

DETROIT LAKES COMMUNITY EDUCATION



**After School Program at Roosevelt & Rossman Elementary School
All Day Summer Program at Rossman Elementary School**

Family Handbook



Welcome!

The Detroit Lakes School Age Child Care Program (Laker Kids) was designed to meet the needs of the area families. Our primary goal is to provide a safe, happy, and enriching supervised environment for your child(ren) and provide activities for learning and fun with a limited amount of structure.

The activities planned by the Laker Kids staff emphasize development of educational and recreational skills. Although space is provided for students to do homework, we will not emphasize academic skills. Activities include recreation and gym time, games, outdoor time, crafts, and creative play.

After School Program at Roosevelt & Rossman Elementary School

- ▶ **After School until 5:30 p.m.**
- ▶ **Students in Kindergarten through Grade 5**

All Day SUMMER Program at Rossman Elementary School

- ▶ **Daily from 7:30 a.m. to 5:30 p.m.**
- ▶ **For students entering Kindergarten to Grade 5**

Program Fees

Contracts are available on 1 day a week minimum contract.

- ▶ \$9 per day. Families will be billed for the number of days their student attends the program.
- ▶ \$30 a day for Non-School Days & Summer program.

Summer Vacation/Sick Credit is available based on the number of days children are scheduled weekly.

- **5 day a week schedule has access to 5 days of vacation/sick credit**
- **4 day a week schedule has access to 4 days of vacation/sick credit**
- **3 day a week schedule has access to 3 days of vacation/sick credit**
- **2 day a week schedule has access to 2 days of vacation/sick credit**
- **1 day a week schedule has access to 1 days of vacation/sick credit**

Registration Fee

A \$25/family annual registration fee is charged at the time of enrollment.

Fee Payments

Fees are due bi-weekly the Wednesday after the two weeks of care. Prompt payment is necessary for our program to function. Payments can be made online at DLCommunityEd.com (details on that option will be sent with enrollment) or by check or money order made payable to ISD #22. We reserve the right to drop your child(ren) from the program when payment is delinquent more than 30 days.

Finder's Fee

If your child will be absent from the Laker Kids program, please call or text 218-850-7003 (Rossman) and 218-850-3393 (Roosevelt). If Laker Kids staff are not notified, we will call you to confirm the absence and/or to notify you of non-attendance, and will charge a \$5 Finder's Fee. Calling the school or sending a note to your child's teacher is not sufficient, as the school is not responsible for relaying this information to Laker Kids.

Late Pickup Fee

A late fee of \$5 per child will be assessed for every 15 minutes or fraction thereof when a child is picked up after 5:30 pm. We understand the conditions are sometimes beyond the control of parents. Examples would be bad weather, accidents and similar conditions. If this does occur, it is very important that you notify staff as soon as possible. We too have families and other responsibilities to attend to. If your child is late being picked up, we will notify your emergency contacts provided. Rest assured that under no condition will we leave your child(ren) unattended.

Contract Change Fee, in the amount of \$10.00 may be charged for each contract change submitted. Contract change requests can be submitted to the Detroit Lakes Community Education office. Please allow 2 weeks for the processing of contract changes.

Withdrawal from Program

We request that you give us two weeks' notice if you are withdrawing your child(ren) for any reason. Your account will continue to be billed if you do not provide notice.

Enrollment

Children must be enrolled to attend. Registrations are taken on a first-come, first-serve basis as space is available. Summer program registration opens on March 1 and School Year program registration opens on August 1 or sooner. A \$25 non-refundable family registration fee must be paid annually.

To enroll, visit <https://dlschools.arux.app/> or call Community Education at 218-847-4418, option 1, for assistance.

Attendance

If your child will not be attending Laker Kids program on one of the days they are scheduled to be there, please let staff know by sending a text message to the Rossman Laker Kids phone at 218-850-7003 or the Roosevelt Laker Kids phone at 218-850-3393.

