

# Kids Play

School Age Child Care



# Family Handbook

St. Michael-Albertville Schools  
Community Education

Revised May 2023



## Program Options

### Before School Care:

- ♦ Community Ed. Center

### After School Care:

- ♦ Albertville Primary
- ♦ Big Woods
- ♦ Fieldstone
- ♦ Community Ed. Center

### Just 4 Kids

- ♦ Community Ed. Center

### Summer Programs:

- ♦ Community Ed. Center
- ♦ Middle School East (Club Knights)

### Billing and Registration Website:

STMA.CE.ELEYO.COM

# Attendance & Main Line

Phone: 763-497-6552

Fax: 763-497-6584

## Contacts:

### Albertville Primary

5386 Main Ave. NE

Albertville, MN 55301

763-497-6562 Option #3

### Big Woods Elementary

13470 Frankfort Parkway NE

St. Michael, MN 55376

763-497-6562 Option #5

### Community Ed. Center

Care for St. Michael Elementary

60 Central Ave W.

St. Michael, MN 55376

763-497-6562 Option #1

### Fieldstone Elementary

5255 Jansen Ave NE

St. Michael, MN 55376

763-497-6562 Option #2

Lisa Becker, Coordinator

763-497-6513

*LisaB@mystma.org*

# Contents

All policies and procedures that refer to “Kids Play” also apply to the Just 4 Kids and/or Club Knights programs.

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## What is Kids Play?

Kids Play, Just 4 Kids and Club Knights are the childcare programs sponsored by Community Education through St. Michael-Albertville Schools. We will use “Kids Play” throughout this booklet to include all Kids Play, Just 4 Kids and Club Knights programs.

Our program focuses on respect, creativity, safety, friendship and fun. We welcome you and your child to our program. Kids Play provides a well supervised, nurturing environment where children can develop friendships, independence, respect for themselves and one another, foster decisions skills and grow in self-confidence. The Kids Play program provides a variety of activities and experiences such as computers, crafts, arts, sports, creative dramatics, cooking, reading, music, gym, homework help, field trips and “free time” for children to pursue their own interests.

## Calendar and Hours

- ◆ 6:00am to 6:00pm-Monday through Friday.

We will be closed on the following days and tuition will not charge.

- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Dec. 24, 25, 31, Jan. 1 (exact days to be determined based on the calendar)
- Good Friday (exact days to be determined based on the calendar)
- Memorial Day
- 2-3 days before the summer program
- July 4th Holiday (exact day to be determined based on the calendar)
- One week prior to the start of the school year





# STAFF

Kids Play staff are the heart of our program. The prime concern of staff is every child's safety, development and happiness. We focus on building positive relationships with children. Staff are district employees and have completed criminal background checks prior to hiring.

## Children/staff ratios:

- ◆ Pre-Kindergarten: 10 children to 1 staff
- ◆ Kindergarten through 6th grade: 15 children to 1 staff

## EXCHANGE OF INFORMATION

Information may be exchanged between Kid Play staff and school personnel for the safety and health of your child and/or information that would be beneficial for your child.



## CONCERNS & MEDIATION— STUDENTS, EMPLOYEES, PARENTS AND OTHER PERSONS

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. It is best to discuss concerns or complaints with the person most familiar with the incident. While written reports are encouraged, a complaint may be made orally. Persons are encouraged to file a complaint at the building level when appropriate. If the concern or complaints are not satisfactorily addressed by the coordinator or director, you may contact the superintendent and school board. Federal law requires that school districts designate specific individuals and procedures for disability discrimination, sex discrimination, equal education and employment opportunity, homelessness and harassment. Contact information is as follows:

Student Disability Discrimination - ADA/504 Coordinator – Manager of Special Services, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup> St. NE, Albertville, Minnesota

Homeless Compliance – District Homeless Coordinator - Manager of Special Services, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup> St. NE, Albertville, Minnesota

Student Sex Discrimination – Human Rights Officer – Director of Administrative Services, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup>, St. NE, Albertville, Minnesota

Student Sex Nondiscrimination Program Compliance – Title IX Officer – Activities Director, 763-497-2192, High School, 5800 Jamison Ave, NE. St. Michael, Minnesota

Student or Staff Harassment – Human Rights Officer - Director of Administrative Services, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup>, St. NE, Albertville, Minnesota

Equal Education Opportunity/Equal Employment Opportunity – Human Rights Officer - Director of Administrative Services, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup>, St. NE, Albertville, Minnesota



# Registration and Eligibility

All children must be registered in order to participate in Kids Play. Enrollment may be limited due to staffing. You must register separately for each season (school year and/or summer). Carefully review your enrollment request before submitting. It is your responsibility to review enrollment confirmation emails and verify dates, times, and schedule. Enrollment requests will be addressed in order they are received, as availability allows.

