CHISAGO LAKES
COMMUNITY EDUCATION
Engage. Educate. Empower.

KIDS CLUB FAMILY HANDBOOK

SCHOOL YEAR & SUMMER

2025 / 2026

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Welcome

Welcome to Kids Club! Our Chisago Lakes School Age Child Care program provides quality school child care in an environment that is safe, nurturing, fun and reliable. We provide care for students aged 3 years old (prek) through 5th grade.

Kids Club offers childcare at all three elementary sites: Primary School in Chisago City, Taylors Falls Elementary School and Lakeside Intermediate School in Chisago City. Kids Club follows all school district policies.

What We Provide

- An atmosphere that is comfortable, relaxed, and happy
- An environment that is conducive to a wide range of opportunities, both active and passive
- A variety of age-appropriate activity with educational, social, and recreational experiences are offered
- A space where individual differences are respected and valued
- Staffing that is flexible and responsive in meeting the needs of all children enrolled
- Clear and consistently enforced rules that ensure safety
- Support for children to learn to resolve conflicts in a positive and effective manner
- Information about the program so all parents feel comfortable with their choice of childcare
- A flexible and affordable program

Activities Include

- Educational & Recreational Theme-Based Activities
- Audio, Visual & Hands-On Learning
- Special Guests and Events
- Physical Activity - Gym, Outside
- Manipulative & Sensory Play
- Quiet/Choice Time
- Academic Enrichment
- Food Service Breakfast & Lunch Program
- Rest Time (Preschool Only)
- Field Trips

Checklist for Parents

- Sign your child in and out each day
- Get to know the staff caring for your child
- Let your child's classroom teacher know your child's schedule
- When absent, notify your child's Kids Club site to avoid a finder's fee
- When contract changes are necessary, they can be made online
- Keep your child's online profile up-to-date to ensure your child's safety
- Make sure your child is picked up by 6 pm to avoid a late pick up fee
- Adequately dress your child for indoor and outdoor play
- Label your child's personal belongings

Kids Club Locations

Primary School PreK - 1st
11009 284th St.
Chisago City, MN 55013
Site: (651) 213-2276
Cell: (612) 964-8063 (Text or Call)
Email: kidsclubps@isd2144.org

Lakeside Elementary 2nd - 5th
29678 Karmel Ave
Chisago City, MN 55013
Site: (651) 213-2308
Cell: (612) 964-8061 (Text or Call)
Email: kidsclubls@isd2144.org

Taylors Falls Elementary PreK - 5th
648 West St
Taylors Falls, MN 55084
Site: (651) 213-2176
Cell: (612) 964-8057 (Text or Call)
Email: kidsclubtf@isd2144.org

Kids Club Business Office
Wildcat Community Center
29330 Olinda Trail
Lindstrom, MN 55045
Coordinator (651) 213-2608
Email: ilexvold@isd2144.org

Hours of Operation

Kindergarten-5th Grade Students

Before School	6-9:15 am
After School	3:30-6 pm
Non-School Days	6 am-6 pm at select sites

Preschool Students 4yrs - 5 yrs

Before School Care 7am - 9:15am
Before Preschool Care 9:15am - 12:30pm
After Preschool Care 11:30am - 3:30pm
After School Care 3:30pm - 5:pm

Registration Process

To register your child for Kids Club childcare, go online to www.isd2144.ce.eleyo.com, select Childcare, select the school you are registering for. A $35 non-refundable registration fee will be charged to your account for each season when your registration is accepted. Please use a computer when registering, not a cell phone.

You will be asked to download and complete the following forms:

- Authorization for Administration/Medication – if needed
- Health Plan – if needed

Return these forms to the Kids Club business office seven days prior to your child's first day of care.
Please call the Kids Club business office (651) 213-2608 with questions about registration.

Childcare WILL NOT be provided for your child until:

1. Any outstanding balances are paid in full.
2. Registration information/forms are complete.
3. You have received an email approval for registration and a start date.

