



# Rice Kids Club Parent Handbook Kindergarten–Fifth Grade

School Year 2023-2024

## Welcome

We are happy your family has chosen to participate in the Kids Club Program. Kids Club is a safe, structured, school age childcare program for children entering Kindergarten–Fifth 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

## Days of Operation School Year 2023-2024

- Offered at Rice Elementary School and is open on all regular school days
- Begins on September 5, 2023 and ends on May 31, 2024
- Before school Kids Club operates from 6:30–8:45 a.m. Monday-Friday
- After school Kids Club operates from 3:30–6:00 p.m. , Monday-Friday
- 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 \$1.00/minute per child.

\*Kids Club will be CLOSED:

September 4  
November 23, 24  
December 25, 26  
January 1, 2  
February 19  
March 29  
May 27  
June 1

## Program Details

Before School Kids Club 6:30–8:45 a.m.

- Children will be able to participate in choice based activities until the school day starts.
- Breakfast will be available to students beginning at 8:30 a.m.

After School Kids Club 3:30–6:00 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 6:30–6:00 p.m.

- Rice Kids Club is open on some non-school days depending on enrollment numbers. We need a minimum of ten students signed up to operate a non school release day.
- If you would like your child to have childcare on any of the non-school days, you will 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.

2023-2024 Non School Days-Kids Club is OPEN

October 19, 20

November 6, 22

December 1, 27, 28, 29

January 15

February 16, 20

March 8

April 1

## Rice Kids Club Staff

Rice 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 Kindergarten–Fifth 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 Child Care Coordinator. Families will be emailed in advance if they are to bring items for their child, for example a softball glove. There will also be information on the whiteboard located near the sign in table and in your family mailbox at site.

To contact the Child Care Coordinator by email, [amy.dierks@isd47.org](mailto:amy.dierks@isd47.org) or call 320-258-1112. Parent comments, concerns, or suggestions may 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
- Sign your child in and out daily
- Notify the site if your child will be absent for any reason
- Model respectful behavior when dealing with staff and students

- 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 Kids Club program.

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 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 Program Assistant: Katie Hilton-Clifford or Site Leads: Amanda Voigt and Amanda Minahan
2. If concerns persist, or discussion with Program Assistant or Site Leads are insufficient, contact the Child Care Coordinator
3. The Community Education Director can then be contacted if the issue persists.

\*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

Kids Club follows 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. Please note, Kids Club is 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.

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.

## Videos

Occasionally, videos will be shown at Kids Club, if you do not want your child to view videos, please notify the Child Care Coordinator. All videos will be developmentally and age appropriate.

## Snacks & Lunch

A healthy snack will be provided in the afternoon each day for students in Kids Club. On non-school days, a healthy morning and afternoon snack will be provided to students. Lunch will not be available on non-school days. Attending students are required to pack their own healthy lunch on non-school 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 or on their first day of attendance. You can register and pay the registration fee online.

### Eligibility

- Kids Club is available for children enrolled 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 indicate 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 our program, 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 a parent or guardian for Kids Club when dropping off and picking up your child. Adults will sign their children 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's authorized pick up list by either emailing or writing a note to the Child Care Coordinator with the person's full name and contact information.

## Enrollment

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

Kids Club will have adaptable monthly child care 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 Child Care Coordinator for information on how to see if eligible for educational benefits (also known as free or reduced lunch rates).

\$20.00 Registration Fee (Non-refundable)  
Before School \$9.00/day  
After School \$9.00/day  
Non School Days \$31/no registration fee

## 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 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.

Tuition is not refunded for sick days in Kids Club. 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 week prior notice of the change or charges 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 Child Care Coordinator one week seven 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 Child Care Coordinator via email.

## Family Emergency

In case of family emergency, please contact the Child Care 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 by emailing or calling the Child Care Coordinator, or given in writing at the site to a staff member.

## Billing & Payments

### Payment Procedure

Kids Club has two payment options, Auto Pay and Pay As You Go . All payers are encouraged to sign up for Auto Pay. 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 \$5.00 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 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 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 Child Care Coordinator if you would like to change payment options at any time.

## Dependent Care/Flex Reimbursement Forms

Forms must be sent to the Child Care Coordinator for verification and signature. (Site staff cannot sign them.) Reach out to the Child Care 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

Kids Club utilizes 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 appropriate and 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. Children are encouraged to verbally express their feelings in an acceptable way. The staff is trained to focus on positive behavior while addressing negative behavior as needed.

### 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. Dismissal from Kids Club

## 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 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 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.

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 Child Care Coordinator.

### Accidents

In the event of a minor injury during Kids Club, (s)he 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 an incident were to 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. 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 on the district website. Return completed forms to the 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, our policy is:

2 hour late start due to weather/emergency: AM Kids Club is CLOSED

School Closed due to weather/emergency: Kids Club is CLOSED

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

After School Activities Canceled due to weather: Kids Club is 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

Rice Elementary School

200 NE 3rd Ave, Rice, MN 56367

SRR Community Ed. Office

(320)258-1577

901 1st St S, Sauk Rapids, MN

56379

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

Amy Dierks

School Age Child Care Coordinator

[amy.dierks@isd47.org](mailto:amy.dierks@isd47.org)

(320)267-7768 (Site Phone)

(320) 258-1112 (Office)

Nicole Wilke

Community Education Director

[nicole.wilke@isd47.org](mailto:nicole.wilke@isd47.org)