## REQUIREMENTS TO REGISTER:

- Complete an online registration request at [stma.ce.eleyo.com](http://stma.ce.eleyo.com).
- Provide a functional email address for your account profile.
- A registration fee is collected once your contract has been approved.
- Your child's account, including Community Education programs, must be in good standing in order to register.

## ENROLLMENT PRIORITY

Current school year participants:

- ◆ Families currently enrolled in the school year program are given the first opportunity to renew enrollment for the upcoming summer and school year programs during "Early Registration". Specific dates and information will be sent to current families. Your child must be enrolled through the last day of the school year. If your child withdraws early from the school year, your spot will not be held for the following school year.
- ◆ Siblings of a currently enrolled child may register during "Early Registration".

## KINDERGARTEN:

- ◆ Children entering kindergarten will receive information regarding the upcoming school year and summer programs via mail. Make sure you are on the school district census. Specific registration date will be announced on school district website under Kids Play program.

## NEW ENROLLMENTS:

- ◆ If your child is NOT currently enrolled in our school year program, you can submit an online enrollment request when the session is open to the public. Date to be announced on school district website.

## ADDITIONAL INFO:

- ◆ Summer care does not guarantee your child care for the school year.
- ◆ You will receive a confirmation email once your request has been approved and the registration fee is paid.

# Financial Info

Our program is self-supported by user fees. Parents are responsible for all charges that are incurred whether your child attends or not. Occasionally you may find additional charges on your account for fees incurred by late payment fee, finder fee (pg. 8) or a late pick up of a child fee, etc.

In our registration system, the Kids Play account created for a child's enrollment and participation in the program is the child's account. Both parents can be owners of the child's account unless legal paperwork has been submitted to Kids Play notifying the program of limited custody or parental rights. Without legal documents submitted to the program, we must honor parental rights of both parents. In cases of disputes, the parents need to work through differences.

## TAX STATEMENTS

Tax statements documenting tuition paid to Kids Play are available on your account after January 1st.

## INSUFFICIENT FUNDS CHECK

Checks returned for insufficient funds will be subject to a \$30.00 handling fee. Childcare will not be provided if a NSF check is not promptly paid.

## Billing Questions?

Contact Lisa Becker at 763-497-6513 or [LisaB@mystma.org](mailto:LisaB@mystma.org)



## DUE DATES AND LATE PAYMENTS

Payments are due on the 1st and 15th of the month. Pre-payment is required. An email will be sent with an invoice approximately five business days prior to the deadline. Fees are due whether or not you receive your invoice.

There is a \$20 late payment assessed for late payments on your account. Past due accounts can result in childcare services being terminated. Your account may be turned over to collections and you will be responsible for all costs, which may include legal fees.

## EASY WAYS TO PAY:

- ◆ Auto –Debit: Automatic billing to your credit/debit card (MasterCard, Discover, American Amex, Visa) or checking account can be added onto your child's account. Tuition will be automatically charged on the due date to the financial information on file.
- ◆ Online: Payments can be made 24/7 on your online account.
- ◆ Drop off: You can drop off payment at your child's site.

## LATE PICK UP– WE CLOSE AT 6:00 PM

If you have an emergency and must be late, please notify the staff. Charges are based on per family per site.

**6:00-6:10pm (or portion thereof) a \$5.00 late fee. After 6:10pm, the charge will be additional \$1.00 per minute.**

If a parent is continuously late, we may terminate the contract. If you are more than 15 minutes late and other emergency contacts cannot be reached, the police may be called to come pick up your child.

