

**Kids Club
Family
Handbook**

2010-11

Centennial Community Services

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Federal Tax Identification Number
41-6008811

WELCOME

Welcome to Kids Club, Centennial Community Service's school-age childcare program. Kids Club is a non-profit program of Centennial School District 12 serving families and students throughout the calendar year. Options include before and after school childcare for grades K-5; preschool with optional before/after childcare; K-Time (half day kindergarten/half day childcare); Summer Kids Club; and Summer Adventure Camp for middle school students (see pages 6-7)

Kids Club goal is to create a caring, quality learning environment that compliments your child's school day.

Kids Club works in partnership with you and your child to make their stay a happy, productive, and safe one. In order to provide the highest quality program for your child, Kids Club meets the standards for school-age childcare set by State of Minnesota guidelines.

Kids Club is self-supporting and operated from fees. As a district-supported program, Kids Club adheres to the policies and procedures set forth by the Centennial School Board.

The Community Services Advisory Council (CSAC) helps identify and evaluate programming. Members include Nancy Bledsoe, Tom Godfrey, Robyn Hendrickson, Donna McKenny, Jacque Osborn, and Christina Wilson. We welcome your ideas, concerns, and questions, which can be communicated to the council via any staff member. New members are welcome. Call 763-792-6101 for information.

To contact Kids Club office about billing or registration, call 763-792-6193 or e-mail kidsclub@isd12.org.

Kids Club Coordinators:

Rachel McNally, 763-792-6110; rmcnally@isd12.org

Kate Andersen, 763-792-6111; kandersen@isd12.org

Registration/Billing Secretary, Dawn Turnblad, 763-792-6193; dturnblad@isd12.org

Community Services and Communications Director, Cathy Wyland, 763-792-6101; cwyland@isd12.org

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pstremick@isd12.org



❧ SITE INFORMATION ❧★

★ Blue Heron Elementary

Cafeteria and room B101; preschool room
405 Elm St., Lino Lakes, MN 55014
763-792-6293 Preschool: 763-792-6283
bhkidsclub@isd12.org
School hours: 9:15 a.m.–3:45 p.m.
Preschool hours: 9:30 a.m.–4 p.m.
Site hours: 6–9:15 a.m. and 3:45–6 p.m.

★ Centennial Elementary

Room 2, 4657 North Road, Circle Pines, MN 55014
763-792-5393 ctkidsclub@isd12.org
School hours: 9:15 a.m.–3:45 p.m.
Site hours: 6–9:15 a.m. and 3:45–6 p.m.

★ Centerville Elementary

Cafeteria/room 158, 1721 Westview, Centerville, MN 55038
763-792-5893 cvkidsclub@isd12.org
School hours: 9:15 a.m.–3:45 p.m.
Site hours: 6–9:15 a.m. and 3:45–6 p.m.

★ Golden Lake Elementary

Room 207, 1 School Road, Circle Pines, MN 55014
763-792-5993 glkidsclub@isd12.org
School hours: 8:35 a.m.–3:05 p.m.
Site hours: 6–8:35 a.m. and 3:05–6 p.m.

★ Rice Lake Elementary

Cafeteria/room C112, 575 Birch St., Lino Lakes, MN 55014
763-792-5793 rlkidsclub@isd12.org
School hours: 9:15 a.m.–3:45 p.m.
Site hours: 6–9:15 a.m. and 3:45–6 p.m.

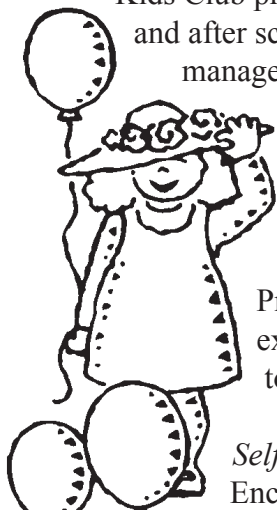
★ CALC (Centennial Area Learning Center)

Room 11C, 4203 Woodland Road, Circle Pines, MN 55014
(use door B on Woodland Road)
763-717-6906 srice@isd12.org
Site hours: 8 a.m.–4 p.m.



PROGRAM PHILOSOPHY

Kids Club provides safe, stimulating, high-quality before and after school care for children in grades K–5. Site managers, assistants and workers operate within this framework to provide an enriching educational and recreational environment, enhancing the development of children in:



Cognitive Expansion

Provides opportunities to experience, discover, experiment, problem solve, and reinforce skills to be successful in school.