Eligibility
Children attending pre-k (age 3 by Sept. 1st, 2025) through grade five are eligible to register for and participate in the school year program.

Availability
All eligible children must be registered in order to participate in the program. Enrollment may be limited, so please contact the business office to inquire about availability. Registrations will remain pending until space is available.

Care for Little Wildcats Preschool Enrolled Students
During the school year, children enrolled in Little Wildcats Preschool may choose to enroll in Kids Club for care before and after Little Wildcats school days only. A separate preschool registration is required. Childcare (Kids Club) and Little Wildcats Preschool (Early Childhood) tuition are invoiced separately. If you choose this option, children will be escorted to and from preschool by staff.

Program Cancellation
Community Education reserves the right to cancel any program for which quality staff are not available or for which there are not enough children enrolled.

Payments and Fees

Current prices are available online. Payment of tuition is the responsibility of the parent/guardian who enrolls the child and agrees to the terms. You will be invoiced electronically via email on or near the last day of the month. Payments are due one week after the invoice date each month. To avoid a late payment fee, submit tuition payments online. Direct all account questions to the Kids Club business office by calling (651) 213-2608.

Online through your Eleyo account
Use your credit card, debit card, checking or savings account.

Payments are taken out one week after the invoice date for the current month. Auto pay is required for all families. Please see the attached Kids Club Billing Schedule.

Tuition Credit and Fee Changes
The childcare program is a non-profit, self-supporting program. Tuition refunds are NOT issued for absences from contracted days due to illness or vacations, including inclement weather days and non-school days. The program reserves the right to change tuition rates and fees on an annual basis.

Program Fees

PreK-5 Registration Fee	$35/child/season
Late Pick-Up Fee	$1/minute after 6 pm/child
Finder's Fee	$10/child/occurrence
Late Payment Fee	$15/occurrence
Schedule Change Fee	$15/change

NSF Checks/Declined Credit Card Payment
When a credit card payment is declined, it is the responsibility of the parent to submit payment within 7 days of notification. Failure to make payment may result in termination of childcare services.

Past Due Accounts
If payments are not received in the Kids Club business office by the scheduled due date, your account will be considered past due and a Late Payment Fee will be assessed. Late payments may result in termination of childcare services. Accounts must be current for registration to be accepted for the next season.

Collection Process
Delinquent accounts will be sent to a collection agency and childcare services will be terminated.

Schedules Changes

All schedule changes should be made online or in writing to the Site Manager or the Kids Club business office. Schedule changes must be made two weeks in advance.

Absence Notification

It is necessary to call the childcare site where your child attends, when they will be absent for any session for which your they are registered. A Finder's Fee will be assessed per child for each time the site is not notified of a child's absence that requires additional time for staff to locate a child. Tuition refunds are NOT issued for absences from contracted days.

Additional Sessions

If your child is part time and needs to add a session before or after school, it must be done in advance via calling the Kids Club business office. If you have not arranged for care in advance, please call the site first to see if there is space available for your child.

Withdrawal from the Program

To withdraw your child from the program, the withdrawal can be made online or submit a written notice to the Kids Club business office at least two weeks prior to the effective date. Your account will be charged two weeks of your regular tuition, if you fail to give a two-week notice. All outstanding balances must be paid in full by the effective withdrawal date.

Disenrollment

The program reserves the right to dismiss a child from care based on probable cause as listed below.

- Harmful/inappropriate behavior toward staff, children or other parents
- The program cannot meet the needs of your child
- Failure to complete, sign and return appropriate program forms
- Lack of adherence to program procedures
- Consistent late or non-payment of tuition and program fees
- Refusal to cooperate and work with staff to correct behavior concerns of child
- Repeated instances of failure to sign child in/out
- Repeated instances of late pick up

Communication

During drop off and pick up time, it is important that there is daily contact between a child's parent and program staff. By sharing information concerning your child's activities and welfare, we can work together to meet the needs of your child. The program also communicates with parents by means of the Family Handbook, written notes, behavior notices, newsletters, emails, conferences, and phone calls. If you would like to schedule a conference, please talk to the Site Supervisor or Kids Club Coordinator.