# Contracts and Agreement To Terms

Regardless of the season, contracted days for full-time and part-time schedules must be the same days each week. We do require a 3 day a week minimum schedule. Contracts can be terminated if there are continuous finder fees, late child pick up fees, past due accounts and failure to follow program guidelines.

At the time of enrollment, families must agree to the terms of our program. This information will be presented as part of the online enrollment. When you enroll your child you are accepting our terms and statements below:

- I understand that I am responsible for all fees and tuition regardless if my child is in attendance.
- We are a very loud and active environment with multiple free-choice activities. It is a busy environment with many children and staff and family members coming and going, and our program may not be best suited to fit the needs of all children. If you have a child that has special needs, please inform us *prior* to registration to evaluate your child's needs and staffing support. We are not designed for one on one care.
- I understand that an exchange of information between Kids Play/Just 4 Kids staff and school personnel may occur for the safety and health of my child and/or whenever it would be beneficial to my child.
- I understand my child must be fully toilet trained and self sufficient in the bathroom in order to be enrolled.
- Child must have the ability to clearly communicate their needs and understand others needs. They must have the ability to work as part of a group, think before acting, and stay in supervised areas.
- I agree to adhere to all school district policies and procedures for the safety and well being of my child and others.
- I agree to release District #885 Community Education and its employees of all liability to accidents or injuries which my child(ren) incur while attending Kids Play, on field trips or during pool usage. Medical/dental insurance coverage for children is the responsibility of the parent/guardian.
- I understand that Kids Play/Club Knights/Just 4 Kids occasionally may take photos or video for publicity connected to our program. We may share photos or video of children's activities only to the parents of the program. I give permission for my child to be photographed/videotaped.
- I hereby grant permission for my child to leave the school premises under staff supervision for walks, activities or field trips.
- I have read and understand all policies/procedures outlined in the handbook which can be found online on the school district website.

## CONTRACTS

We charge according to your child's contract. We do charge for all absences and vacations, whether or not your child attends our program. An invoice will be emailed to you prior to the due dates.

## CHANGE OR WITHDRAWAL

A two week notice is required to permanently change your child's schedule or to withdraw from the program. The option to increase days of care are based upon space availability. Fees for the original contract will be charged regardless of attendance through the effective date of the change or withdraw. There is a \$5.00 change of schedule fee charged for schedule changes. Log onto your account to change your schedule or withdraw. All outstanding balances must be paid in full prior to the withdrawal date.

## ADD A DAY

Any time a child attends the program outside of their contracted days, the add - a - day rate will be charged. There is a 48-hour notice required for adding extra care based on space availability.





## FINDERS FEE

Parents are required to notify Kids Play if your child will be absent on school days. If a staff person has to “find” your child after school, a \$5.00 finder’s fee will be added to your account. The school office staff, school nurse and Community Education are not responsible to relay messages to Kids Play if your child is absent, left school early or is involved in a class or activity after school. If a parent continuously fails to call Kids Play to report absences, your child will be withdrawn from the program. *(Does not apply to summer, no school days, or Just 4 Kids program.)*

## ACTIVITIES

If your child will be attending a class through Community Ed., FYCC, school, sports clubs, church, etc. you need to fill out an activity form and return to the staff. We do not transport or walk children to/from another school except for summer school. It is the parent’s responsibility to arrange transportation for activities. If your child’s activity conflicts with a field trip during the summer program, you will need to decide if they will attend the field trip or activity. Your child cannot stay back with another age group.

# PICK UP & ATTENDANCE

## SIGNING IN/OUT YOUR CHILD

- Each parent or authorized person must have verbal contact with a staff person and must sign the child in/out daily.  
*Note: At Club Knights (Summer Only) children can sign themselves in, but an authorized person must sign them out.*
- A person picking up can only sign out as themselves. Failure to sign your child in/out may result in termination of services.
- Program staff are required to ask for photo identification from anyone unfamiliar attempting to pick up a child.
- Children will be released only to their parent(s) or person(s) on your authorized pick-up list which is on your account. If a child is to be released to anyone other than the people listed on your account a written note, fax or email authorizing a person must be received prior to pick up time. We will not accept telephone calls for authorization except in extreme emergencies.
- An authorized person must be at least 13 years of age or older and will be required to show identification.

