

Kids' Company School Age Child Care

2010-11 School Year Parent Handbook



Kids' Company, A Program Of



Kids' Company is a before- and after-school child care program for students in grades K-5. Caring staff offer children a balance of structured activities and free choice play, to help them develop valuable physical, social, and academic skills. Some non-school day opportunities, many including field trips, are available to Kids' Company participants.

•All School Days

Before School Hours: 6:30-9:00 a.m.
After School Hours: 3:45-6:00 p.m.
Low Hourly Rate

•Non-School Day Opportunities

October 18 & 19	January 27 & 28
November 8	March 11
December 6	May 13

Three Convenient Locations:

- ▶ Eagle View Kids' Company,
Elko New Market
- ▶ Falcon Ridge Kids' Company,
New Prague
- ▶ Raven Stream Kids' Company,
New Prague



Program Sites & Contacts

► Eagle View Kids' Company, Elko New Market

(Use main entrance; program in cafeteria/gym)

Cafeteria Phone (952) 758-6078
Cell Phone (952) 290-4518

► Falcon Ridge Kids' Company, New Prague

(Use northwest entrance; program in classroom #5 (new location) and main (north) gym)


Classroom/Gym Phone (952) 758-1618
Cell Phone (952) 290-4243

► Raven Stream Kids' Company, New Prague

(Use main entrance; program in cafeteria/gym)

Gym Phone (952) 758-1577
Cell Phone (952) 290-0572

Kids' Company Team Lead (952) 758-1735 OR mnovotny@np.k12.mn.us
Kids' Company Billing Office (952) 758-1731 OR krerickson@np.k12.mn.us
Community Education Office (952) 758-1734

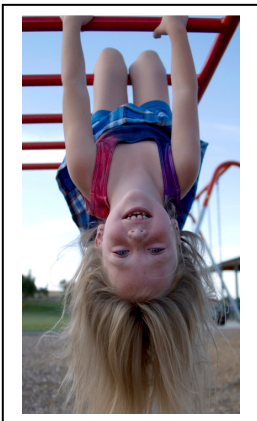
Mailing Address 
New Prague Area Community Education
Attention: Kids' Company
420 Central Avenue North
New Prague, MN 56071

Tax Information
ISD #721 Kids' Company
Federal Tax ID: #41-6003815

Program Overview

Ages Served

Children in Grades K-5 in 2010-11 may participate in the program.



Program Hours & Dates

Kids' Company is in session on all school days and on some non-school days.

Before and after school care hours are 6:30-9:00 a.m. & 3:45-6:00 p.m. on all school days.

On non-school days, Kids' Company site(s) generally open at 6:30 a.m. and close at 5:00 p.m. Non-school day child care is planned for the following dates:

- October 18 & 19
- November 8
- December 6
- January 27 & 28
- March 11
- May 13 (if not needed for snow make up)

Detailed Information on non-school day opportunities will be provided separately as each date approaches. Separate registration will be required.

Snacks

Healthy morning and afternoon snacks and a beverage are provided. Please note that the morning snack is intended to complement a full breakfast at home. Food allergies must be discussed with the Team Lead (952-758-1735) so that appropriate snacks can be provided. In order for Kids' Company to provide a substitute snack because of a food allergy, a doctor's note is required.

Special Needs

Some special needs support is available. Please contact the Team Lead (952-758-1735) or the Director (952-758-1733), to discuss the level of support your child requires. If your child requires special support during the school day, a participation plan should be discussed prior to using the Kids' Company before and after school program in order to provide the most appropriate level of care.

Fees

\$40/person	Registration Fee, payable at time of registration. This fee pays for account management, activity costs, program supplies, and snacks.
\$4.30/hour	Participation Fees, rounded to the half hour (chart available from billing office). Note: Reduced lunch recipients pay \$3.30/hour; Free lunch recipients pay \$2.50/hour. Please contact Billing at 952-758-1731 if you qualify.
\$5/increment	Late Pick-up Fee, for every 15 minutes late after 6:00 p.m. Late fees begin at 6:01 p.m. and accrue every 15 minutes thereafter.

Invoices are mailed/emailed by the 10th of each month, with payment due by the 25th. You may pay all Kids' Company fees online (www.np.k12.mn.us/commed/kidsco), by check or by making arrangements for automatic credit card payments. Please refer to the invoice for the amount owed each month.

Attire

Kids' Company goes outside year round, so please make sure your child has the appropriate clothing for the weather. Substantial shoes are required for playground safety; please avoid flip-flops and sandals.

Personal Items

Any items specifically prohibited by school rules are also prohibited at Kids' Company. We encourage participants to leave money and precious personal items at home, as we cannot be responsible to monitor these items. These include, but are not limited to the following: personal toys, electronic games, MP3 players, cell phones, collectibles, family heirlooms, and pillows or blankets, except when allowed for special occasions.