Release of Child

You or another authorized person (indicated on registration form) must sign your child in and out daily and plan to show a photo ID. It is very important that you make contact with a staff member when you are taking your child(ren) from the program. Our staff wants to be aware when your child(ren) is leaving for the day. If

your child(ren) needs to walk somewhere at a specific time, please fill out a Child Release Form.

Program Closures

Laker Kids *will be closed* on the following holidays:

- Labor Day
- Thanksgiving Day & Friday After
- Christmas Eve & Day
- New Year's Eve & Day
- Good Friday
- Memorial Day
- Independence Day
- Juneteenth Day

In-service and No School Days

The program anticipates being open during no-school and in-service days. This is assuming there is enough interest to remain open. NOTE: All program youth must bring a sack lunch and beverage on non-school days (snack is included). You will be notified of planned activities prior to each non-school day. The full day programming fee is \$30.00 per day per child.

Emergency Closing or Early Dismissal

The Detroit Lakes School Age Child Care Program will be closed on days when school is canceled or dismissed early because of poor/bad weather. Please watch for school closing announcements and instant alerts. These announcements will be made for the Detroit Lakes School District #22 (there will not be a separate listing for Laker Kids). These announcements are generally aired before 6:30 a.m.

Inclement weather may occur on any one of the non-school days listed that the Detroit Lakes School Age Child Care Program is scheduled to open. If this happens, please listen to the same radio stations as on a school day and instant alerts. The announcement on these days will be specifically for the Detroit Lakes School Age Child Care Program.

The Detroit Lakes School Age Child Care Program reserves the right to cancel care on any day because of bad weather. Parents will be notified by instant alert and will be expected to promptly come and pick up their child(ren).

Unexpected Closure

Please know that if a positive COVID-19 test is confirmed within the facility we will follow the MN Dept of Health guidance and may need to close the facility for a period of time. We may also need to close temporarily in the case of staff absence due to illness. Families should make back up childcare arrangements for this potential situation.

Food Service

A nutritious snack is provided for all children in the Detroit Lakes School Age Child Care Program. Parents must provide a lunch and beverage on in-service, conference days and the all-day Summer program. A lite breakfast snack will be provided on in-service, vacation and summer program days.

Health and Safety

Illness

Children who are ill should be kept home from the Laker Kids program. If your child(ren) becomes ill at the center, we will contact you immediately. As a parent you are responsible to pick them up immediately or send an authorized person to do so. *See separate COVID-19 addendum for current information regarding our policies for COVID-19.*

Accidents/Emergency Care

Children who receive minor injuries will be given first aid and we will notify the parent when to pick them up. In the event of an emergency you will be notified. If necessary, children will be transported to a parent's specified hospital. This will be done by the local emergency unit and proper treatment will be provided. Keep in mind that the child will be transported at the parent's expense.

Medications

We prefer not to give **any** medications to your child(ren). Under very limited situations, we may administer personal prescriptions. To do this, written statements will be required for:

1. Long Term medications (prescribed for more than two weeks)
 - a. Statements shall be required annually.
 - b. The family physician: will provide written directions for medication administration to a child during program hours. These directions will be in addition to those on the original prescription container.
 - c. The parents: request administration of medication thereby releasing School Age Child Care personnel from liability. This is required should reactions result from medications.
 - d. All medications should be in an original container and properly labeled. This original container must be well marked by the supplying pharmacist, it should include the child's name, name of medication, dosage and name and phone number of physician. This medication shall be stored in a safe appropriate place. Access will be restricted to School Age Child Care Personnel only.
 - e. Do not send any medication with your child to the center.
2. Short Term medications (prescribed for two weeks or less). – SAME AS ABOVE.

Discipline Policy

At Laker Kids, we strongly believe in the value of each child, regardless of differences. We will not tolerate use of any words, language or actions that demean another child based on ethnicity, religion, gender, height, weight, clothing, disability, athleticism, etc. – basically demeaning language and behavior is not tolerated. We expect children to display appreciation for the uniqueness of each individual.