## UNAUTHORIZED PICK UPS & CUSTODY

A biological parent can only be designated as an unauthorized pick-up through a court order. In cases of restraining/protection/court orders stating a parent or person is not allowed to pick up a child, Kids Play will need a hard copy of the order. If no court order is on file with Kids Play, we have no choice but to allow a parent to pick up their child. Proper ID will be required. Kids Play will not be involved in custody or parenting time disputes between parents. We will not keep track of each parent’s “parenting schedule” and/or who has physical custody on a given day. Staff cannot get involved in custody or parent time issues between parents.





# BEHAVIOR EXPECTATIONS

- ◆ Use acceptable language
- ◆ Respect fellow students and staff; accept differences
- ◆ Treat materials and equipment appropriately
- ◆ Share all toys and materials
- ◆ Clean up after yourself
- ◆ Listen to directions of staff at all times
- ◆ Report problems to staff
- ◆ Keep hands and feet to yourself
- ◆ Stay in room/area that is supervised by staff
- ◆ Follow all school policies and procedures

If the behavior threatens the safety of the children or staff, then an immediate suspension or withdrawal from program may be warranted and parents will be called to pick up their child.

Depending on the severity and frequency of the behavior, Kids Play reserves the right to suspend or dismiss a child from the program at any time.

## WEAPONS

In support of District policy, Kids Play will not tolerate weapons whether real or toy. This includes all firearms whether loaded or not; knives, explosives, or any instrument used to threaten or harm another person. The school will be notified and consequences will be applied which can include termination of childcare services. Toy weapons, either look alike or real (*squirt guns, play guns, constructing with building blocks, drawing pictures etc.*) are not tolerated at Kids Play.

## SCHOOL SUSPENSION:

Children suspended from school may not attend Kids Play while suspended.

## BEHAVIORS WHICH ARE INAPPROPRIATE AND HARMFUL

- Behavior which directly or indirectly threatens others, including any form of aggression such as hitting, pushing, spitting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behaviors which intentionally causes destruction or misuse of property and equipment.
- Behavior that threatens the safety of children or staff is considered unacceptable and will not be tolerated.
- Behaviors demonstrating lack of self control which can include anger, blatant disrespect or absolute refusal to follow directions of staff person in charge.
- Behavior which can be perceived as sexual harassment, sexual comments or intimidation (verbal language, gestures, physical contact, etc.) to fellow students or staff.
- Bullying another child or staff either emotionally, verbally or physically.
- Leaving the area/program or running from staff.

# Special Needs



We welcome all children. Our program is a very busy and active environment with multiple free-choice

activities. Sites have many children enrolled and noise and activity level is high. We are based in the elementary schools with limited space. Such a busy and loud environment may not suit the needs of all children.

Children whose limitations create a safety issue, harm to themselves, others or property or for whom substantial alterations to the program would be required may not be accommodated.

Notify us prior to enrollment if your child has a health condition that requires regular or continuous medication, has special needs or a medical condition that impacts the child's health, well-being or involvement in activities. A meeting may be necessary to review the child's special needs. Program staff reserve the right to speak with district staff regarding a child's behavior or needs. Staff will work with families to meet the needs of children with allergies or chronic health conditions. If necessary, staff may receive special training on the use of inhalers, epi pens and glucagon kits, diabetic testing and other health care devices, medications and needs. Accommodations will also be reviewed based upon the needs of the individual student. Enrollment may be delayed until appropriate arrangements/staffing is secured. We are not designed to provide one on one care. All children must be fully toilet trained and self sufficient in the bathroom to attend our programs.

If a parent would like the Special Education Department to release information regarding their child's special needs to the Kids Play program, the parent must contact their child's Special Education teacher.



## PERSONAL BELONGINGS

### APPAREL/DRESS

We encourage each child to have an extra set of clothes available for accidents and spills. Children must be prepared to go outdoors every day unless temperature or weather prohibits. Children may be required to have a coat, snow pants, boots, hat and mittens to play outside during the winter. Please label all items with your child's name. Tennis shoes are required in the gym.

### TOYS

Kids Play would greatly appreciate no toys being brought from home unless a special day has been designated. We provide a wide variety of toys for groups and individuals.