Communication with families is an important part to child success in the program.

Addressing Concerns

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

1. Direct your concerns to the Site Supervisor at your child's site. You can call, leave a written message, or schedule a conference
2. If concerns persist, talk to the Kids Club Coordinator, who is available for a conference upon request (651) 213-2608
3. If issues remain unresolved, contact the Director of Community Education (651) 213-2601

Arrival & Departure

Sign In/Out

In order for the program to accept legal responsibility for a child, a parent MUST sign the child in and out on the Sign In/Out each day the child attends. Children cannot be left alone without program staff present. Please make sure that staff know that your child has arrived.

Release of Children/Identification

Program staff are authorized to ask for identification from anyone picking up a child. Staff may ask parents for identification, too.

Authorized/Unauthorized

Upon registration, the names authorized to pick up a child must be provided. If someone other than the authorized person(s) will be picking up a child, the Site Supervisor must be notified in writing. If an unauthorized person attempts to pick up a child, a parent will be contacted. If a parent cannot be reached, the child will be held until the proper pick up person arrives. The police department will be notified if necessary.

Legal Custody

In the event of a divorce, separation or joint custody ruling, every effort will be made by the program to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide the program with the necessary court ordered documentation in order for staff to act in compliance.

Late Pick Up

The childcare program closes at 6 pm. In the event that you will not be able to pick up your child on time, please contact a back-up person to pick up your child and notify the site immediately of the arrangements. A late pick up fee will be assessed when picking up past 6 pm. The late fee will be added to your account. Your child's care may be terminated due to repeat instances of late pick up.

Attempt to Contact Time Frame:

After 15 minutes: Call parent
After 20 minutes: Call emergency contacts listed for child
After 60 minutes: Call the police
If you are more than one hour late, and we are unsuccessful reaching you or an emergency contact person, the police will be called for further assistance.

Inclement Weather

If Chisago Lakes Schools are closed the entire day due to inclement weather, Kids Club will also be closed.

Late Start Procedure

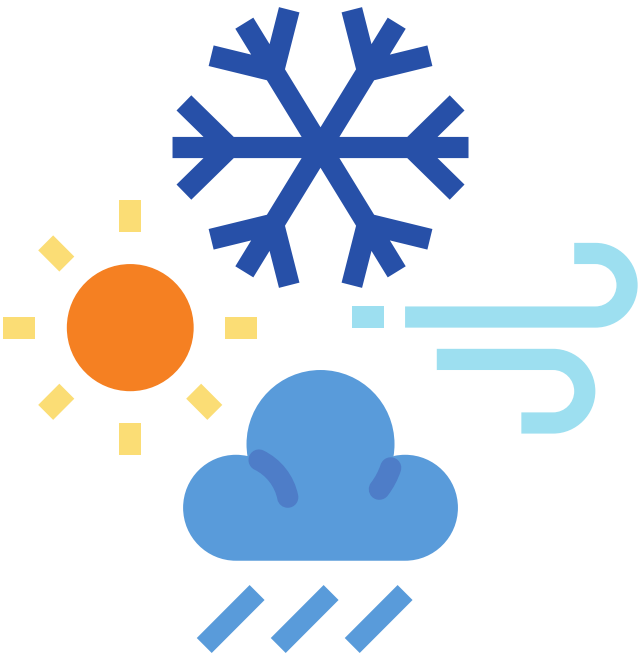
If Chisago Lakes Schools announce a 2-hour late start, Kids Club will open two hours late at 8am.

