St. Cloud Area School District 742!

All policies and pricing subject to change. Programming at specific sites subject to cancellation if less than five students are registered. Please refer to all District 742 Board of Education policies at www.isd742.org.

Kids Connection

Before School Care for Grades K-5 Family Handbook

Program Purpose

Kids Connection provides an inclusive, safe, enriching, educational and fun environment, encouraging the development of positive social skills for elementary school-aged children.

Staffed by trained adults, programs are designed to offer experiential learning in areas such as: active play, dramatic play, crafts, art, games and academic enrichment. Kids Connection staff work closely with District 742 school staff to provide the best care for each individual child. Kids Connection follows all St. Cloud Area School District 742 School Board approved policies including those outlined in the *Student Discipline Code*.

Kids Connection is offered through Community Education located at Quarryview Education Center, 800 S. Seventh St., Waite Park, MN, 56387. Office hours are M-F, 7:30 AM – 4 PM.

Program Hours

Kids Connection for grades K-5 runs before school from 6 a.m. until the start of the school day. Kids Connection serves students enrolled at Kennedy (grades K-8) & *Clearview, Madison, Oak Hill, Talahi or Westwood Schools (grades K-5)*. Enrollment is on a first come, first served basis.

Enrollment

Enrollment is on a first come, first served basis. Children enrolled for one school year have priority for enrollment for the

next coming year, provided necessary forms are completed. If an account is past due, enrollment will be postponed until the account is paid in full or a payment plan is established.

A child is enrolled in the program when the following have been completed and returned to the Community Education main office:

1. Parent Contract/Emergency Information on file via complete online registration at https://isd742.arux.app/ or paper forms (per request).

2. Non-Refundable registration fee ($20.00/child)

No registrations will be accepted from families that have outstanding balances from the previous school year program until paid in full or payment plan established.

All registration materials and fees must be submitted to the Community Education Main Office a *minimum of three working days prior* to the day you wish to start using the program. Registrations are accepted on a space available basis.

The Community Education Main Office hours are 7:30 a.m. - 4 p.m. Monday – Friday.

Registration, Contracts & Billing

REGISTER ONLINE:

https://isd742.arux.app/

Parents are required to sign a contract for Kids Connection. During the school year, parents may choose from a Standard Weekly Contract or Drop-in Only Contract. A $10.00 contract change fee will be charged any time the contract is changed. Any change in your contract requires a 3-day written notice to the Community Education main office or an email to youthcare@isd742.org.

Payments can be mailed or brought to the Community Education Main Office at 800 7th Street South in Waite Park or made online at https://isd742.arux.app/

Please *do not* give payments to site staff or mail to your child's school. Please indicate your child's name and site on your check. Autopay is an option for families to have fees withdrawn directly from a bank account or credit card. You can request autopay enrollment information from Kids Connection staff. We accept Visa, Mastercard or Discover.

Kids Connection is self-supported by user fees. Therefore, it is imperative that all fees be paid on time. Delinquent accounts are subject to termination from the program.

- **Standard Weekly Agreement**

Parents commit to a regular monthly schedule of 3-5 days per week. Fees are charged based on enrollment, not attendance. No credit is given for absence. To permanently change the contract or withdraw from the program, the Community Education main office must be notified in writing *at least three days in advance*. Telephone calls or notification to site staff are not acceptable notification.

A $10.00 late fee will be assessed for payments more than three business days overdue. Consistent late payments may result in termination of your contract.

- **Drop-In Agreement**

Parents that cannot commit to a weekly schedule of at least three days per week or that only need occasional care are considered drop-in clients. *Payment is due for drop-in use on the day of use*. Children must be registered with Kids Connection in order to be eligible for this option.

Fees

Standard Weekly: $30.00/week per child based on enrollment.

Drop-In: $10.00/Day per child based on attendance.

All fees are subject to change.

A late fee of $15.00 will be assessed weekly to all accounts more than three days overdue.

Non-Sufficient Funds (NSF)

When a check is returned from the bank for any reason, a $25.00 late fee will automatically be assessed. *It is the responsibility of the parent to bring the amount of the NSF check, including the late fee, to the Community Education Main Office* at Quarryview Education Center in Waite Park *within three days of notification*. More than two NSF checks will require future payments to be made by cash, money order or certified check. Failure to make payment may result in termination of your contract.

Fee Assistance

Partial or total fee reimbursement may be available to qualifying families through your county of residence. For further information, please call Milestones at 320-251-5081. It is the responsibility of the parent to communicate with the county directly.

No Charge Holidays/School Breaks

Families will not be charged for the Winter or Spring Breaks. (See district calendar at St. Cloud Area School District 742 / Homepage)

Contract Changes/Withdrawing from the Program

A 3-day written notice is required to change a contract or withdraw from the program. Telephone calls or lack of attendance is not an acceptable method of withdrawing from the program. The parent/guardian will be responsible for any remaining balance. There will be a $10.00 contract change fee charged to the account each time the contract is changed.