### ELECTRONICS/TV/COMPUTERS/CELL PHONES

Children are not allowed to have cell phones, cameras, or Apple watches. Club Knights (summer program) may allow some electronic devices. Use of TV and movie viewing is up to the discretion of the Kids Play staff. Movies will be rated "G" or "PG" only. Staff will review all movies for appropriate content. Children may have access to the internet on the computers but are supervised. We encourage responsibility and respect while using electronics and computers. We reserve the right to confiscate cell phones, cameras, Apple watches and/or electronics and will return items to parent. We do follow school district policies for appropriate usage of electronics.

# Illness

- A child who is too ill to go to school may not attend Kids Play.
- If your child becomes ill while in our care, he/she will rest until you arrive. If your child's temperature is 100 degrees or above or demonstrates the symptoms of illnesses below you will be contacted.
- For the care and safety of others, you or emergency contact person(s) are responsible to pick up your child within one hour of being contacted. An additional fee may be assessed for individual care after one hour.
- You must notify Kids Play of all absences. The school is not responsible for notifying Kids Play of absences.

**A child should not attend Kids Play/Just 4 Kids with any of the following illnesses/suspected illnesses or until the following conditions have been met.**

- Fever of 100 degree Fahrenheit or higher. He/she cannot return to Kids Play until 24 hours after the temperature is less than 99.0 degrees Fahrenheit, **WITHOUT** the use of fever reducing medication (such as Tylenol or Ibuprofen).
- Vomiting or diarrhea: He/she cannot return to Kids Play until 24 hours after the last episode.
- Rash that is associated with a fever or behavior change, may be disease-related or from an unknown cause. Consult with your physician.
- Mumps: He/she cannot return to Kids Play until the swelling resolves or 5 days after the swelling begins.
- Strep throat, impetigo, ringworm, or scabies: He/she cannot return to until 12 hours after treatment has been initiated.
- Conjunctivitis (pink eye): If your child is diagnosed with pink eye, he/she may return to Kids Play once antibiotic treatment has started unless they are not able to keep their hands away from eyes and pose a risk to other students.
- Lice: He/she cannot return to Kids Play until all lice are dead and ALL nits are removed.

## ABSENCES/SICK LEAVE

There are no refunds or credits for an absence. If your child is not attending Kids Play for the day, please call the attendance line at 763-497-6562 to notify staff. The school is not responsible for notifying us of absences.

## CHILD PROTECTION

We are mandated by law to report all suspected physical, emotional, sexual abuse and/or neglect of children.

## Questions on Illnesses?

Contact the Community

Education Nurse at

763-497-6528 or

[LindyL@mystma.org](mailto:LindyL@mystma.org)

# INJURIES

In the event of an injury, a injury report will be completed documenting the incident.

If an accident needs medical attention, the staff will call “911” first and immediately thereafter notify the child’s parent in order for the child to receive the necessary medical or dental treatment. It is up to the paramedics to decide on the appropriate action. If they should determine that the child needs emergency treatment, they will take the child to the closest medical facility. Parent or guardian is responsible for all expenses incurred due to injury.

Kids Play is not liable or responsible for any accidents or injuries which may occur in the absence of negligence by staff.

## INSURANCE

Medical/Dental insurance coverage for children is the responsibility of the parent/guardian.



# Medication

- Kids Play can administer medication only if a parent and/or physician signs an authorization form. The authorization form must be filled out and signed by the parent/guardian (*and doctor for long term medication which is typically prescribed for over 2 weeks*) in order for a staff member to administer medication.
- Medication and authorization form must be given to our program prior to the first day of attendance.
- Parent must provide medication in the original container labeled by a pharmacist with the following information:
  - Child’s first and last name
  - Name, address, and phone number of pharmacy
  - Name of Physician/Pharmacist
  - Directions for use
  - Name of manufacturer
  - Date of original issue/renewal-parents must track expiration dates and resupply medication.

Kids Play staff can administer over-the-counter medication such as Tylenol, cough syrup or cough drops only after the parent has filled out and signed the Medication Permission Form. We follow the recommended dosage and directions on the medication container. Although Kids Play staff can not administer medication deemed as intrusive such as shots, accommodations may be made where appropriate so that children or parent/guardian or nurse may administer shots. When students self-administer medication, staff supervision may be provided. We have a registered nurse on staff but with limited hours during the day and not at all sites.

