



Rice Kids Club Parent Handbook

School Year 2020-2021

Welcome

We are happy your family has chosen to participate in the Rice Kids Club Program. Kids Club is a safe, structured, school age childcare program for children entering Preschool-5th Grade at Rice Elementary School and is sponsored by Sauk Rapids-Rice Community Education. Your child will grow, spend time with friends and experience unique opportunities to explore, create and participate in a variety of activities such as language arts, science, math, technology, arts, social-emotional learning, fine and gross motor skills, physical activities, and special projects. Our goal is to help children learn about themselves and the world around them in a safe, structured, inclusive environment regardless of their ability. We welcome you and your child to our program.

Sincerely,
Amy Dierks
School Age Child Care Coordinator
Sauk Rapids-Rice Community Education

Program Components

School Year 2020-2021

- Offered at Rice Elementary School and is open on all school calendar days
- Rice Kids Club begins on September 7, 2020 and ends on June 2, 2021
- Preschool Kids Club begins September 14, 2020
- Before school Kids Club operates 6:30 a.m.-8:45 a.m.
- After school Kids Club operates 3:30 p.m.-6:00 p.m.
- Preschool Kids Club will operate from 6:30 a.m.-6:00 p.m. Monday through Thursday
- A late fee will be assessed after closing time. If an emergency situation causes you to arrive late, contact Kids Club at (320)267-7768. The late fee is \$1/minute per child.

*Rice Kids Club and Preschool Kids Club will be **CLOSED**:

~September 7

~November 26-27

~December 24, 25, 31st, 24th

~February 15

~April 2

~May 31

*Preschool Kids Club will be **CLOSED** on these additional dates:

~September 8-1

~May 24-28

~June 1-3

Program Details

Before School Kids Club (6:30 a.m.-8:45 a.m.)

- Children will be able to participate in choice based activities until the school day starts.

Preschool Wrap-Around Care Kids Club (6:30 a.m.- 6:00 p.m.)

- Care will be available for children enrolled in the School Readiness Program at Rice Elementary School. Please contact Hillside Early Childhood Center at (320)255-8910 for more information on School Readiness class times, availability, and how to enroll your child in the School Readiness Program.
- Staff will implement age appropriate activities in a fun, safe, and caring environment. Hot lunch will be available for students and parents are responsible for setting up a lunch account within their Skyward account
- Preschool Kids Club is available Monday-Thursday.

After School Kids Club (end of the school day until 6:00 p.m.)

- Children will be offered a healthy snack item each afternoon. They can bring their own snack if desired (please no candy or caffeinated beverages).
- Children are able to participate in choice based activities. They may choose to take part in a variety of age appropriate activities based on their interests. These activities include and are not limited to visual and performing arts, science, technology time, cooking, clubs, homework and reading, social recreations, physical challenges and activities, outdoor play, and team building.

Non School Days (6:30 a.m.-6:00 p.m.)

- RKC and PKC are open on some non-school days depending on enrollment numbers. We need a minimum of 10 students signed up to run a non school release day.
- If you would like your child(ren) to have childcare on one of these non-school days, you would need to register them through your online account.
- The School Age Child Care Coordinator will reach out to families if we will be adding or omitting any Non School Programming days to the calendar for the school year.

Rice Kids Club and Preschool Kids Club Staff

Rice Kids Club and Preschool Kids Club staff have a passion for engaging students in fun and educational activities. Our program standards have been adapted from the guidelines developed by the Minnesota Department of Education. We have a commitment to high quality and continuous improvement. Staff must have passed a criminal and child protection background check and receive ongoing professional development on behavior guidance, activity planning, social development as well as CPR and First Aid Training. We strive to maintain a staff/child ratio at the site of 1:15 K-5th grade students and 1:10 for preschool students.

Family Communication

Email is the most effective form of family communication. Families will be emailed our general programming information, upcoming events, or important notices from the Childcare Coordinator. Families will be emailed in advance if they are to bring items for their child, for example a softball glove.

To contact Rice Kids Club and Preschool Kids Club by email, email to amy.dierks@isd47.org or call 320-258-1577. Parent comments, concerns, or suggestions can be emailed or called in. There will also be an anonymous survey that parents will have the opportunity to fill out at the end of the academic year.

Program Standards

Parent Checklist

- Read the Parent Handbook and understand the program policies
- Notify the site if your child will be absent for ANY reason
- Pay all costs incurred for your contracted days, whether your child attends or not, by the due date
- Provide written notice of change of contract, vacation, a new authorized pick up or withdrawal from program
- Label ALL personal belongings

Termination of Care

Sauk Rapids-Rice Community Education and its staff reserve the right to reject registration or discontinue participation in the Rice Kids Club or Preschool Kids Club programs.