Self and Social Awareness

Encourages social growth through dramatic play, one-on-one experiences, small and large group activities and cooperative games. Fosters emotional development within a safe, supportive and stable atmosphere stressing individual choice and responsibility.


Physical Development

Increases children's fine and gross motor coordination through arts and crafts, manipulative toys, active games, sports, and movement activities both indoors and outdoors.

Creative Expression

Invites children to explore creativity and individual expression in an environment that is safe, supportive, and fun.

Recreational Activities

Offers children a chance to learn new ways of using leisure time and helping them discover talents, abilities, and new ways to spend their time, which can lead to lifelong hobbies and careers. 

PROGRAMS

School Year Program

Centennial Kids Club is a school age childcare program offered in each elementary school during the school year. Kids Club provides safe, stimulating, high quality before and after school care for grades K–5. Within this framework, the program provides an enriching educational and recreational environment, enhancing the development of children in cognitive expansion, self and social awareness, physical development, creative expression, and recreational activities.

K-Time (half day of care for kindergartners)

The K-Time component is designed specifically for kindergartners, complementing the other half of their day. Students attend from one to five days per week.

Each elementary has its own K-Time program, depending on enrollment, based in a classroom. K-Time is tailored to fit the specifics of each school with a daily schedule that includes: story and circle time; music and movement activities; academic activities to support what kindergartners are learning in school; and station time (art, math & science, blocks/manipulatives; dramatic play, and language arts).

KC Preschool (preschool and childcare for four year olds)

KC Preschool is a full day, year-before-kindergarten program held at Blue Heron or CALC, which is designed to help children prepare to enter kindergarten with the skills and behaviors necessary to be successful. Children who are four years old before Sept. 1 of the current school year and are toilet trained are eligible to enroll. Options to enroll vary from 3, 4 or 5 full days per week; two ½ days Tuesday–Thursday; three ½ days, Monday, Wednesday, Friday; or 5 ½ days Monday–Friday.

Kids Club childcare before and after preschool is offered at the Blue Heron site from 6–9:30 a.m. and 4–6 p.m. for an additional charge. Children work on listening, personal and social development, language and literacy, thinking and math skills through guided play, group time, and social interaction. Activities will include language arts, math, science, art, large muscle (gym and outside), dramatic play, blocks, and music.

Children attending during school hours will need to purchase a lunch or bring a lunch from home. Children attending the CALC site will need to bring a lunch from home each day. Before school enrollees have the opportunity to purchase breakfast at Blue Heron.

Summer Kids Club

Summer Kids Club is enriching, educational and recreational school-age childcare for pre-kindergarten through fifth grade (ages 5–12), offered at several sites. Parents must provide transportation. Care options include half day and drop in care.

Full, varied daily activities may include art and music, use of gym and computer labs, dramatics, games and sports, cooking and science. Field trips, special themes, and optional classes are available.

See page 18 for breakfast, snack and lunch information.

Watch for registration information in mid March. New contracts must be completed each year for each child attending Summer Kids Club.

KC Adventure Camp

KC Adventure Camp serves students entering grades 6–8 and is housed at Centennial High School. The 10-week program runs from 6:30 a.m. to 5:30 p.m., Monday–Friday.



On-site activities will include gym games, team building activities, lunch planning and prep, volunteer opportunities at Kids Club (including Wednesday field trips), community service projects, science experiments, and exploring a variety of art mediums. Responsible staff will provide a positive role model, clear and respectful limits, along with informal supervision and guidance, while encouraging independence and

responsibility. ~~~~~★



ADMISSION, ENROLLMENT, AND REGISTRATION

How to Enroll

Kids Club serves children in grades K–5 (as of August 31 of the current school year). There's also a preschool program (page 6) offered during the school year and a middle school program (page 7) in the summer. Children who have not reached the age of 5, but are enrolled in kindergarten as early entrance students, may also enroll. To tour Kids Club with your child before you enroll, call the site manager to arrange a visit.

To be successful in Kids Club, children must:

- Meet the age requirements and be able to participate in 50 percent of the scheduled activities
- Be completely toilet trained (unless they have a medically diagnosis requiring Pull Ups)
- Control behavior so they are not harmful to themselves or others
- Be able to participate in an environment with an overall site supervisor ratio ranging from 10–15 children per staff member
- Be comfortable self-selecting activities from an established menu of options.

If a student cannot meet these expectations a meeting may be called to discuss future enrollment.

Registration is on a first-come, first served basis and requires a completed registration/contract form.

