

**Thank you
for
choosing**



Parent Handbook

**Ripside Elementary
Room 108
225 2nd Ave SW
Aitkin, MN 56431**

Field Trips

Local Field Trips: Children may take advantage of local opportunities for fun, enrichment activities. These trips might include, but are not limited to bowling, going to the public library, depot museum, and walking to the city park. During local field trip Kids Club staff and attendees will be walking to their destination. These trips may be optional, and care will be available for children who do not want to participate. Other trips the entire group will be participating.

Special Field Trips: We will have special field trips that will require bus transportation and extra fees. You will be notified of these in advance. Special permission forms will be needed to participate. Staff will be on site for anyone choosing not to participate in the field trip.



Other Information

Guests at Kids Club: Guests (students and friends) will not be allowed to attend the program unless enrolled and registered. This includes children who show up on the play ground while we are outside and want to join in our activities. They will not be allowed to participate.

Severe Weather/Emergency Closing: In the event of severe weather or other emergencies while Kids Club is in session, announcement over the local media will be made. These announcement will inform families of the situation, actions to take, and actions being taken. Local radio channels: KKIN/930 AM, KKIN/94.3 FM, WJJY/106.5 FM. Local television station: WCCO-4, KSTP-5, KARE-11.

Children's Personal Property: To protect your child's valuables, collectible cards, toys, tablets, ipods, cellphones, and other personal property is prohibited at Kids Club.

Forward

Dear Parents and Guardians,

Welcome to Kids Club! This handbook is designed to provide parents and guardians with an in-depth look into the before and after school program at Kids Club. It contains information about the activities that are offered and the policies/procedures in place at Kids Club. Please read through this handbook thoroughly and keep it in a secure place for referencing in the future.

Thank you,

Bobbi Jo Bourassa

Kids Club Program Coordinator

Krista Olson

Community Education Director

Communication Concerns, Needs, and Suggestions

We strongly encourage your input and involvement. The quality of our staff, youth, and family relationships greatly impacts the successes of our program. Ongoing communication between home and Kids Club promotes success for children. Your suggestions and concerns are welcome. Your ideas, suggestions, concerns and feedback help us make continual improvements to our program. You can share your thoughts and perspectives by speaking with the staff working directly with your child or scheduling a conference with the Community Ed Director, Program Coordinator, and/or staff member.

Child Guidance

Process for promoting success in all children: Kids Club views discipline as an opportunity to teach children social skills needed to function successfully in daily life. Kids Club staff encourages appropriate choices and redirecting them as necessary.

Promoting Safety and Self-Esteem for All Children: In order to maintain a safe and nurturing environment for all children, Kids Club will not tolerate any form of behavior that hurts or intends to hurt others: physically, verbally, or emotionally. Children deserve a positive environment that helps them feel secure, strengthens their self-esteem and provides opportunities to develop new skills.

Rules: Youth will not:

1. Disrespect leaders or other youth.
2. Physically or verbally hurt one another.
3. Take items that don't belong to them.
4. Swear, use poor language or make inappropriate noises.
5. Use equipment inappropriately or unsafely.
6. Leave program area without permission.

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Reporting Absences

It is the parent's responsibility to notify Kids Club Staff when their youth will not be attending as scheduled. You may contact us by phone, text message, or email. Contact information is located on page 5.

Reporting Attendance: If you have a change in schedule it is the parent's responsibility to notify staff. We require a 24 hour notice to add/ remove your child from the schedule. A \$5 fee will be added to your account in addition to the drop in rate for that day.

Transportation: Transportation to and from Kids Club is the responsibility of the parents. Kids Club staff are unable to transport youth to and from Kids Club

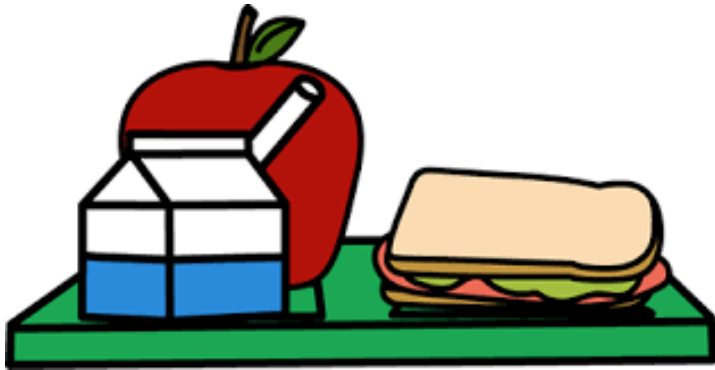
Meals

Snack

A snack is provided during After School Kids Club. An afternoon and morning snack are provided during Summer Kids Club.

Breakfast & Lunch

During Summer Kids Club breakfast and lunch will be provided on select days. On days that it is not provided you are responsible for your child's lunch. Please see Kids Club schedule for lunch details.



Active Wear: Children should dress casually but appropriately for the activities of the day. We will be outside daily, except in severe weather conditions. Please be sure to send your child with appropriate shoes, jackets, and hats (sun protection). Sandals and flip flops are not safe for running in the playground. Tennis shoes will be required. No bare feet will be allowed.

Office Information

Directory

Mail:

Kids Club

Rippleside Elementary School

225 2nd Ave SW

Aitkin, MN 56431

Phone:

(218) 927-2115 ext. 2460

or

(218) 251-0328

Email:

bbourassa@isd1.org

Office hours are reduced during summer.

Financial Procedures

Kids Club is self supported by user fees. There is a \$15 enrollment fee per child. This fee is non-refundable. All youth must be enrolled in Kids Club in order to participate. All enrollment forms must be completed with fees paid prior to attendance.

Payment Policy: Attendance fees will be collected in advance per your child's schedule for Kids Club. Parents are required to register their child prior to attendance to avoid drop in rates. Under this agreement payment is due monthly for the days your child is registered to attend Kids Club regardless of absences to illness or other events. In order to receive credit changes to the original registration you must notify Kids Club either verbally, or written at least 24 hours in advance of the change. See above for available contact methods.

Late Pick-up Fee Policy: A fine of \$10 will be assessed for every 15 minutes or fraction thereof that a youth is not picked up after 6:00 p.m.

This is to be paid at the time of pick up.

Late Payment Policy: Families with accounts that are one week overdue will be subject to a late fee. Families with accounts that are 30 days past due are subject to withdrawal from the program. If extenuating circumstances exist, contact the program coordinator.