Dismissal from the program could result from any of the following:

- The staff and/or parent determines that the program cannot meet the needs of the child.
- The child and/or parent refuses to follow program policies, ongoing discipline or behavior concerns, violations of school policies or state laws
- Invoices/fees are not paid.
- If the child attends Rice Kids Club or Preschool Kids Club after their termination date, you will have 30 minutes to pick up and will be charged for day of care.

Suggestions, Questions, & Concerns

In order to address your needs at the most appropriate and effective level, we suggest the following steps:

1. Speak with the staff member involved or Site Lead.
2. If concerns persist, or discussion with the Site Lead are insufficient, contact the Coordinator.
3. The Community Education Director can then be contacted if the issue persists still.

*Please submit all grievances in writing as well as verbally.

Child Abuse

Under Minnesota State Law, all professional staff who work with children are required to report all suspected physical, emotional, sexual abuse or neglect of children to the authorities.

District Policies

Rice Kids Club and Preschool Kids Club follow Sauk Rapids-Rice School District policies. For other policy information, please refer to the Storm Elementary Student-Parent Handbook.

Personal Property

Children are allowed to bring toys and personal items from home with parent permission. If these items become an issue, staff will hold them and return when a parent arrives. Please note, Rice Kids Club and Preschool Kids Club are not responsible for lost, stolen, or damaged goods. Due to the large volume of lost items, it is important to clearly label coats, boots, bags, etc. Items not claimed by the end of the month, will be donated to charity.

Videos

Occasionally, videos will be shown at RKC and Preschool KC, if you do not want your child to view the videos, please notify the Child Care Coordinator.

Snacks & Lunch

A healthy snack will be provided in the afternoon each day for students in Rice Kids Club. Preschool Kids Club students will also be provided with a morning and afternoon snack. Hot lunches will be available for Preschool Kids Club, parents are responsible for setting up a lunch account within their Skyward account. On non school days, a healthy morning and afternoon snack will be provided to students. Lunch will NOT be provided on non school days. Students need to pack their own lunch on those days.

*If your child has special dietary restrictions, please notify staff, by filling out that section on the registration form.

Registration and Enrollment

All students must have a completed registration for Kids Club prior to their first day of attendance. You can register and pay the registration fee online at www.SaukRapidsRiceOnline.org

Eligibility

- Rice Kids Club and Preschool Kids Club is available for children enrolled in preschool and elementary school at Rice Elementary School. The student must be completely toilet trained and able to use the bathroom on their own to attend.
- The registration fee must be paid at the time of registration for every child.
- Outstanding accounts with unpaid balances will not be able to register for the next session. For a child to start on their first day of a new session, all fees associated with their account must be paid in full.
- If you indicated that your child has special needs, a meeting may be required before your child's start date to determine the appropriate level of support needed. Information regarding a child's special needs will not be used to prohibit their enrollment in the Kids Club, unless it is determined they will need significant assistance beyond our program capabilities.

Signing In and Out

We are required to have students signed in and out daily by the parent or guardian for Rice Kids Club and Preschool Kids Club when dropping off and picking up your child. Adults will sign their child in and out on an ipad. Children are not allowed to sign themselves in and out. Please come with your ID available as staff may ask to check to verify the adult picking up is an authorized pick up. Authorized pick ups can be added to your child(ren)'s authorized pick up list by either emailing or writing a note to the School Age Child Care Coordinator with the person's full name and contact information.

Enrollment

We need written and verbal notification if your contact information changes, your child has allergies, medical concerns or receives special education services.

Both RKC and PKC will have adaptable monthly childcare contract options. Families will be able to go onto their online account to add or drop dates of care for their child up to one week before the current date.

Contract Options, Rates and Absences

Rates are charged per day. Reach out to the Childcare Coordinator on eligibility for Free or Reduced Lunch rates.

Rice Kids Club

\$20 Registration Fee

Before School- \$6.00/day

After School- \$7.00/day

Non School Days- \$25.00/day with a \$20 one time registration fee

Preschool Kids Club

\$20 Registration Fee

AM Half Day- \$15/day (6:30 a.m.-8:45 a.m.)

PM Half Day-\$15/day (2:45 p.m.-6:00 p.m.)

Full Day- \$30/day (6:30 a.m.-6:00 p.m.)