There is a \$15 non-refundable enrollment fee per child, and parents are billed on their first invoice.

The completed contract and fee should be faxed to 763-792-6050, or delivered/mailed to Centennial Kids Club, 4707 North Road, Circle Pines, MN 55014.

Registration for the fall begins in June and summer Kids Club registration begins in March/April, continuing until filled. Parents are strongly encouraged to reregister early. Since the enrollment process takes time, allow a minimum of two weeks from the receipt of enrollment/contracts to the first day your child will attend Kids Club. This allows time for you to complete the paperwork and gives staff time to enroll and prepare for your child(ren). Registrations received after August 15 will not be allowed to begin until October 1.

Anoka County provides assistance to qualified families. Call Anoka County Childcare at 763-717-7711.



Enrollment for Children With Special Needs

If your child has special needs, please indicate so at the time of enrollment. This allows staff time to better prepare for your child's individual needs. When special needs are indicated at enrollment, the following procedures are followed:

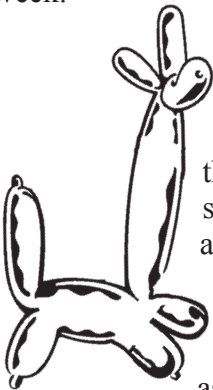
- Discussions will be initiated with parents concerning the nature of the special need, medication, special accommodations, educational progress, and health and safety issues.
- Kids Club site managers may observe your child in their classroom and meet independently with special education staff to discuss the appropriate placement and programs.
- Parents will be notified regarding appropriate placement and program challenges for the child.

Waiting List

If Kids Club is full, families will be placed on a waiting list after submitting a completed contract. When an opening is available, families will be called and billed for the registration fee.

Rotating Schedules

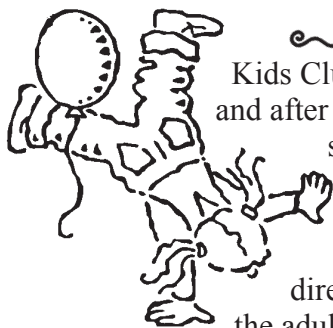
If you have a rotating schedule, please submit a written weekly care schedule to site staff so they know when to expect children. Please note that the care must be the same number of days each week.



Drop in Only Care

For drop in only care, which is subject to space availability, complete and return a contract. Once the enrollment process is finished, please call the site directly to request care at least 24 hours in advance, if possible. When children are signed in on the day of attendance, parents must complete a drop in form and will be billed on the next month's invoice. Kids Club reserves the right to ask for payment in advance at any given time.





~ ~ ~ HOURS/SCHEDULE ~ ~ ~ ★

Kids Club is open from 6 a.m. until school starts, and after school until 6 p.m. Times vary at each site depending upon school start/end times (see page 4). A parent or other adult must accompany the child to and from Kids Club each day (unless arriving directly from school). For your child's safety,

the adult must sign the child in and out on a daily attendance register. Please be sure that staff know your child has arrived or departed.

Winter Break, Spring Break

See the back cover for winter and spring break dates when Kids Club will be open. Winter and spring breaks are treated as SRDs. Please refer to the SRD information on the next page.

Late Starts/Early Closings/School Cancellation

In case of inclement weather or emergencies necessitating the closing of Centennial schools, broadcasts will be made on local television and radio stations and the district web site at www.isd12.org. Centennial's School Closing Information Line (763-792-6030) lists emergency school closings and regularly scheduled non-school days. Special announcements for Kids Club will not be made.

If Centennial has a late start, Kids Club will try to open as early as possible (6 a.m.) to provide care until school actually begins. However, staff may be unable to travel, so please call your Kids Club site before leaving home to drop off your child.

If Centennial cancels school after Kids Club has opened, Kids Club will also close. Parents will be notified and children need to be picked up within two hours. Kids Club will not accept more children after the announcement has been made.

If Centennial cancels school after Kids Club has completed before school care and children have already gone to school, children who are at school, in their regular classrooms when it's cancelled, need to follow emergency care procedures. Kids Club cannot reopen for care. Parents of kindergartners still in Kids Club care will be called to pick up their child within two hours.

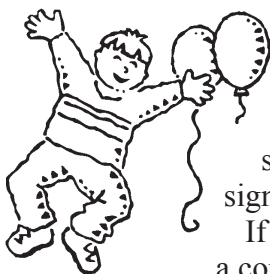
School Release Days (SRD)

See the back cover for SRD dates.