2 hour Late Schedule

Before School Kids Club	**8:00am - 11:00am**
Before Preschool Care	**11am - 12:50pm**
After Preschool Care	**Not open due to late start**
After School Care	**3:30 - 6:00pm**

Late Start that Changes to School Closure or School Closes Early

If Chisago Lakes Schools announces that school will be closing, Kids Club will close one hour after the announcement of the closure.



Health and Safety

Student Immunization Record

By the student's first day of attendance in the program, the Kids Club Office will have access to the student's current immunization record (or applicable exemption)

Illness Symptoms

The childcare program follows the same procedures established by the Chisago Lakes Schools. Your child should stay home from school and childcare if your child displays any of the following symptoms:

- If your child has had a temperature of 100 degrees or higher in the past 24 hours; if so, the student should be kept out of childcare for at least 24 hours after they are fever-free without the use of fever-reducing medications
- If your child has vomited or has had diarrhea within the past 24 hours
- If your child feels too ill to remain in childcare and to participate in activities
- If your child has active head lice, they will be sent home from childcare.

If your child displays any of the above symptoms while attending childcare, you will be contacted to pick up your child.

In Case of Illness

If a child is too ill to go to school, they may not attend childcare.

- If a child becomes ill while at childcare, he/she will be isolated from the other children and allowed to rest, while a parent is notified. Parents are responsible for making arrangements to have their child picked up from the program WITHIN ONE HOUR of being contacted.
- If a parent is unreachable, an authorized emergency contact person will be called to pick up the child from the program WITHIN ONE HOUR of being contacted.

- The staff will take the appropriate measures to care for the child until the authorized person arrives.

Chisago Lakes Medication Policy

If a child is required to take medication (prescription or over-the-counter) during childcare hours, the medication shall be administered in compliance with the following regulations:

- Before medication is dispensed, an Authorization for Administration of Medication at School form (available upon request from your Site Manager), signed by both parent and physician, must be completed and submitted to the Site Manager. This form must include, child's name, name of medication, purpose of medication, time to be administered, dosage and duration of medication. A new Authorization for Administration of Medication form must be completed each school year.
    - Prescription medication must be supplied in the original container and properly labeled by a pharmacist
    - Over the counter medication must be supplied in the original container
- Medication must be supplied in the original container and properly labeled by a pharmacist.
- Any changes in medication require a new physician's order/prescription and a new Authorization for Administration of Medication at School to be completed.
- During program hours, only designated staff may administer medication. Under no circumstance will staff administer medication if the above regulations have not been followed.

First Aid/Emergency Care
Basic first aid will be administered for minor injuries and the details communicated to a parent. Staff will take the appropriate emergency medical measures necessary for the care of the child. In the event that a child requires emergency care, 911 will be contacted and the following will happen:

- The child's parent will be contacted in the event of an emergency situation. If a parent cannot be reached, a listed emergency contact will be called.
- In an extreme emergency, an ambulance will be called and the child will be taken to the nearest hospital.
- All expenses incurred will be the responsibility of the child's parent.

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

Appropriate Dress for Outdoor and Gym
Children should be adequately dressed each day for indoor and outdoor activities. The childcare programs follow the Chisago Lakes Schools guidelines for going outside to play.

Personal Belongings

The program strongly encourages that children's personal belongings are clearly labeled.

Toys & Electronic Devices from Home
Kids Club does not allow children to bring any toys/electronics from home.

Special Needs

Individual Education Plan (IEP)
When registering online, parents are required to indicate if their child has an IEP or special need relating to behavior or medical condition(s). Please submit a copy of your child's IEP to the business office seven days prior to the first day of care. The childcare Program Coordinator can be reached at (651) 213-2608 and will complete an intake with the parent over the phone.

Chronic Health Conditions
When registering online, parents are asked to indicate if their child has a chronic health condition, such as allergies, asthma, epilepsy, diabetes, etc. Such conditions will be addressed as a special need. Parents are required to indicate this information when registering online.