Absences

Notify the childcare site by phone or email if your child will be absent at any time for any reason. School offices do not always provide Rice Kids Club or Preschool Kids Club with absence information. If your child does not arrive after school as expected, program staff will investigate immediately by attempting to contact you or your child's emergency contacts. It is important to notify Kids Club immediately if you pick your child up early from school for ANY reason on a day that he/she is scheduled for attending.

Due to the amount of time involved in trying to find children when staff have not been notified of their absence a \$15 Finder's Fee may be assessed. Tuition is not refunded for sick days in Rice Kids Club. Students in Preschool Kids Club are allowed three (3) free of charge sick days during the academic school year. If an illness extends beyond one week, contact the Coordinator. Credit will be given if a medical certificate can be provided from a physician indicating the extended absence was due to illness. Parents are responsible for paying for time RESERVED, not time used. If you choose for your child to not attend on a day that you have scheduled, we require one (1) week prior notice of the change or charges will remain for the day. All unexpected school closure days will be refunded.

Changes to Contract

Changes to your contracted days of care can be made by emailing or calling the Childcare Coordinator one (1) week/7 day notice in order to not be billed. You are responsible for tuition based on the current contract until the change goes into effect. Verbal notification of childcare schedule changes is not sufficient. If you wish to withdraw your child from programming, you may do so at any time and can be done on your online account or by contacting the Childcare Coordinator via email. Notification of vacations must be submitted in writing one (1) week prior in order to ensure your account is not charged.

Family Emergency

In case of family emergency, please contact the Coordinator so the tuition may be forgiven. This is determined on a case by case basis for approval and you may be asked for the appropriate documentation.

Emergency Contact Information

Please keep your child's emergency contact information current. When adding authorized pickup contacts to your account, a daytime phone number and the relationship to the child must be included. This can be done on your online account, by emailing or calling the Childcare Coordinator, or given in writing at the site to a staff member.

Billing & Payments

Payment Procedure

Rice Kids Club and Preschool Kids Club have two payment options, Auto Pay and Pay As You Go . Invoices will be emailed to parents every two weeks for the previous two weeks of childcare. Parents will have until Thursday after invoices are sent out to communicate any billing discrepancies. Payments are due Friday after invoices are sent. A late payment fee of \$5 may be added to accounts.

There is a Pay As You Go Option that allows you to make payments either online on your account or drop checks (made out to Rice Kids Club) off at the site. A processing fee may be applied if a check submitted to Kids Club is returned from the bank. If you fall behind on payments, your child may not be permitted to attend Rice Elementary or Preschool Kids Club until your payments are up to date. A failure to keep updated card information on file or a declined charge may lead to a \$5.00 convenience fee for each occurrence. You can track your childcare charges and payments online. Contact the Childcare Coordinator if you would like to change payment options at any time.

Dependent Care/Flex Reimbursement Forms

Forms must be brought to the Community Education office or sent directly to the Coordinator for verification and signature. (Site staff cannot sign them) Reach out to the Childcare Coordinator for information on how to access information on total childcare tuition paid at the end of the year for tax purposes.

Student Expectations

Child Guidance

Rice Kids Club and Preschool Kids Club utilize the same PATH standards that the Sauk Rapids-Rice School District adheres to. We have the same expectations of the students to ensure their success and safety. Key techniques include: positive reinforcement, positive role modeling, intervention techniques and redirection. The students are expected to be safe, responsible, and respectful.

Student Expectations

- Respect self, others, and property
- Use acceptable language
- Use appropriate physical contact
- Follow the direction of the staff
- Participate in group activities
- Ask permission to leave an area
- Be responsible and accountable for their actions
- Abide by all district policies

Behavior Management

Working with groups of children, we are often faced with the task of managing behaviors that may occur when children are together. Physical contact with the child is avoided unless it is necessary to restrain a child from harming themselves or others. Children are encouraged to verbally express their feelings in an acceptable way. The staff is trained to focus on positive behavior rather than negative behavior.

Unacceptable Behaviors

Any violation of the District and Program Policies are not tolerated.

Unacceptable behaviors include fighting verbally or physically, weapons (real or pretend), destruction of property, unsafe activities (such as leaving the grounds without permission, outbursts which endanger others etc.), or disruptive behaviors.

Consequences for Unacceptable Behavior

1. Verbal reprimand
2. Loss of privileges
3. Meeting with staff, parents and children involved
4. Removal from Kids Club

What to Bring to Programming

Rice Kids Club and Preschool Kids Club utilizes the playground and gym for several activities. Students should be dressed appropriately for active indoor and outdoor play. Tennis shoes are required for the gym. Pack extra clothes if needed and sandals are acceptable as long as they have a back strap. An additional morning and/or afternoon healthy snack and/or drink can be sent with your child, if desired. All toys from home are to stay at home unless told otherwise from site Lead or School Age Childcare Coordinator.