Policies & Procedures

Parent-Staff Communication

We feel it is important to keep the lines of communication open between the parents and staff regarding your child's progress and involvement at Kids' Company. We appreciate any feedback you can offer to provide for the best possible experience and care, and we will provide you with information and news as appropriate.

Contact numbers for each Kids' Company site are provided on the top of page 2 of this handbook. Please call your site's land line and cell phone first. If you are unable to reach someone after two tries to each number, please call Community Education.

Photography

During our activities, we often take photos/video to capture the occasions of Kids' Company program. Sometimes, we submit photos to the newspaper. If you do not want your child's photo to be included in such projects, please submit your objection in writing to the Director of Community Services, 420 Central Avenue North, New Prague, MN 56071.

Drop-off and Pick-up

Parents/guardians are required to bring the child into the site, acknowledge to the Kids' Company staff that you have brought him/her in, and sign the child in on the daily roster.



Sites open at 6:30 a.m. for participant arrival. While staff may arrive a few minutes before this to prepare the site, they are not to welcome participants until our official start time. Please avoid putting staff in a difficult position by asking to sign in early.

Kids' Company closes promptly at 6:00 p.m. Parents/guardians are required to come into the site, acknowledge to the Kids' Company staff that they are taking the child, and sign the child out on the daily roster.

We realize that busy lives sometimes make shortcuts look tempting, but your child's safety is our number one concern. *To remind parents of these critical safety policies, we have instituted a fee of \$5/day/child for parents who disregard the sign-in/out policies.* In addition, we will consider discontinuation of services in the case of repetitive disregard of these policies.

For your child's safety, we will not allow your child to leave with anyone except the custodial parent or other authorized people, unless arrangements have been made in writing or directly over the phone with Kids' Company staff. Verbal messages delivered by students are not sufficient to allow an exception. Parents/guardians are required to provide information on any applicable custody orders.

Please make sure that information provided on the registration form at the time of registration is accurate throughout the year. If there is a change in any contact information, please notify staff.

When dropping off or picking up your child at Kids' Company, please park in designated parking spaces. Parking in fire lanes or other non parking areas is prohibited.

Payments

Payment is due as indicated on your monthly invoice, which you will receive by mail/email. The preferred payment method is online at www.np.k12.mn.us/commed/kidsco. Click on the green "Kids' Company Payment and Registration" button and make your payment with VISA or MasterCard.

Arrangements for automatic monthly payments via Visa or MasterCard are also available by completing the "Credit Card Payment Authorization" section of the registration form. Forms are also available from staff at the sites as well as from the Kids' Company billing office at 952-758-1731. Check payments may be mailed to New Prague Area Community Education or given directly to Kids' Company program staff. Please do not ask staff members to handle cash.

Important! Failure to pay fees will result in discontinuation of services.

In 2009, Board Members passed a policy to collect past due payment for services provided by New Prague Area Schools, including Kids' Company. If a bill is more than 30 days past due, services will be suspended until payment is received and if a bill is more than three months outstanding, the bill shall be sent to collections. The policy also states that any check returned to the District for reasons of "Not Sufficient Funds" or "Account Closed" will be charged an additional \$30.00/check.

Attendance & Absences

Children with a Kids' Company backpack tag on the outside of their backpack will be sent to Kids' Company after school. If your child is not to attend Kids' Company on a certain day, be sure to remove the backpack tag. Tags are available at fall open houses and at the program.

If your child regularly attends Kids' Company, but is going to be absent, please inform your site's Kids' Company staff, either in person or by phone, so that we know not to expect him/her.

Likewise, if your child attends Kids' Company infrequently, it is helpful for us to know your child will be attending, so that we can expect him/her. This helps to avoid mistakenly riding the bus home on a day when they are supposed to stay.

Emergency Closing Procedure

If one or more buildings close, start late, or release early due to weather, mechanical problems, or other circumstances, Kids' Company will also close, as follows:

- Late Start – Kids' Company closed for the morning
- Early Release – Kids' Company closed for the afternoon
- Full-day Closure – Kids' Company closed for the morning and afternoon

If a closing or late-start occurs prior to the day's opening, Kids' Company will remain closed, and updates will be left on each site's land line phone. If this occurs during Kids' Company, and we cannot reach parents for pick-up, emergency contacts will be called to pick up participants.

Medical Concerns

Life threatening emergencies will be referred to and handled by the local Rescue Squad and the child will be taken to the nearest hospital. Parents will be notified as soon as possible.

If your child becomes injured (bump on the head, a cut, twisted limb, etc.) while participating in Kids' Company, the staff will administer basic first aid. Parents will be called, if the situation warrants. The staff who attends to the child will also send an accident report to the Community Education office for any significant injury.



