



Preschool Kids Club Parent Handbook

School Year 2023–2024

Welcome

We are happy your family has chosen to participate in the Rice Preschool Kids Club Program. Preschool Kids Club is a safe, structured, school age childcare program for children entering Preschool at Rice Elementary School and is sponsored by Sauk Rapids-Rice Community Education. Your child will grow, spend time with friends and experience unique opportunities to explore, create and participate in a variety of activities such as language arts, science, math, technology, arts, social-emotional learning, fine and gross motor skills, physical activities, and special projects. Our goal is to help children learn about themselves and the world around them in a safe, structured, inclusive environment regardless of their ability. We welcome you and your child to our program.

Sincerely,
Amy Dierks
School Age Child Care Coordinator
Sauk Rapids-Rice Community Education

Program Components

Days of Operation School Year 2023-2024

- Offered at Rice Elementary School and is open on all scheduled school days.
- Begins on September 5, 2023 and ends on May 31, 2024.
- Preschool Kids Club will operate from 6:30 a.m. until 6:00 p.m. Monday-Friday.
- A late fee will be assessed after closing time. If an emergency situation causes you to arrive late, contact Kids Club at 320-267-7768. The late fee is \$1/minute per child.

*Preschool Kids Club will be CLOSED on:

September 4
November 23, 24
December 25, 26
January 1, 2
February 19
March 29
May 27
June 1

*Preschool Kids Club will be OPEN on Non-School Days \$32/day:

October 19, 20
November 6, 22
December 1, 27, 28, 29
January 15
February 16, 20
March 8
April 1
June 1

Program Details

Preschool Wrap-Around Care Kids Club- 6:30 a.m. - 6:00 p.m.

- Care will be available for children enrolled in the School Readiness Program at Rice Elementary School. Please contact Hillside Early Childhood Center at 320-255-8910 for more information on School Readiness class times, availability, and how to enroll your child in the School Readiness Program.
- Staff will implement age appropriate activities in a fun, safe, and caring environment during the preschool wrap-around care program.
- Preschool Kids Club is available Monday-Friday.

Non School Days- 6:30 a.m. - 6:00 p.m.

- Preschool Kids Club is open on some non-school days depending on enrollment numbers. We need a minimum of ten students signed up to operate a non-school day.
- If you would like your child to have childcare on one of these non-school days, you would need to register them through your online account for the Non-School Day Program.
- The School Age Child Care Coordinator will reach out to families if we will be adding or omitting any Non-School Programming days to the calendar for the school year.

Preschool Kids Club Staff

Preschool Kids Club staff have a passion for engaging students in fun and educational activities. Our program standards have been adapted from the guidelines developed by the Minnesota Department of Education. We have a commitment to high quality and continuous improvement. Staff must have passed a criminal and child protection background check and receive ongoing professional development on behavior guidance, activity planning, social development as well as CPR and First Aid Training. We strive to maintain a staff/child ratio at the site of 1:15 K-Fifth grade students and 1:10 for Preschool students.

Family Communication

Email is the most effective form of family communication. Families will be emailed our general programming information, upcoming events, or important notices from the Child Care Coordinator. Families will be emailed in advance if they are to bring items for their child, for example a show and tell item. There will also be information on the whiteboard located near the sign in table.

To contact Preschool Kids Club by email amy.dierks@isd47.org or call 320-258-1577. Parent comments, concerns, or suggestions may be emailed or called in. There will also be an anonymous survey that parents will have the opportunity to fill out at the end of the academic year.

Program Standards

Parent Checklist

- Read the Parent Handbook and understand the program policies
- Sign your child in and out daily
- Notify the site if your child will be absent for ANY reason

- Model respectful behavior when dealing with staff and students
- Pay all costs incurred for your contracted days, whether your child attends or not, by the due date
- Provide written notice of change of contract, vacation, a new authorized pick up or withdrawal from program
- Label ALL personal belongings

Termination of Care

Sauk Rapids-Rice Community Education and its staff reserve the right to reject registration or discontinue participation in the Preschool Kids Club program.

Dismissal from the program could result from any of the following:

- The staff and/or parent determines that the program cannot meet the needs of the child.
- The child and/or parent refuses to follow program policies, ongoing discipline or behavior concerns, violations of school policies or state laws.
- Invoices/fees are not paid.
- If the child attends Preschool Kids Club after their termination date, you will have 30 minutes to pick up and will be charged for day of care.

Suggestions, Questions, & Concerns

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

1. Speak with the Program Assistant: Katie Hilton-Clifford or Site Leads: Amanda Voigt and Amanda Minahan
2. If concerns persist, or discussion with Program Assistant or Site Leads are insufficient, contact the Child Care Coordinator.
3. The Community Education Director can then be contacted if the issue persists still.

*Please submit all grievances in writing as well as verbally.

Child Abuse

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

District Policies

Preschool Kids Club follows Sauk Rapids-Rice School District policies. For other policy information, please refer to the Storm Elementary Student-Parent Handbook.

Personal Property

Preschool Kids Club utilizes the playground and gym for several activities. Students should be dressed appropriately for active indoor and outdoor play. Tennis shoes are required for the gym. Pack extra clothes if needed and sandals are acceptable as long as they have a back strap. An additional morning and/or afternoon healthy snack and/or drink can be sent with your child, if desired. Children may bring a small blanket and stuffed animal for rest time. Children are allowed to bring toys and personal items from home with parent permission. Please note, Preschool Kids Club is not responsible for lost, stolen, or damaged goods. Due to the large volume of lost items, it is important to clearly label coats, boots, bags, etc. Items not claimed by the end of the month will be donated to charity.