Kids Club remains open most days when elementary schools (K–5) are closed. Attendance on school release days is optional and requires an SRD registration form to be filled out and returned by deadline. Parents are notified of an upcoming SRD approximately three weeks in advance. Field trips and special events are regularly planned. Registration is necessary to assure adequate staffing. Due to limited space, children brought in on an SRD without registration, may be refused care. No refunds or credits available after the registration deadline (see page 14).

Early Arrival

Kids Club will open each morning at 6 a.m. Under no circumstances are children to be dropped off earlier, even if a staff member is present. The opening staff arrive a few minutes early to set up so they are ready to provide safe and uninterrupted care beginning at 6 a.m. Kids Club is not liable for care before this time.



Arrival

Children will be greeted by a staff member when they arrive at Kids Club. Parents must accompany each child to their assigned room each day. Children **MUST** be signed in each day.

If your child will not be attending Kids Club on a contracted day, please call your Kids Club site (see page 4) to notify staff. You may leave a message 24 hours a day (press 5 to skip the message). Do not contact the billing/registration secretary to report absences. Kids Club is not responsible for notifying your child's school of absences.

Departure

Only authorized persons are allowed to pick up children. On the contract, parents will be asked to list names of persons authorized to pick up the child or to be contacted in an emergency. If anyone other than an authorized person will be picking up the child, Kids Club must be notified in advance. Please call and supply the name of the person, a telephone number where they can be reached, and a brief description. This person

should be able to provide a picture ID upon request.

Since children will not be released to an unauthorized person, it is important to keep staff up-to-date regarding who is authorized to pick up your child.

All children must be picked up before 6 p.m. when Kids Club closes. Failure to do so will result in a \$5 charge for every five minutes past 6 p.m. Be sure to sign out your child.

If you are going to be away from work, be sure to leave a phone number where you can be reached in the event of an emergency. Note: Copies of legal documents must be provided to Kids Club before staff can actively try to prevent a child from being picked up by a non-custodial parent.

Late Pick-up Procedure

You must call your Kids Club site if you will be late picking up your child. If a child is not picked up by 6 p.m., staff will remain with the child and:

- ☎ by 6:15 p.m., call the home and work numbers of the parent as listed on the contract;
- ☎ by 6:25 p.m., call other emergency numbers listed. If there is no answer at either number, if no emergency numbers are listed or if they are incorrect, the police will be notified;
- ☎ by 6:30 p.m., call police if staff are no longer able to remain with the child.

Staff are directed to call the police in all circumstances at 6:45 p.m.

Absence Procedures

Parents must call Kids Club when a child will not be coming after school to Kids Club on a regularly contracted day. If staff are expecting the child and they are not there, they are instructed to:

- * Call the school office for information regarding the missing child.
- * Within a reasonable length of time taking attendance and calling the school office, parents will be called (home/work); if no answer:
- * District transportation will be called for information regarding the missing child.

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* Parents will be called a second time and/or emergency numbers will be called.

* Within a reasonable time span, if all other options have been used, the police will be notified and will probably visit

the child's home and neighborhood to see if they are there.

This process takes time from other children, delays the day's activities, and can be stressful on staff. If your child leaves school early, please call your Kids Club site. If you routinely fail to notify the site of your child's absence, you may be asked to release Kids Club from liability and may be assessed a \$5 "search for child" fee. Note: School staff do not notify Kids Club if a child leaves early or is absent (it is the parent's responsibility).



Opening and Closing Area

Please use the site's designated OPENING and CLOSING area, usually the same place each day. After dropping off or picking up, check the parent file and sign the child in/out. For safety and security, do not wander through the building without signing in and out with the school office.

Short-term Leave of Absence/Job Layoffs

Kids Club requires a two-week notice for a leave of absence when advance notice is possible (vacations, etc.). The leave must be for at least a two week minimum. When the need for a leave is due to a layoff or strike, the two week notice may be waived.

There are two options for a leave of absence:

- Change your contract to drop in only. This keeps your account active but you will not owe any fees for the leave period (unless you use drop-in care). Upon your request to return to regular contract, there may or may not be an available space for your child.
- Hold your place for the length of your leave by paying 40 percent of your weekly contracted rate. Your account must be kept current for the length of the leave to guarantee a spot.

Either option allows use of drop in service. Drop-in only choice is pending an available spot on the day you need care. Hold choice guarantees a spot will be available on any given contracted day.