Please, do not send your child to Kids' Company if he/she is not feeling well or if he or she has vomited or had a fever greater than 100 degrees in the last 24 hours. If a child becomes ill at Kids' Company, he/she will rest in a quiet area of the room and the staff will contact the parents to pick up their child. If parents cannot be reached, the staff will call the emergency contacts indicated on the registration form.

Parents should contact Kids' Company if their child contracts a communicable disease, even if treatment is already being administered. When a communicable disease has been reported, we will post information at the appropriate Kids' Company site.

In addition, food allergies must be discussed with the Team Lead (952-758-1735) so that appropriate snacks can be provided. In order for Kids' Company to provide a substitute snack because of a food allergy, a doctor's note is required.

Medication

Staff can administer only prescription medications that are in original prescription bottles. You must complete and sign a medication permission form when you leave medication for staff to administer. It is also helpful for staff to know of physical symptoms appearing as a result of the medication your child is taking. We appreciate your communication in this manner.

Supervision & Behavior Management

Kids' Company staff provides supervision of all participants during their time at Kids' Company. We encourage students to develop skills in independence and self-reliance by allowing them to make choices and by providing time for creative, participant-directed play along with organized activities.

Kids' Company Behavior Expectations

- Respect all others, whether child or adult, Kids' Company or not
- Respect all equipment and use it for its intended purposes, for the good of all
- Follow all staff directions promptly, courteously, and completely
- Be of help to others in all ways that you can

Working with groups of students, we often encounter behavior issues that require staff to redirect participants. For minor infractions, we use a system of "time outs" and discussion to address the concerns. As a result, participants typically correct their behavior.

For significant or repetitive behavior concerns among participants, Kids' Company Staff use a system of progressive discipline, unless the seriousness of the infraction warrants acceleration of the process. In these situations, physical contact with students is avoided unless it is necessary to restrain a student from harming him/herself or others.

Level I: Time Out and Verbal Warning

At times, it is necessary to remind students of the behavior expectations of the program. If inappropriate behavior continues after this reminder, a "time out" will be used to reinforce the message. A staff member will explain to the participant why he/she is sitting out and what the participant can do to avoid further time outs.

Level II: Incident Report, Contact with Parents, Loss of Privileges

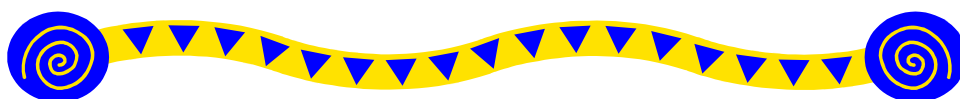
If initial intervention techniques prove consistently unsuccessful, participants will lose certain Kids' Company privileges and parents will be invited to a conference with staff. Together, staff and parents will establish a plan for dealing with the problem. If the participant's age and abilities allow, he/she will be asked to contribute to the development of this plan.

Level III: Temporary Suspension from Kids' Company

If there is insufficient change in the student's behavior, the Director will inform the parents and will invite them to another conference to discuss any further steps that may be helpful. Until the conference can be completed, and possibly for a period of time following, the participant will be suspended from Kids' Company.

Level IV: Permanent Suspension from Kids' Company

If the problem does not resolve, the Director will provide a written notice and the participant will be permanently suspended from Kids' Company. At the discretion of the Director, this suspension may end at a specified date (e.g., close of school year).



Kids' Company Playground Rules

The purpose of these rules is to prevent injury and encourage respectful play on District equipment. Kids' Company participants are expected to know these rules and follow them at all times.

The progressive discipline model used throughout Kids' Company will be applied to playground activity as well, unless the seriousness of the infraction warrants acceleration of the process.

- First Offense: "time out" from the equipment
- Second Offense: incident report to parent and temporary suspension from equipment
- Third Offense: parent conference and lengthy suspension from equipment
- Fourth Offense: permanent suspension from equipment and possible permanent suspension from Kids' Company

Note: "Offense" refers to breaking any playground rule.

Respect

- Take turns with all the equipment
- Include others if they wish to join
- Be respectful and courteous to others

Swings

- One person on regular swings; maximum of 3 on the tire swing
- Back and forth swinging only
- Sitting only on swings
- Swings should come to a stop before getting off; no jumping mid-swing
- Stay to the side of swingers
- No climbing up or hanging from the bars
- No twisting or flipping the swings

Slides

- Sit and go down the slide with feet first
- One person on slide at a time; the person in front of you must be at the bottom before you start going down
- No climbing up the slides or on top of the tunnel slides
- No standing on or jumping off the slides

Glider

- One person at a time on the glider
- No pushing students across on the glider

Monkey Bars & Tunnels

- The bars are for hanging on only; no standing, sitting or walking on the bars
- No climbing on top of bars or tunnels
- No playing chicken or leg wrestling
- Do not run under someone who is hanging

Parallel Bars

- Bars are for hanging or sitting; no standing or walking on the bars
- No penny-drops or other dangerous stunts
- No continuous spinning around bars

Climbing Walls/Ropes

- One person on the climbing wall at a time
- Only climb up the wall
- No jumping off the climbing wall

Other Important Rules

- Ask an adult before leaving the playground to retrieve a ball or for any other reason
- Treat all equipment with care
- Return all equipment to its proper place
- Equipment from home will not be allowed on the playground.
- No throwing rocks, wood chips, grass, sticks, or other inappropriate items

Substantial shoes are required. No flip-flops or other non-substantial footwear.