**Questions on Meds? Contact the Community Education Nurse at 763-497-6528 or [LindyL@mystma.org](mailto:LindyL@mystma.org)**



## SCHOOL YEAR PROGRAMS

The Kids Play school program is being offered for children who are in Kindergarten through 4<sup>th</sup> grade. Just 4 Kids is available to children who are 4 years old by Sept. 1. Our school year program begins the first day of school and concludes at the end of each school year.

## SUMMER PROGRAM

The summer program is offered for children pre-kindergarten through 6<sup>th</sup> grade. During the summer, Kids Play is for pre-kindergarten children through 2nd graders and Club Knights is available to children currently in 3rd, 4th, 5th, and 6th grade. The summer program begins approximately 2-3 days after the school year ends and concludes one week prior to the start of the school year.



## NO SCHOOL DAYS - WINTER - SPRING BREAK

- No school days are optional. Registration is through your online account. Enrollment for no school days is separate from contracted school days.
- Care is at the Community Ed. Center for ALL children except for open house days in September for Albertville Primary.
- Late registrations will not be honored unless space is available. A late registration fee of \$5 may be charged.
- No refunds will be given after the registration deadline as we staff according to enrollment of children.
- We will only provide childcare for children currently enrolled in the school year program.
- Just 4 Kids may be intermixed with K-5 depending on enrollment.
- A bag lunch and afternoon snack is needed.

## SCHOOL CLOSING AND EARLY CLOSING

The School District will post information on website. Otherwise, parents can listen to WCCO 830 AM or watch KARE 11 for information regarding emergency closings.

- ◇ **If school is closed before the start of school (7:45am),** Kids Play/Just 4 Kids will be closed. Parents will be notified to pick up their child immediately.
- ◇ **If school closes early,** all Kids Play children that are scheduled to attend on that day for the 2:00-6:00pm program will be sent to their scheduled site. Kids Play/Just 4 Kids will remain open until 4:00pm without an additional charge. We reserve the right to close earlier if weather is severe. We will send an email with notification of early closing.



## DELAYED START

If school is delayed 1 or 2 hours, we will provide care. An additional fee will be charged. Just 4 Kids will be open as usual with no additional charge.

# GENERAL INFORMATION

## LUNCH AND SNACK

During the school year, breakfast is available at your child's school, a fee may apply. Please provide an afternoon snack for your child. A bag lunch and snack is needed on the no school days and during the summer program.

Just 4 Kids children will have the option to purchase milk, breakfast and lunch on regular school days through the school district's nutrition program. An online account through "My School Bucks" will be set up for your Just 4 Kids child. Prices for meals are posted on the school district website.



## TRANSPORTATION

Transportation for field trips will be by bus. Transportation in staff vehicles is limited to emergencies only. If you need to contact the bus company, please call Don's Bus Service at 763-497-2585.

## SUNSCREEN

Please supply a bottle of sunscreen for your child and label it with your child's first and last name. Children are responsible for applying sunscreen with supervision from the staff. If a parent DOES NOT want their child to wear sunscreen whatsoever, please indicate this on the registration form or contact coordinator. Otherwise; we expect all children to apply sunscreen.

## PLAYGROUND

Kids Play programs reserve the district playgrounds for student use from 6:00am to 6:00pm Monday through Friday. For the safety of our students, community guests are permitted to use the playground and outdoor space when Kids Play is not present.

## SAFETY DRILLS

Kids Play complies with all district safety requirements. Regular drills are held in the area of fire, lock downs, severe weather, and evacuations.

## COMMUNICATION & CURRENT PHONE NUMBERS

Each site has a designated space for posting information. The coordinator will send out periodic emails or text with important information such as no school day registration and deadlines, registration for summer and/or upcoming school year and reminders. It is critical that you keep your account updated with current phone numbers and email addresses. We also use your online account to get current phone numbers if your child would be sick or injured.