Leaves of absence are required in writing. Mail to Centennial Kids Club, 4707 North Road, Circle Pines, MN 55014; put a note in the Community Services drop box; e-mail to kidsclub@isd12.org; or fax to Kids Club at 763-792-6050.



Termination of Care

By Parent:

A two-week written notice of termination is required to cancel childcare. The written notice should be signed, dated, and sent to Kids Club at the district office. If a parent finds the program unsatisfactory, Kids Club coordinators would like to discuss the matter and will make every effort to determine the cause and make adjustments. Please call a coordinator when you feel there is a problem (see page 3 for contact information).

Kids Club reserves the right to terminate care for the following:

1. Non-payment of fees, etc. and/or lack of adherence to payment policies.
2. Lack of cooperation from parents to resolve differences or meet a child's particular needs.

Parents who have a child enrolled at Kids Club may visit the site during hours of operation. Parents are welcome to attend field trips (per space available) or special events. For field trips, please call in advance to reserve space and tickets. Visitors (other than enrolled parents who are authorized to be at Kids Club) must check in with staff upon entering the facility.

FEE/BILLING POLICIES

Kids Club operates with contracted fees paid monthly in advance. Kids Club offers a variety of options with weekly rates. Monthly payments must be received in advance of care. Fees are due the 23rd of each month for the upcoming month.

The weekly rate remains the same with the exception of School Release Days (see page 22; back cover). There is no fee reduction when Kids Club is closed due to emergencies or when a child is not in attendance on contracted days. Each month parents receive a statement detailing weekly charges and payments received in their parent file and via e-mail if e-mail address is provided. You are responsible for payment of charges even if a statement has not been received. Accounts are considered late if not paid by the 23rd and late fees may be automatically assessed. Any account not paid in full by the first of the month will have services suspended immediately and the childcare space will be filled from the waiting list. Suspended accounts will be placed at the end of the waiting list for readmission after arrears are current. Delinquent Kids Club accounts will be turned over to

Northland Credit Control after 60 days, resulting in ineligibility for future services.

To ensure proper credit, all checks and money orders should be payable to District 12 Kids Club and your child's name should be written on the memo line. For your convenience:

- ✧ Bring payments to your Kids Club site
- ✧ Drop payments off at the Community Services office (door B2), or 24-hour outdoor drop box located to the left of door B2.
- ✧ Bring payments to the District Office during business hours
- ✧ Mail to Centennial Kids Club, 4707 North Road, Circle Pines, MN 55014. For billing questions, call 763-792-6193.
- ✧ Credit card payments can be made via a secure website provided in an invoice e-mailed monthly to families who provide an e-mail address or by calling 763-792-6193.

School Release Day (SRD) Charges

School Release Day registrations are billed on the next month's invoice. Registrations turned in after the deadline are assessed the daily drop in rate (billed on next month's invoice), **if** space is available. Since space is limited, there may not be room for non-registered children arriving for SRD care. Children not registered for SRDs are not billed for care on those days.

Late Pick-up Fee (\$5)

A late pick-up fee of \$5 per each five minute increment past 6 p.m. and past the K-Time pickup time, will be added to statements. Kids Club hours are 6 a.m.–6 p.m. and K-Time pickup for those not choosing after school care is at the school's dismissal time. See Departure on page 11 for procedures that will be followed.

Contract Changes (\$15) and Withdrawals

Kids Club requires a two-week advanced written notice for contract changes/withdrawal (minimum duration of two full weeks). Make a contract change in writing via fax (763-792-6050), e-mail (kidsclub@isd12.org), or mail (4707 North Road, Circle Pines, MN 55014). Please include all change of care information. Changes will take effect two weeks from the date the form is received in the Kids Club office, if space is available. Phone calls or lack of attendance/contact is not an acceptable method of withdrawal. You are responsible for all charges

incurred within the two-week notice date. A \$15 charge will be assessed for each contract change. There is no fee to cancel your contract. See centerfold for forms.

Late Payments (\$20)

Late fees are applied on all accounts not paid in full by the 23rd of each month.

Duplicate Invoice (\$3)

A fee may be assessed for a duplicate invoice.