Intake Interview
A pre-entrance intake interview by phone may be required so that staff and parents can jointly discuss and determine accommodations that may be necessary for helping your child be successful in the program.

Staffing Accommodations
To ensure safety, the appropriate staffing and care plan must be in place before a child, who requires special care, will be allowed to begin attending the childcare program.

Toileting Accommodations
All children are required to be toilet trained and independent in the bathroom. You will be called to pick up your child if your child has an accident.

Failure to Notify
A parent that fails to notify the Kids Club program of a special need may be placed on the waiting list until the above requirements are fulfilled.

Food at Kids Club

Before School
The Chisago Lakes Food Service Program offers breakfast for children who are present at breakfast time. Your child may pack a snack.

After School
You may send a snack from home for your child.

School Lunch
The Chisago Lakes Food Service Program offers lunch for children who are present at lunch time during the school day. Food Service does not provide lunches on non-school days, summer care days, or on inclement weather days.

Food Allergies
If your child has any food allergies, it is very important that you indicate these allergies when registering for childcare. You must complete and return an Allergy Health Plan to the Kids Club business office seven days prior to your child's first day of attendance.

Behavior Management

It is the program's goal to promote a positive approach to all children and the management of behavior issues. The program complies with the Chisago Lakes Schools discipline policy and procedures and consistently enforces them at each elementary school site. We support the Chisago Lakes Schools Bullying Prevention Program and Social Emotional Learning curriculum.

The childcare program environment:

- provides a positive, safe, and pleasant atmosphere
- meets the developmental level of each child
- provides space for socialization and independence
- maximizes the capacity of staff supervision
- increases children's respect for themselves and others
- guides children to become happy, responsible, cooperative participants

Rules

In order to ensure the safety of your child in attendance at Kids Club, you and your child must understand that certain rules apply to all children in the childcare program. The rules are as follows:

- Keep hands, feet and objects to yourself
- Follow directions and be respectful of the person(s) in charge.
- Use appropriate language
- Respect other people and property
- Remain with a staff member at all times and notify them if you need to go to another area

If a violation of the rules stated above occurs, the Site Supervisor & Program Coordinator will work with the parent and child to develop a plan that addresses the behavior.

Child Behavior

If a child demonstrates behavior which has a negative impact on the child or others, the staff will take one or more of the following steps:

1. **Prevention**
   - Every effort will be made to make reasonable adjustments to accommodate the unique needs of each child, in the following areas: environment, grouping of children, activities.
2. **Positive Redirection**
   - Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior.
3. **Modeling**
   - Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.
4. **Setting Limits**

Site staff establish simple behavioral expectations. Staff will:

- Tell children what is expected of them in a positive, yet firm, manner.
- Make sure children understand what the expectations mean.
- Apply expectations consistently and appropriately.
- Use natural and logical consequences for inappropriate behaviors.

Behavior considered harmful or inappropriate

If a child displays any of the following behaviors it may result in your child being suspended or expelled from Kids Club

- Behavior which directly or indirectly threatens a person's right to be safe including any form of aggression, verbal threats, disrespectful language or other harassing behavior, inappropriate touching of a person's body or belongings, and inappropriate gestures.
- Behavior which keeps staff from fulfilling their ability to be available for all children, including removing self from the group or program area without staff approval, demonstrating lack of self-control, blatant disrespect or absolute refusal to comply.
- Behavior which intentionally causes destruction of property.

In case of harmful, inappropriate, or disruptive behavior, staff will:

- Inform parents of extreme or continuous inappropriate behavior.
- Temporarily remove the child from the program with a 1-3 day suspension at the discretion of the Kids Club Site Supervisor & Coordinator
- Arrange a formal parent and staff conference to create a behavior plan

Or

- the parent is unwilling to work with staff towards behavioral improvement, the child may be removed from the program indefinitely. The program reserves the right to speak with appropriate school personnel regarding a child's behavior. All information gathered would remain confidential.
- A child has been suspended from school, they may not attend childcare.

