

## Medication

Please become familiar with the following guidelines.

1. Prescription medications require a Medication Request and Authorization form that is completed and signed by both the parents and physician. Staff cannot dispense medication without this form on file for that medication.
2. Prescription medication must come to school in the original prescription container appropriately labeled for the student by pharmacy or physician. Mixed dosage in a single container or dosage that needs to be altered will not be accepted. Medication in envelopes, baggies, ect. will not be administered.
3. Nonprescription/over the counter medication will follow the same requirements as prescription medications.
4. Medications are generally not carried by the student. If an exception is to be made a medication request and authorization form must be on file.
5. The Kids Club staff must be notified immediately of any changes to medication or if the medication is no longer required. For medication dosage changes, a notice from a physician is required.
6. Planning for students who requires medication on field trips must be done prior to the day of the field trip. It is the parents responsibility to inform the staff of medication needs in advance of the trip.



## Sunscreen and Insect Repellent

We will be spending much of our time on the playground, grass, and walking trails in the woods. You may want provide sunscreen and or insect repellent for your child. The sunscreen is especially important as it only takes a short time to burn while a child is playing. Please label the items that you send and turn them into the Kids Club staff. By signing the enrollment form you authorize Kids Club Staff to use sunscreen/bug repellent.



## Kids Club

### Kids Club Mission

Kids Club provides each child a safe and wholesome environment in which to play, learn, and interact. Kids will be provided qualified, caring staff to guide and direct them in a variety of learning environments and age appropriate activities. These activities are designed to enrich a child's personal, social, physical, cognitive, and recreational skills.

### Goals and Objectives

- To provide a safe place to play and learn.
- To develop a positive self image and gain respect for self, others, and property.
- To provide opportunities to feel successful.
- To develop new friendships and work together in cooperative group settings.
- To develop positive attitudes and appropriate behavior.
- To provide opportunities to learn new skills, express one's self, think, analyze and problem solve.
- To provide children with choices of activities and experiences.
- To provide positive adult guidance, leadership, interaction, support and friendship.



As a Community Education program of ISD #1, Kids Club will not deny or discriminate on the basis of race, color, disability, religion or nation of origin in its enrollment policies.

## Behavior Management Policy

The children and staff at Kids Club are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by Kids Club will be explained to the children clearly and reinforced in a consistent manner. We utilize a stop light system with green being positive behavior, yellow as a warning to poor behavior and red as a warning of behavior that would be documented. Youth will be able to move back to green with positive behavior.



After three red behaviors a parent is contacted. Any child who does not accept the physical boundaries of the program, or exhibits behavior that threatens his/her well being, or the well being of others, is subject to dismissal without notice. Any extreme behavior that leads directly to a red or where local law enforcement is contacted will automatically be documented and the Kids Club program reserves the right to terminate the child's participation in the program. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child is grounds for termination of the family's participation in Kids Club with out notice. All pre paid tuition will be refunded. Children will be given reminders and redirection in order to encourage positive behavior.

## Policies and Procedures

Enrollment in the program assumes an understanding that you will abide by the listed guidelines:

### Parent Expectation of the Program

Parents can expect that:

- Their children are cared in a safe, wholesome environment.
- They may visit with the program coordinator about concerns related to the childcare program
- They will be told about any improper behavior on the part of their child, and may visit with the coordinator/staff in order to bring improvement to the situation.
- They will be regularly informed by the staff about program activities.

### Program Expectation of the Parents/Guardians

The program expects that Parents will:

- Pay fees on time as explained in fees and payment procedures.
- Keep the child's records up to date as listed on the Enrollment Form
- Pick up children on time.
- Contact the staff if their child will not be attending as scheduled(24 hour notices required)
- Listen to staff communications regarding any concerns or issues about youth.
- To inform staff of any special needs of their children.

### Children Expectations

Children may expect:

- To have a safe, supportive, and consistent environment.
- To use program equipment, materials , and facilities on an equal basis.
- To receive respectful treatment.
- To receive discipline that is appropriate and follows our behavior policy
- To receive nurturing care from staff members who are actively involved with them.