Bad Check Collection Service

Centennial uses PayTek Solutions services when a check is returned due to insufficient funds. If collection is made electronically, the district receives face value of the check plus a \$3 per check rebate. PayTek charges an NSF fee to the party that issued the bad check. After two NSFs, fees must be paid using a money order. Delinquent Kids Club accounts will be turned over to Northland Credit Control after 60 days. ~~~~★

~~~~ CONTRACT TERMS AND CONDITIONS ~~~~★

Terms and Conditions (as stated in Kids Club contract):

- Select only one care level/days per week (one contract rate). Supplemental drop in care may be arranged for an additional fee.
- If your child attends days or sessions in addition to their contracted time, you will be assessed the drop in rate for those days.
- You are responsible for payment of all fees regardless of whether or not your child is in attendance on contracted days.
- Kids Club fees must be paid in advance of care and are due by the 23rd of each month.
- Late fees are applied on all accounts not paid in full by the 23rd.
- Accounts not paid by the 23rd are considered past due.
- Past due accounts not brought current by the first day of the following month will result in program suspension. Accounts on suspension are placed at the end of the waiting list for readmission.
- There is no reduction of fees due to vacations, illness, snow days, delays or closures due to emergencies, inclement weather, or suspension status.
- Two weeks written notice is required for cancellation or contract changes. Lack of attendance is not accept-

able notice and fees will continue to be assessed per the contract rate until written notice is received.

- Contract changes require a minimum of two weeks notice and depend on space availability. **Schedule changes resulting in a reduction of care for less than a two-week period are not eligible for contract changes or fee adjustments.**

- The signatory on the contract bears responsibility for payment of the child's account regardless of childcare assistance status, child support or third party agreements, or legal family arrangements.

- Delinquent Kids Club accounts will be turned over to Northland Credit Control after 60 days.

Additional Charges:

- School Release Day (SRD) care: Additional charges are assessed per SRD rates. Additional drop in registration fees will be assessed for unregistered attendees. Refer to current fee schedule.

- Fees incurred during the collection process will be assessed to the account.

- Children dropped off or picked up outside established hours will be assessed early drop off or late pickup fees.

- Accounts unpaid by deadlines will be assessed late fees until the account is brought current.

- Additional charges added to your account may include unplanned lunches provided by Kids Club, swimming lessons, summer lunch/milk charges, summer special event charges, etc.

- Terminated accounts are not eligible for contracted rates. Unauthorized care is charged at the drop in rate for any care provided.

- Kids Club statements include a summary of all current account activity. Please keep these statements for your records.

To request a year-end summary of Kids Club payments, contact Kids Club registration/billing at 763-792-6193. For your convenience, this summary can be mailed, e-mailed or faxed. Please indicate your method of preference for receiving this information.

Kids Club does not provide childcare based on a sliding fee scale. Kids Club does not receive funding from outside sources and operates solely on income provided by users. Families may qualify for childcare assistance and are directed to Anoka County

Childcare Assistance at 763-7117-7711. ~*~

GENERAL INFORMATION

Breakfast/Afternoon Snack/Hot Lunch

Children may choose to eat breakfast provided through Centennial School District's Food Service Program. Monthly school lunch menus are included in school newsletters and on the web at www.isd12.org. Kindergarten students may also participate in the district's hot lunch and breakfast program. Payments are made directly to Food Services.

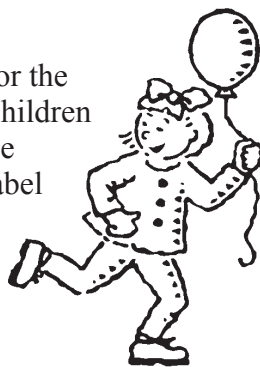
During the summer, a light breakfast and afternoon snack are served. A labeled bag lunch and beverage should be brought from home, or students may participate in a lunch program for an additional fee. Menus are placed in parent folders and must be returned by the due date noted. The additional fee will be included on monthly statements.

Personal Time

Kids Club believes children—and adults—should have a balance of active/physical activities and quiet/less active time. This quiet/less active time is called “personal time”. It allows children to learn to unwind, relax, and have some time for themselves. During School Release Days, there is one-half hour of personal time set aside for each grade. This usually happens around mid-day after lunch. During K-Time, personal time of 30 minutes is scheduled at a time suitable for the group. Bus times, lunch, and children's schedules vary by site. Personal time activities vary by age group, but usually include: books, puzzles, bead work, weaving, games or other individual projects, and age appropriate television. Children are not required to lie down or sleep, but if they want to, they certainly can.

Outside Play

Kids Club believes outdoor play is essential for the well-being of growing children. Therefore, all children will spend a portion of most days outside. Please provide appropriate clothing for the weather. Label all items with your child's name. Kids Club is not responsible for missing items.





Movies