Attendance Information

Children are to remain under the supervision of staff at all times. Kids Connection is responsible for the children from the time they are signed in to the time they are released to class.

Release of Children

Upon registration, the name of the person(s) authorized to pick up the children must be given. If someone other than the authorized person(s) will be picking up a child, the Kids Connection leader must be notified in writing prior to pick-up. If an unauthorized person attempts to pick up a child, the parent will be called. If they cannot be reached, the child will be held until the proper guardian arrives. This policy is not meant as an inconvenience, but rather is designed to protect the child.

Staff will ask for identification from persons they do not know. If a child is to be released to go to a meeting, club, activity, or help a teacher, a note from the parent must be provided.

Early Arrivals

Children and parents may not enter the school building prior to 6 a.m. No child should be left in the Kids Connection area without a Kids Connection staff present to supervise. Any family dropping a child off prior to 6 a.m. will be charged $5.00 per child per 15 minutes (this amount will not be prorated). Kids Connection staff will be required to report to Child Protective Services if a child is left without a program staff present.

Emergency Closings

In the event the start of school is delayed, the before school session of Kids Connection will be canceled. If St. Cloud Area School District 742 is closed, Kids Connection will be canceled. All announcements will be made per the District 742 Weather Announcements policy found at https://www.isd742.org/Page/998.

Personal Belongings

Outerwear, backpacks and lunch boxes should be labeled in order to avoid mix-ups. The program is not responsible for lost items.

Sick or Absent Children

Kids Connection assumes responsibility for children each day. The schools do not notify Kids Connection of absences. Sick children should not be brought to Kids Connection. When children indicate illness at home, do not send them to Kids Connection. This results in further inconvenience to the parent and possible exposure of illness to other children. It is important that communicable diseases such as strep throat, chicken pox, impetigo and conjunctivitis be reported to the Kids Connection staff.

Emergency files will be kept for each child at each site. Parents will be notified by telephone from the Kids Connection staff of any symptoms of impending illness (e.g. headache, fever, vomiting, etc.). Parents will be expected to pick up a child who appears to be too ill to remain in the program. Until the parent arrives, the child will be excluded from activities with other children.

Emergency Care

Parents will be called in the event a child requires emergency care. If parents are unavailable, the person(s) indicated on the emergency form will be notified. In the event none of the above can be reached, and it is an extreme emergency situation, the child will be taken by the police and/or paramedics to the nearest emergency medical facility. Please make sure your child's Kids Connection records are current.

Medication Policy

Kids Connection recommends that all medications be administered by a parent prior to arrival at Kids Connection

In order for the Kids Connection staff to administer medication, a completed *Medication Permission Form* https://www.isd742.org/page/1120 must be on file with the Kids Connection site. If the medication is to be given for more than 10 days, a doctor's signature is required on the form. Staff are not allowed to administer any medication including over the counter drugs without a *Medication Permission Form* on file. Changes in medication dosage will require that an updated authorization form be completed. Medication must be in the original prescription container.

Notification of Diseases

Parents will be notified in the case of infectious or communicable diseases. After conferring with the school nursing staff concerning the severity of the disease, Kids Connection staff will follow policies and procedures as set by the school health office.

Health & Safety Information

Emergency forms must be on file for all children enrolled in Kids Connection. Kids Connection does not carry health insurance. No pets are permitted to be brought to Kids Connection as per District 742 School Board Policy.

Accommodations

Kids Connection is not designed to provide long-term 1:1 care for students. A parent/guardian meeting may be requested prior to enrollment if your child receives 1:1 student support in the classroom or has an IEP or 504 plan. Additional services may be provided to ensure successful participation. However, to prepare for these services, extra time may be required prior to attendance. Please refer to School Board Policy 107A for additional information on Service Animals.

Breakfast

A school breakfast program is available at all buildings. Parents may purchase a breakfast for their child. Children will be given a PIN (Personal Identification Number) to access their school food service account. It is the responsibility of the parent to make sure there are sufficient funds in their child's account. Kids Connection staff do not have access to student's Personal Identification Numbers. Due to food allergies, we ask that children do not bring breakfast to the program.

Child Abuse & Neglect

Under Minnesota state law, all Kids Connection staff are considered mandated reporters and are required to report all suspected physical, emotional and sexual abuse or neglect of children to county child protection and/or local police. Please refer to School Board Policy 414 for additional information on mandated reporting.

Behavior Management

The Kids Connection program follows all St. Cloud Area School District 742 School Board approved policies including those outlined in the *Student Discipline Code*.