first attempt to contact parents/guardians or emergency contact.

If the parent/guardian cannot be reached, staff will take whatever medical measures are necessary for the care and protection of the child. The school nurse will be consulted, if he/she is on duty. When necessary, 911 will be called and the child may be taken by ambulance to the nearest hospital.

All children enrolled in Hastings Public Schools are required to have on file a copy of their record of immunization compliance or their medical exemption; Kids' Campus staff may obtain a copy of these health records from the school nurse. Students who do not have immunizations on file with Hastings Public School will be asked to supply these records before the child can attend Kids' Campus. Failure to supply these records will result in termination of their childcare contract.

### **Dispensing of Medication**

Kids' Campus staff follow the school district's policy regarding administration of medication. For medication prescribed for two weeks or longer, a written order signed by the prescribing health professional and the parent/guardian is required (forms are available from the Site Lead). Medications may be given to the Site Lead and will be dispensed at the appropriate time. Only medications stored in a pharmacy-labeled container and accompanied by the completed permission form will be administered. The same procedure is followed for over-the-counter medications.

## **Child Abuse & Neglect**

State law requires Kids' Campus staff to report any suspected cases of child abuse or neglect to the proper authorities.

### **- CHILD GUIDANCE-**

#### **Discipline Procedures:**

Camp Horizons/Big Shots Discipline Procedure: Children may be sent home and/or suspended if the program coordinator and/or site leads determine it is in the best interest of the safety and wellness of students and staff members. Under most circumstances, the discipline procedure will go as follows.

**1st:** Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child.

**2nd:** Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child. A parent/family meeting will need to occur with program coordinator and lead staff member before child is able to return to the program

**3rd:** Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child. The child will receive a 1 day suspension from the program.

**4th:** Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child. The child will receive a 3 day suspension from the program.

**5th:** Behavior/Incident Report: Family will be notified of behavior/incident. Staff will discuss the behavior/incident with the child. The child will serve a 5 day suspension from the program.

**6th:** Behavior/Incident Report: Family will be notified of behavior/incident. The family will be notified that alternative care will be needed immediately and the child will be removed from the program. The child will be eligible to return to the program in 1 calendar year if a behavior management plan is in place.



**Bullying, teasing and racially or sexually harassing other students will not be tolerated.**

Parents/guardians must:

1. Read the Family Handbook and know the contract terms and program policies.
2. Sign your student in and out on the iPad, or on paper, every day.
3. Pick your children up on time.
4. Regularly read emails and other communication from Kids' Campus staff.
5. Communicate with Kids' Campus staff about your child's progress and participation in the program as well as share any concerns you have.
6. Make sure all contact information is updated and noted on-line at [hastingscommunityed.com](http://hastingscommunityed.com).
7. Notify Kids' Campus staff and Laurie Chandler when your child will be absent or when there are alternate plans for pick up. If Kids' Campus staff have to locate your child a \$10 Finder's Fee will be assessed.
8. Provide notification within the specified time frames for a change in schedule, vacation or withdrawal from the program.
9. Keep payments to Kids' Campus current.
10. Support school district, and Kids' Campus, rules and policies with children.
11. Refrain from inappropriate behavior while on school property, including (but not limited to) threats, inappropriate language, and verbal or physical aggression towards staff, students or others.

Parents/guardians who do not abide by the above rules may have their Kids' Campus contract terminated.

**- COMMUNICATION -**

**Parent Involvement**

Kids' Campus keeps parents informed through:

- On- Site Orientations/Open Houses
  - Posting Activities on-site
- Email communication about upcoming activities

Staff and parent/guardian discussions are welcome. Parents/guardians may visit the program at any time, but please make an appointment during program time so that appropriate staffing can be maintained.

**Student Privacy**

According to law, school district staff cannot tell a parent anything private (i.e. personally identifiable) about a child that is not their own without the informed consent of the child's legal parent/guardian

**Parent Concerns**

In order to best address a concern about the Kids' Campus program, please use the following list of contacts starting with the staff member most knowledgeable about the concern:

1. Site Lead/ Site Assistant
2. Kids' Campus School Age Specialist or Coordinator
3. Community Education Director