# Swimming

- Kids Play will swim only with lifeguards on duty.
- Staff to children ratio will be approximately 1:6.
- Sunscreen will be applied while at the beach.
- Buddy checks will be done while at the beach.
- Children must stay within their site boundaries at all times.
- All kids will wear a red tank (when allowed) while swimming for easy identification. We supply the tanks.
- Shoes must to be worn at all times on field trips except when at the beach or in the water.
- Kids Play staff and children will leave the beach area if there is bad weather.
- Kids Play staff will be in the water while children are swimming.
- We encourage children to be courteous to other beach users.

NOTE: Children will not be given a second chance with unsafe behaviors on a field trip and parent may be called to come pick up their child.



# FIELD TRIPS

Kids Play provides opportunities for the children to experience many facets of the Twin Cities and surrounding areas. Children will be transported by bus or will walk.



Parents will be notified in advance of field trip dates, destinations, and departure/return time. Kids Play reserves the right to cancel any field trips due to inclement weather or for your child's health and safety. Staff to child ratio will vary according to the type of field trip that is scheduled. By submitting your online registration, you have given permission for your child to attend all field trips.

- **Children may not stay back on site instead of attending the field trip.** Kids Play will not provide care if a parent brings the child and the field trip bus has left Kids Play as extra staff are needed on the field trips. Parents may take their child to the field trip destinations. If your child is at the Community Education Center and attends summer school, we will allow your child to stay back from a field trip to attend summer school.
- For safety reasons, children MUST wear their Kids Play field trip t-shirt on ALL field trips.
- On field trips, "flip flop" sandals are NOT recommended. On swimming field trips, your child should have their swimsuit on under their clothes upon arrival. Place undergarments/clothes in a bag. Watch the calendar for special events that require specific attire.
- If a child demonstrates behaviors that would make the field trip unsafe for the child or others, parents will be notified to pick up their child as soon as possible.
- Children must arrive 30 minutes prior to departure of the field trip to listen to field trip expectations.
- Role call will be taken before departure on site, during the field trips and before departure from the field trip location.
- Please notify staff if you will be picking up your child on a field trip. Parents will need to sign out their child with a staff person.
- The children will follow all bus policies. Continued violations will be subject to withdrawal from our program.
- Children will notify staff when going to the bathroom. When possible, children will go to the bathroom as a group. We will use the buddy system when necessary.
- No money is allowed on a field trip unless the Coordinator gives prior approval.



## JUST 4 KIDS PROGRAM



- ◆ Children that are 4 years old by September 1st are eligible for the Just 4 Kids program. Currently enrolled families have priority for enrollment.
- ◆ Our Just 4 Kids program provides a safe, well supervised environment where children can build friendships, be creative, explore, learn and have fun!
- ◆ This program is run through Kids Play and starts on the first day of the school year and ends on the last day of the school year. Policies and procedures are the same as Kids Play.
- ◆ Children must be fully potty trained and self sufficient while using the bathroom.
- ◆ A copy of your child's immunization record needs to be submitted prior to the first day of attendance.
- ◆ Breakfast, milk and hot lunch is available through the school district for a fee. Accounts will be set up through the school district. Your child can opt to bring a bag lunch or snack for breakfast. A light afternoon snack with milk or water will be provided at no additional cost.
- ◆ We follow the school year calendar and we are open on most no school days, winter and spring break which are optional for your child. You must register online through your billing account for the no school days if you need childcare. See calendar information for dates.
- ◆ Our Just 4 Kids program follows all policies and procedures as the Kids Play program.
- ◆ Staff will work on skills with your child to prepare him/her for Kindergarten.
- ◆ Theme based developmentally appropriate curriculum includes the following:
  - Social Skills
  - Language Development
  - Exploration
  - Decision making
  - Music and Movement
  - Outside & Gym Play
  - Sensory Centers
  - Manipulatives
  - Art and Crafts
  - Math and Science
  - Reading
  - Writing





# TUITION

## Kids Play & Just 4 Kids

### NON-REFUNDABLE REGISTRATION FEE PER SEASON:

♦ \$45 per family

**NOTE:** Currently enrolled children must remain enrolled for the rest of this school year in order for us to hold enrollment for next school year.