### Program Expectations of Children

The program expects that the children will:

- Have fun, be friendly, be safe, be honest, and be respectful to staff and others
- Be responsible for their actions.
- When at the program, respect the school facility rules.
- Remain with the group and program staff at all times.
- Take care of materials and equipment properly and return them to their proper place when done, or before taking new ones
- To respect and follow the rules of the Kids Club Program

## Illnesses/ Medical Procedures

1. Children who are ill should not be brought to Kids Club! This includes children with the following symptoms:

- Fever
- Diarrhea
- Vomiting
- Undiagnosed rash
- Inflamed eyes
- Severe cold or sore throat

2. A child is sent home if displaying sign of physical illness and/or has a temperature of 100 degrees or higher.
3. A child should be "fever free" for at least 24 hours before returning to Kids Club.
4. A child taking antibiotics must be on the medication for at least 24 hours before returning to Kids Club.
5. If a child has been vomiting he/she should not attend Kids Club for 24 hours after the last episode.
6. If a child comes ill to Kids Club, staff will have the child rest away from the other children, and contact the parents/guardians to pick up child.
7. If you cannot be reached the staff will contact the emergency back up contacts listed on your child's emergency card.

If your child comes down with a communicable disease such as chicken pox, head lice, pink eye, or strep throat CONTACT KIDS CLUB IMMEDIATELY!! When a communicable disease is reported, a note will be posted to inform other parents of exposure.

## Accidents

If you child has a minor injury(scrapes, minor bumps and bruises) you will be notified when you pick up your child.  
If a serious injury should occur with might need medical attention the staff will first attend to the child and then call you immediately.  
In an emergency situation the staff will call 911 the staff will then contact you. After 911 has been called it is up to the 911 team responding to decide what action will be taken. You will be responsible for medical charges. By signing the enrollment form you are giving Kids Club the authorization to take emergency medical measures.

Insurance: the Kids Club program carries school district/community ed liability insurance. Families are encouraged to provide their own insurance coverage.

## Financial Procedures

**NSF Checks:** When a check is returned for a non-payment, the exact amount of the check and a \$35 fee must be resubmitted with in two days of notification. Failure to do so may result in termination of care and services. More than two NSF checks will requires future payments to be made by cash or money order.

**Finders Fee:** If a child doesn't not show up at Kids Club as scheduled and staff need to search for the child (calls to parents) a \$5 finders fee will be assessed to the account. Parents are required to notify staff in advance in your child is not coming as scheduled.

**Okay to Be Here Fee:** If a child attends Kids Club when unscheduled and we have no prior notice of attendance our staff will need to call and verify that he/she should be at the program. If this should happen parents will be charged a \$5 fee for the okay to be here call. In addition to the drop in rate.

Financial Assistance: Partial or total tuition assistance may be available to qualifying families through state or county funds. You can contact Altkin County Health and Human Services (218-927-7200) for more information. Written or verbal authorization for families receiving financial assistance must be received by the Kids Club Staff before the youth can begin.

## Safety & Security

All suspected child abuse or neglect cases will be reported. We are mandated by law to report.

For your child's safety the parent/adult who brings the child to Kids Club in the morning or who picks the child up in the afternoon, must initial and record time on the sign in/out sheets.

Staff will make every effort to greet parents as they come on site. In the event that staff is involved in a activity with the children, please alert staff to your presence.

## Program Details

### Safety & Security

**Release of Youth:** Kids Club Youth will be released only to their parents or to another adult authorized in advance by the parents on the emergency card. If a youth is to be picked up by someone other then the parent or pre-authorized adult, there must be written or verbal permission from the parent/guardian noting who that person will be. That individual may be required to show positive identification before youth will be released. Parents or another authorized person must sign the youth out each day. If the parent desires youth may be allowed to sign themselves out at a regular, pre-determined time to attend another function. This arrangement must be made with staff in writing, designating the time youth will allowed to leave. Parents accept sole responsibility for the safety of the youth under this arrangement. See a staff member for Release Form.

**Authorizations:** When registering your child for Kids Club, please name all persons authorized to pick up your child and anyone that is not allowed to pick up your child. In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.

**Age of person signing children out from Kids Club:** Kids Club requires people to be at least 16 years of age in order to sign children out from Kids Club. This includes siblings who may pick children up. Please include these name on your authorization list.

**Emergency Form:** In addition to parents, please list at least two people who can pick up your child in case of an emergency. Please remember that out of town contacts may be too far away to help in an emergency situation.

**Other Release Notes:** Youths will not be released to an inebriated parent, guardian or authorized person. If staff members determine a youth would be in danger because of a parent/guardian's intoxicated state, they will confidently ask the person to call a back-up person from the membership form. If the parent/guardian insists on driving with the youth, the staff is obligated to call the police and report that situation.

**Participation in other activities:** Occasionally children leave during the day to participate in various activities (i.e. swimming lessons, day camp, music lessons, bible school). For children's safety, children and/or the person transporting them are required to sign out with a staff member before leaving for their activity and sign back in with staff member upon their return.

**Two Way Radios:** If we are not in our base room when you arrive to pick up your child, a note on the check in table will let you know where we are, and a radio will be available to contact us.