LABEL ALL ITEMS WITH YOUR CHILD'S NAME! The lost and found will be donated to charity at the end of every month. Several items to send with you child on Non School Days are sunscreen, bugspray, swimming items (if applicable), water bottle, and lunch.

Emergency Info, Illness & Medication Policy

Building Closing/Emergency

If Rice Elementary is closed due to an emergency (building maintenance, weather related emergency, etc.) Kids Club and Preschool Kids Club will be closed. Parents will be emailed. Parents are responsible for making alternative childcare plans. Please discuss the emergency plan with your child ahead of time.

Illness or Medical Emergency-

If your child becomes ill, we ask that you do not send them to Kids Club. Should they become ill while they are at Kids Club, you will be notified and asked to pick him/her up as soon as possible. If your child has a temperature of 99.5 degrees or above, or, if your child has had diarrhea or vomiting in the last 24 hours, please do not send them to Kids Club. If we discover that your child has had one of these in the past 24 hours, parents will be called and asked to pick up their child within one hour in the spirit of preventing the spread of an illness. *Due to COVID-19, if a child is experiencing other health symptoms we will contact parents for immediate pick up and staff will notify you when your child will be able to return to childcare programming based on CDC, MDE and MDH health standards. Other COVID-19 health standards and practices will be communicated to parents.

Please contact us if your child has been diagnosed with a communicable disease or virus so we can alert all families that their child may have been exposed. If your child was absent from school during the school day, they cannot attend "After School" programming unless arrangements have been made with the Childcare Coordinator.

Accidents

In the event of a minor injury during Kids Club, the child will be given First Aid and parents/guardians will be informed of the incident when they pick up their child. By signing the registration form, you are giving Kids Club and/or Community Education staff authorization to take necessary medical measures in the event of an emergency.

If a serious accident occurs, which may need medical attention, staff will attempt to contact the parent immediately to transport their child to a medical professional. If immediate attention is needed, the staff will call 911 and then the parent. After 911 has been called, it is up to the paramedics to decide appropriate action. If the child needs emergency treatment, paramedics will transport your child to the nearest medical facility. The parent will be responsible for all medical charges. Kids Club does not carry accident or health insurance for children. Parents are responsible for insurance and health coverage for their children.

Missing Child, Lockdowns, Weather Emergencies and Fires

If the incident should happen that a child would be missing. All staff would thoroughly look for the child. If the staff would be unable to locate the child, the family and the police would be contacted. Rice Kids Club and Preschool Kids Club staff will follow school procedures in the case of a lockdown, tornado warning and fire. Students and staff will practice these emergency procedures.

Medication

District policy regarding the dispensing of medication must be followed. A Medication Administration Form must be completed each school year before any medication (over the counter and prescription) can be stored or dispensed. Prescription medication requires a written physician order. All medication must be in its original container. Expired medication such as Epi Pens will not be accepted or kept. Medication forms are available at the childcare location or on the district website under Health Services. Return completed forms to the Community Education office or Kids Club location. Students are required to be up to date on their immunizations in order to attend school in Minnesota. If your child is not up to date, cannot provide up-to-date records or prove that they are exempt from immunizations, we reserve the right to refuse care for your child(ren).

Emergency Site Closing/Inclement Weather

In the event of school closings and cancellations, the following is Rice Kids Club and Preschool Kids Club policy-

2 hour late start due to weather/emergency- Before School Rice Kids Club is CLOSED and Preschool Kids Club will open at 10:30 a.m.

School Closed due to weather/emergency- Both Rice and Preschool Kids Club are CLOSED

School Closing early due to weather/emergency- CLOSED *Staff will be onsite until 4:00pm to ensure all students are picked up. Any students at site after 4:00pm will be billed for a day of care.

After School Activities Canceled due to weather- Both Rice and Preschool Kids Club are

CLOSED

School Closed due to Extreme Cold Weather Day- OPEN 6:30 a.m.-6:00 p.m.

*A sign up form will be emailed out to families to sign up for childcare in the case that school is closed due to extreme cold temperatures.

Contact Information

Sauk Rapids-Rice Community Education

320-258-1577

901 1st St S, Sauk Rapids, MN 56379

<https://www.isd47.org/ce>

Amy Dierks

School Age Childcare Coordinator

amy.dierks@isd47.org

320-258-1577 (Office)

320-267-7768 (RKC Site Phone)

Nicole Wilke

Community Education Director

nicole.wilke@isd47.org