Parent Behavior
The main goal of the childcare program is to provide a safe, quality environment for children. If at any time a parent becomes uncooperative or belligerent in a threatening manner towards staff or others, the parent will be asked to leave the building and the police will be called. At the discretion of the program coordinator and school building principal, the parent may be permanently prohibited from entering the building. Given the degree of the dispute, childcare may be permanently terminated.

Non-School Days (NSD)

Adventure Days (K-5th Grade Only)
K-5th Graders 6:00 am - 6:00 pm $41/child
Adventure Days are special child care days that are held on Non-School days. These days will be at Lakeside Elementary. Sites offering care may occasionally change due to construction, building maintenance schedules, or low enrollment. Please register separately for these days. We are not open on all non-school days.

Parent Permissions
By registering for any Kids Club program - School Year or Summer Camp - the parent gives permission for their child to attend field trips; both walking trips and bus field trips.

Times & Reminders
Information on trips will be posted at your child's care site; pay attention to trip departure times. Please mark these times on your calendar at home!

Money
NO spending money is allowed on field trips. We pay for the activities the children are participating in.

Field Trip Needs
Be aware of what your child needs for that day. Certain trips need certain items: - swimsuit, towel, socks, etc. Please pay attention and ask staff any questions.

Safety
You must have your child at the site no later than half an hour prior to the posted departure time. This is so staff can make sure your child is properly signed in, has a field trip t-shirt on (given at site), is on our attendance sheets, and in our group count. Youth cannot be dropped off or picked up at a field trip location. All children in attendance must go on the scheduled field trip or must be picked up before the site departs. NO staff stay on-site during these times.

Behavior
If a child does not follow the rules on the bus or at the establishment we are visiting, a parent or authorized person will be called to pick up the child. If a child has a behavior report from a field trip, future trips may be terminated. Children that are not following directions, being disrespectful to staff, have disruptive or inappropriate behavior on these days/trips may no longer be allowed to attend Adventure Days or summer field trips.

Kids Club Summer Care

The summer program provides educational and recreational opportunities during the summer months for children who are 5 yrs old through fifth grade. Our primary goal is to provide a safe environment where kids can be kids, be active, learn, and have fun.

Summer School/Extended School Year (ESY)

Please notify the Site Supervisor if your child will be attending Summer School or ESY and when there are any changes to your child's schedule. Students will be expected to attend Summer School or ESY unless the parent notifies the site of an absence. Students enrolled in Summer School or ESY will be required to attend Summer School or ESY on days when Kids Club field trips conflict with Summer School or ESY times.

Summer Registration

School year participants must register for summer care separately. Online registration is available on or about February 1st. The deadline to register for summer is May 1st or until sites fill. Summer registration fee is $35 per child. Please check online for daily rates and minimum registration requirements or call the Kids Club business office at (651) 213-2608.

Summer Locations

There are typically 2 sites open in the summer for Kids Club. The sites open are Lakeside Elementary, Primary School, and Taylors Falls Elementary.

Summer Days and Hours

Monday – Friday
6 am-6 pm (K-5th)
7am-5pm (PreK)
Closed for 3 days over the July 4th holiday (might be an alternate day) and two weeks before school starts.

Summer Field Trips

On field trip days, please drop off your child at the summer site at least half an hour before the trip is scheduled to leave. There will be no staff at the summer site during field trip times.

When field trip times conflict with Summer School/ESY, Summer School students are required to attend Summer School. Staff will be on-site following Summer School to meet students.

Food During the Summer

Children must bring their own lunches during summer Kids Club. Children may bring a snack from home for the morning and afternoon.

Sunscreen

Sunscreen will be needed for many outdoor activities. A Medical Release is required during your registration process. Please send sunscreen with your child's name written on the bottle.

Summer 2024 Staff