Kids Club shows G-rated movies throughout the year. If a PG rated movie will be shown, it will be posted in advance and parents may elect to ask that their child participate in an alternative activity. The posting will include day and time of viewing, movie title and rating. Movies may be used to support the curriculum/lesson plans or used when Kids Club has limited space available and/or in the event of inclement weather.

Personal Items (clothing and toys)

Children should not bring personal items, toys, or money from home. Kids Club is not responsible for items lost or stolen. All coats, backpacks, etc., should be labeled.

Transportation/Field Trips

Parents are responsible for transporting children to and from Kids Club. K-Time offers the option of riding the school bus to or home from school, if this is considered their primary route.

Field trips are scheduled periodically on School Release Days and in the summer, with travel via school bus. Parents will be notified in advance and are responsible for making special/alternative arrangements if they choose not to have their children attend scheduled field trips. On field trip days, Kids Club is available only to children planning to take the trip as there will be no staff available at the site.

Safety

Staff undergo a yearly in-service training in safety and emergency procedures. All staff follow the district's emergency plan regarding fire drills, tornadoes, bomb threats and school closings, etc. When Centennial is closed, Kids Club sites are closed.

Health Policies—Please refer to elementary school handbook.

Reporting Suspected Child Abuse—Kids Club acts in accordance with Minnesota State Law, which requires staff working professionally with children to report suspected child abuse, physical abuse, sexual abuse, and neglect to the local child protection agency or police. Kids Club must immediately report suspected cases committed by parent, guardian, or other person responsible for the child's care. A report must also

be made to Anoka County Child Protection Services if a professional has reason to believe a pregnant woman has used a controlled substance for non-medical purposes.

Sexual Harassment/Violence—Sexual harassment and sexual violence are forms of discrimination violating federal and state law. Centennial School District maintains a learning and working environment free from such harassment and violence, which is prohibited. It shall be a violation of district policy for any student or employee to sexually harass or be sexually violent to others through any verbal or physical action as defined by the district's policy. The district investigates all complaints (formal/informal, verbal/written) and disciplines students or staff who harass and/or are violent.

Zero Tolerance Weapons Policy—Kids Club students are forbidden to knowingly or voluntarily possess any instrument that is considered a weapon. The school district takes a position of zero tolerance on weapons.

Visiting Kids Club

Parents are welcome to visit the site both before and after school during hours of operation. Keep in mind that your visit should not interfere with the program. Asking staff legitimate and appropriate questions about your own children is allowable, but initiating activities with your children and others is not appropriate. Other than asking brief questions about your own children, your purpose in visiting Kids Club should be to either pick up or drop off your children and provide the required parental signature on the sign in/out sheet. If you want to observe a portion of Kids Club programming, please schedule that observation in advance and realize the observation will be limited in time to not disrupt the academic environment. As an observer, your interaction with students will be minimal and you may be accompanied by a Kids Club Coordinator/Site Manager. ~*~★



DISCIPLINE POLICIES

Kids Club focuses on the 3Rs of Respect, Responsibility, and Right choices. Kids Club begins with a basic acceptance of each child as a valuable member of society, to be treated with dignity and respect. Appropriate expectations are set and an environment is structured to allow each child to succeed. Kids Club uses encouragement, redirection and positive reinforcement.

The goal in guiding behavior is to help children develop positive self images, interact positively with others, and learn self control.

Kids Club staff have adopted five basic rules to foster a safe friendly environment:

1. Use hands, feet, objects, in a friendly and correct way
2. Follow directions
3. Speak respectfully
4. Be respectful of others and self
5. Act safely with yourself and others

There are times when a child needs help learning what behavior is acceptable and may need additional restrictions. Children who demonstrate repetitive, inappropriate behavior may be placed on an individualized behavior plan. Parents may be asked to assist in developing the plan and to communicate regularly with Kids Club staff about the child's progress.

Kids Club will not use any form of corporal punishment, emotional abuse, threatening language, or physical restraints. Securely holding a child within a staff member's arms is permitted when necessary to protect the child or others from injury. If necessary, staff will assist in removing the child from a threatening situation.

Occasionally, a child may need to be separated from the group in order to aid them in regaining control of their emotions or when the child is endangering others. A separated child will be in continuous sight and hearing of staff. Any separations will be documented by staff and parents will be notified.

Children who exhibit persistent unacceptable behavior may have restrictions placed on them regarding attendance on field trips and special events. A behavior contract is used in these cases, which require the parent to agree to pick up the child at the field trip if the child's behavior becomes unsafe.