In addition to the behavior of children, we occasionally must deal with parent behavior that is inappropriate. There are certain behaviors that we cannot tolerate at our program. These behaviors include:

- Use of inappropriate language, including typical “curse” words and derogatory terms associated with a particular ethnic group, religion, gender, etc.
- Bullying children or staff. Bullying includes more than physically harming another; it includes threats or other forms of inappropriate intimidation, yelling at others, or insulting others. If you have a concern about the comment or behavior of another child, please speak to a staff person about it and allow us to handle the situation. It is not appropriate for a parent to yell at or intimidate any child at our program. If your concern is about a staff person, please address your concern respectfully to the staff person directly, away from children and other parents. Also, please call the Program Coordinator about any concerns you have with staff or other children.

Keep in mind that all of us are role models when we are around children. We expect our staff to model appropriate behavior around children, and we expect parents to do the same. When you need to discuss something with our staff, please be respectful toward them. If you are upset and feel out of control, we ask that you step aside with the staff person so you are away from the children.

We want to provide children with a happy, fun, and responsible program. To do this, we use positive, non-threatening teaching techniques. This helps children become responsible for their own actions. We feel it also respects the rights and feelings of other children.

When challenges over the rights of other children and property develop with a child's behavior, it affects others. It is our goal to work with each individual child. If a challenge continues, we will use the following methods:

1. A child may not be allowed to participate in a particular activity. We will ask that this child sit quietly for a limited period of time.
2. If we still have an unresolved conflict, we will ask you as a parent for ideas on solving this concern. A conference between the parent and site supervisor may be scheduled for the benefit of everyone.
3. In an attempt to change behavior, Laker Kids reserves the right to impose a five-day suspension from the program.
4. If the conflict cannot be resolved, we will ask you as a parent to remove your child from the center.

5. If a child deliberately destroys Laker Kids property, it is the expectation of this program the parent will be responsible for replacing the damage to equipment.

As a parent you can feel comfortable that we will not use physical abuse as a means of solving a problem. We cannot allow others (including the children) to do likewise within the center.

Children with Special Needs

The policy of the Detroit Lakes School Age Child Care Program is to accept all Detroit Lakes District children on a trial basis. This program is structured in such a way that it may not reach the needs of every child. Our staff wants to reassure all parents that we will make an attempt to meet the needs of every child. If we cannot meet those needs, then we feel the program would not be good for your child. At that point we would ask you as a parent to remove your child from the program.

Certain types of behavior are not acceptable with this program. Behavior that is violent, or physically and verbally abusive will not be tolerated. Our established discipline procedure will be used if there is a problem with poor behavior.

Requests from parents with children of special needs are welcome. We will use the following procedure:

1. The program supervisor will listen to the parent about the needs of their child.
2. The child will follow the same one-week trial basis. If we can meet the needs of the child within the structure of our current set up, then we will allow the child to remain in the program.
3. If additional resources are needed to meet the needs of the child, then the parent will be required to help provide those resources.
4. The parent and staff supervisor will discuss together a final plan for the child's enrollment in the Detroit Lakes School Age Child Care Program.
5. If we cannot fulfill the concerns of a parent of a child with special needs, then we will ask that the child be removed from the center.

Staff

Our school age child care center staff are qualified with teaching or experience in child care as outlined by the state. All staff are CPR and first aid certified. Their primary concern is always your child's safety and happiness. Children will always be with child care workers who are well trained and care about the children.

Maltreatment of Minors Reporting Act

All staff are required to report all cases of alleged maltreatment of school children. The "Report of Suspected Child Abuse/Neglect" is on file at the Detroit Lakes School Age Child Care center.

Photos

Community Education periodically takes photos of participants in our programs. These photos may be used in the Community Education catalog and/or social media. If you do not wish to have your child's photo taken or published, please provide us with a written notice.

Dress and Personal Belongings

Your child(ren) should be adequately dressed for both inside and outside play. We request that children do not bring toys or personal belongings to the center. We cannot be responsible for items that are lost or damaged.