Respect, Cooperate, Have Fun and Be Safe!!!



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2010-11 Kids' Company School Year REGISTRATION FORM

Please complete a separate registration form for each child.

This form is also available as a Microsoft Word document, which can be completed on the computer.

Please Select Kids' Company Site:		<input type="checkbox"/> Eagle View	<input type="checkbox"/> Falcon Ridge	<input type="checkbox"/> Raven Stream	
Student Name:			Home Phone:		
Gender	<input type="checkbox"/> F <input type="checkbox"/> M	Birthdate:	Age:	Grade:	Teacher:
Address:			City:		ZIP:
Mother/Guardian:			Cell Phone:		
Father/Guardian:			Cell Phone:		
Work Phone:			E-mail (required):		

Estimated Use of Program					
Check all that apply	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri
Arrival Time:					
Pickup Time:					
Comments:					

Emergency Information: In case of emergency, please call the following relatives/friends in this order.			
1st Priority	Name:	Cell Phone:	Other Phone:
2nd Priority	Name:	Cell Phone:	Other Phone:
3rd Priority	Name:	Cell Phone:	Other Phone:

Medical Information	
Family Doctor:	Office Phone:
Family Dentist:	Office Phone:
Please indicate any health information that would be beneficial for staff to know when working with your child:	
Allergies:	<small>Note: In order for Kids' Company to provide a substitute snack because of a food allergy, a doctor's note is required.</small>
Regular medications:	
Vision, hearing, or other chronic problems:	
Restricted activities:	
Special Needs? If yes, please describe below. (If your child requires special support during the school day, a participation plan should be discussed with Kids' Company Team Lead at 952-758-1735 in order to provide the most appropriate level of care.)	

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Kids' Company Release

- I have received a copy of the **Kids' Company 2010-11 School Year Parent Handbook** and understand the fees, payment policies, behavior expectations, procedures, policies (including drop-off and pick-up policies) described therein.
- I give permission to Kids' Company to take my child on supervised walking trips.
- I give permission to Kids' Company to take whatever emergency measures are judged necessary for the care and protection of my child while under the supervision of Kids' Company. In case of a medical/life-threatening emergency, I understand that my child will be transported, at my expense, to the nearest hospital by local emergency personnel as they deem necessary. It is understood that in some medical situations, the staff will need to contact the local emergency personnel before the parent and/or other adult acting on the parent's behalf.
- I understand that Kids' Company services will be suspended, until payment is made in full, if my account becomes more than 30 days past due.
- I understand that I as a parent/guardian will bring my child into Kids' Company and sign him/her in.
- When necessary, I give my permission to the following individual(s) to be responsible for my child and I understand that it is my responsibility to inform these individuals about Kids' Company procedures.

Name:	Relationship to Child:	Phone:
Name:	Relationship to Child:	Phone:
Name:	Relationship to Child:	Phone:

Parent/Guardian Signature _____ **Date** _____

Fee Payment

A fee of \$40.00/child is due to complete registration. You may pay this fee in one of three ways:

- (1) online at www.np.k12.mn.us/commed/kidsco
- (2) using the form below for credit card payment of this fee and/or your monthly fees, or
- (3) via cash or check.

Total Fees Included:	
Payment Method:	<input type="checkbox"/> I paid my registration fee online at www.np.k12.mn.us/commed/kidsco <input type="checkbox"/> Credit Card (complete below) <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
Credit Card Payment Authorization	
<input type="checkbox"/> I authorize the New Prague Area Community Education (Kids' Company Billing) to charge my debit/credit card for my child's 2010-11 Kids' Company \$40.00 Registration Fee.	
<input type="checkbox"/> I authorize the New Prague Area Community Education (Kids' Company Billing) to charge my debit/credit card for my child's Kids' Company 2010-11 participation fees on a monthly basis.	
We accept MasterCard & VISA for these payments.	
Credit/Debit Card Number: _____ - _____ - _____ - _____ Expiration Date: ____ / ____	
Security Code (from back of card): _____	
Name on Card (please print): _____ Address: _____	
Cardholder's Signature:	

Please return completed form and payment to:

New Prague Area Community Education
 Attn: Kids' Company
 420 Central Avenue North
 New Prague, MN 56071