### SUMMER 2023

June 9 - August 26, 2023		5 days/week	4 days/week	3 days/week
<b>Current K - 6<sup>th</sup> grade</b>  <i>Note: Cost for field trips are included in the tuition.</i>	1 <sup>st</sup> child	\$42.50/day	\$48.00/day	\$57.00/day
	2 <sup>nd</sup> child	\$40.50/day	\$46.25/day	\$54.75/day
	3 <sup>rd</sup> child	\$38.50/day	\$44.50/day	\$52.75/day
<b>Pre Kindergarten</b> (Just 4 Kids) (5 yrs. old by Sept. 1 and entering into Kindergarten) <i>* Cost for field trips are included in the tuition.</i> <i>* No second child discount for Pre-K and a K-6th grade child</i>	1 <sup>st</sup> child	\$48.50/day	\$55.25/day	\$61.50/day
	2 <sup>nd</sup> child	\$46.50/day	\$53.25/day	\$59.50/day

### SCHOOL YEAR 2023-24

<b>KINDERGARTEN thru 4<sup>th</sup> GRADE</b>		Enrolled for 5 days a week	Enrolled for 3 or 4 days a week
<b>BEFORE SCHOOL CARE</b> 6:00am to start of school	First child	\$7.15/day	\$11.00/day
	Second child	\$7.00/day	\$10.00/day
	Third child	\$6.80/day	\$9.25/day
<b>AFTER SCHOOL CARE</b> Dismissal of school until 6:00pm	First child	\$18.60/day	\$21.75/day
	Second child	\$17.95/day	\$20.25/day
	Third child	\$16.95/day	\$19.75/day
<b>NO SCHOOL DAYS (KINDERGARTEN-4TH GRADE)</b> <i>Daily rate for before or after school is not charged on no school days</i>	First child	\$42.50/day	
	Second child	\$40.50/day	
	Third child	\$38.50/day	
<b>EARLY RELEASE DAYS (KINDERGARTEN-4TH GRADE)</b>	First child	\$31.00/day	
	Second child	\$30.00/day	
	Third child	\$29.00/day	
<b>Just 4 Kids</b>  <ul style="list-style-type: none"> <li>Must be 4 years old by Sept. 1st, 2023. Monday-Friday schedule only.</li> <li>If the youngest child is in the J4K program, the second child discount does not apply for a child in the K-4th grade Kids Play program.</li> </ul>		First child	<b>5 days a week only</b> \$48.50/day
		Second child	

**Notice: Rates are subject to change with a 2 week notice.**



# DISTRICT STRATEGIC ROADMAP

<u>DISTRICT MISSION</u> <i>Our core purpose</i>	<u>CORE VALUES</u> <i>Drivers of our words and actions</i>	<u>VISION</u> <i>What we intend to create</i>	<u>STRATEGIC DIRECTIONS</u> <i>Focus of our improvement efforts</i>
<p>The mission of STMA Schools is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.</p> <p>This will be accomplished when all graduates function as:</p> <ul style="list-style-type: none"><li>• Self-directed individuals who set goals, think creatively and critically, use inquiry, and manage a process for achieving these goals.</li><li>• Effective communicators who work well independently and in groups and who use available resources to access, process, and share information and ideas.</li><li>• Active, responsible, and respectful community members.</li></ul>	<p><u>Students first</u> Committed to students first.</p> <p><u>Excellence</u> Be our best in academics, arts, and activities, and athletics.</p> <p><u>Relationships</u> Foster strong relationships and collaborate with our students, staff, families, and community.</p> <p><u>Integrity</u> Do what we say we are going to do.</p> <p><u>Transparent</u> Provide accurate, timely, and accessible information and communication regarding key district decisions.</p> <p><u>Kindness</u> Honor the uniqueness of individuals, treating others as we expect to be treated.</p> <p><u>Purposeful</u> Be forward thinking, fiscally responsible, resourceful, and make educated decisions.</p>	<p>STMA Schools will be the pride of our community, educating the whole student, with excellence in academics, arts, activities, and athletics through the empowerment of a world-class staff.</p>	<p><b>A</b> Engage in continuous improvement of teaching and learning</p> <p><b>B</b> Engage in continuous improvement of student support systems and programs</p> <p><b>C</b> Cultivate family and community connections and increase advocacy in support of the district mission</p> <p><b>D</b> Align people and organizational resources to sustain district success</p>