Vandalism of School Property

Students who damage or vandalize property shall repair it if possible. If necessary, they shall pay a designated sum to cover the cost of the damage. Deliberate destruction is not tolerated. Students strongly suspected of participating in vandalism will have a parent notified. Parents will make restitution for damage and/or loss of school property. In the event of non-cooperation, charges will be filed with appropriate authorities.

Removal from Program (Suspension and Dismissal)

Under certain circumstances, parents may be asked to remove their child from Kids Club. These include:

- Physical or verbal threats directed at staff
- Unsafe behavior or actions directed at self or others

The procedure that will be followed is:


1. Child will be given adequate warnings that behavior is unacceptable/unsafe.
2. Child will be immediately separated from group if exhibiting unsafe behavior.
3. Parent will be called (if possible) at any point the site manager or coordinator deems appropriate.
4. If behavior continues or is violent, the parent will be called to come and remove the child. If the behavior is of a violent nature and the parent cannot be reached, the appropriate authorities will be called. The length of time of suspension will be determined by the site manager/coordinator, and multiple suspensions could result in removal from the program.

If staff are unable to resolve a serious problem with a child's behavior (such as aggressive, abusive, disturbing, or destructive acts), the site manager or coordinator may request with parents and work to establish a joint plan for dealing with the problem.

If there is still no change in the child's behavior, the coordinator will inform the parents in writing that the behavior is still a serious problem and will invite them to another conference. If the problem still cannot be resolved, the coordinator will give the parents a

notice of dismissal in writing, allowing them two weeks to make other child care arrangements.

The coordinator may require a parent to take his or her child out of the program if:

1. The parent refuses to follow the Kids Club policies as described in the handbook and contract for services, which is signed by the parent(s) when registering for Kids Club.
2. The child is unable to adapt to the Kids Club rules (see Discipline Policies). 

STAFF AND PARENT COMMUNICATION

Qualified staff provide a consistent, respectful, caring, and safe environment. Kids Club site managers and assistant site managers can answer most parent questions.

Children are supervised at all times while at Kids Club by a member of the site team. Program-wide staff to child ratio is 1 to 16 and the K-Time ratio is 1 to 14.

Fees, registration, and financial questions or concerns should be directed to 763-792-6193 or kidsclub@isd12.org.

Parents should keep Kids Club informed of changes that occur, i.e. emergency person or work phone numbers, addresses, family situation changes, pick-up authorizations, calls for a no-show, etc.


Parent Input

Parent input regarding all aspects of Kids Club is welcome.

Parent Board and Parent File/Folder

When visiting your child's site, please check the Parent Board for events, reminders, and general information. Also check the parent file or folder for newsletters, billing statements, and notes.

Addressing Problems

Kids Club staff welcome comments and suggestions to improve the quality of care. When areas of concern arise, the matter should be brought to the site manager who will attempt to work through the problem. If this does not solve the problem, please contact a coordinator. If the coordinator does not or cannot solve the problem, you will be referred to Cathy Wyland, Director of Community Services and Communications. If the director does not or cannot solve the problem to your satisfaction, you will be directed to the superintendent. If, after contacting the superintendent, your problem is still unsolved, you may request school board consideration in writing to: Centennial School Board, 4707 North Road, Circle Pines, MN 55014. 

Kids Club 2010-11

SEPTEMBER

S	M	T	W	T	F	S
			X	X	X	4
5	X	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11		13	14	15	16
17	18	19	20	(21)	(22)	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6						
7	(8)	9	10	11	12	13
14	15		17	18	19	20
21	22	23	(24)	X	X	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
			1	2	(3)	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	(23)	X	25
26	X	(28)	(29)	(30)	X	

JANUARY

S	M	T	W	T	F	S
						1
2	X	4	5	6	7	8
9	10		12	13	14	15
16	X	18	19	20	21	22
23	(24)	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
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13	14	15	16		18	19
20	X	22	23	24	25	26
27	28					

MARCH

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6	7	8	9	10	(11)	12
13	(14)	(15)	(16)	(17)	(18)	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	(8)	9
10	11	12	13	14	15	16
17	18	19	20	21	X	23
24	25	26	27	28	29	30

MAY

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6						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	X	31			

JUNE

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4						
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19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
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2						
3	X	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6						
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	X	X	X			



SRD
School Release
Day
(no school for
students
Kids Club
open)



Kids Club closed



2-hour late start
for school

Produced by
Centennial
Communications