Label all items with your child's name. Several items to send with your child are sunscreen, bugspray, swimming items (if applicable), water bottle, and lunch.

Videos

Occasionally, videos will be shown at Preschool Kids Club, if you do not want your child to view the videos, please notify the supervisor. All videos will be developmentally and age appropriate.

Snacks & Lunch

A healthy snack will be provided in the morning and afternoon each day for students in the Preschool Kids Club program. Hot lunch will not be available to the Preschool Kids Club. Attending students are required to pack their own healthy lunch each day.

*If your child has special dietary restrictions, please notify staff, by filling out that section on the registration form.

Registration and Enrollment

All students must have a completed registration form for Kids Club prior to or on their first day of attendance. You can register and pay the registration fee online.

Eligibility

- Preschool Kids Club is available to children enrolled in preschool at Rice Elementary School. The student must be completely toilet trained and able to use the bathroom on their own to attend.
- The registration fee must be paid at the time of registration for every child.
- Outstanding accounts with unpaid balances will not be able to register for the next session. For a child to start on their first day of a new session, all fees associated with their account must be paid in full.
- If you indicate that your child has special needs, a meeting may be required before

- your child's start date to determine the appropriate level of support needed.
- Information regarding a child's special needs will not be used to prohibit their enrollment in the Preschool Kids Club program, unless it is determined they will need significant assistance beyond our program capabilities.

Signing In and Out

We are required to have students signed in and out daily by the parent or a guardian for Preschool Kids Club when dropping off and picking up your child. Adults will sign their children in and out on an iPad. Children are not allowed to sign themselves in and out. Please come with your ID available as staff may ask to check to verify the adult picking up is an authorized pick up. Authorized pick ups can be added to your child(ren)'s authorized pick up list by either emailing or writing a note to the Child Care Coordinator with the person's full name and contact information.

Enrollment

We need written notification if your contact information changes. Written and verbal notification is required if your child has allergies, medical concerns or receives special education services.

District Wide Non-School Days

\$32.00/day

Emergency Contact Information

Please keep your child's emergency contact information current. When adding authorized pickup contacts to your account, a daytime phone number and the relationship to the child must be included. This can be done on your online account, by emailing or calling the Child Care Coordinator, or given in writing at the site to a staff member.

Billing & Payments

All rates are per month for nine months

4 & 5 Year Olds

	\$65,000+	\$35,000-\$64,999	\$0-\$34,999
1/2 Day M-F (5 days)	\$325	\$305	\$290
+ Preschool Kids Club option	\$525	\$525	\$525
Total Preschool + Kids Club/month	\$850	\$830	\$815
1/2 Day M, W, F (3 days)	\$230	\$215	\$200
+ Preschool Kids Club option (M, W, F ONLY)	\$330	\$330	\$330
Total Preschool + Kids Club/month	\$560	\$545	\$530

3 Year Olds

	\$65,000+	\$35,000-\$64,999	\$0-\$34,999
1/2 Day T & TH (2 days) - 98 Days	\$180	\$165	\$150
+ Preschool Kids Club option (T & TH ONLY)	\$237	\$237	\$237
Total Preschool + Kids Club/month	\$417	\$402	\$387
1/2 Day M, W, F (3 days)	\$230	\$215	\$200
+ 1/2 Preschool Kids Club option (M, W, F ONLY)	\$330	\$330	\$330
Total Preschool + Kids Club/month	\$560	\$545	\$530

MUST BE 3 BY MARCH 1, 2023

• Assumes K-12 school year calendar - 170 days
• Care options are available on non-school days for \$32.00 per day.

Preschool Tuition with or without Preschool Kids Club



Preschool Kids Club Tuition is due by the 1st of each month. Students that are enrolled for additional days during the week, families will be charged monthly contract rates of \$32/day.

2023-2024 monthly add on contract rates:

September additional 11 days \$352 (student attends M, W, F)
 September additional 8 days \$256 (student attend T, TH)
 October additional 12 days \$384
 October additional 8 days \$256
 November additional 10 days \$320
 November additional 8 days \$256
 December additional 8 days \$256
 December additional 6 days \$192
 January additional 12 days \$384
 January additional 7 days \$224
 February additional 10 days \$320
 February additional 8 days \$256
 March additional 11 days \$352
 March additional 8 days \$256
 April additional 12 days \$384
 April additional 9 days \$288
 May additional 12 days \$384
 May additional 9 days \$288

Dependent Care/Flex Reimbursement Forms

Forms must be sent directly to the Child Care Coordinator for verification and signature. (Site staff cannot sign them.) Reach out to the Child Care Coordinator for information on how to access information on total childcare tuition paid at the end of the year for tax purposes.

Student Expectations

Child Guidance

Preschool Kids Club utilizes the same PATH standards that the Sauk Rapids-Rice School District adheres to. We have the same expectations of the students to ensure their success and safety. Key techniques include: positive reinforcement, positive role modeling, intervention techniques and redirection. The students are expected to be safe, responsible, and respectful.

Student Expectations

- Respect self, others, and property
- Use appropriate and acceptable language
- Use appropriate physical contact
- Follow the direction of the staff
- Participate in group activities
- Ask permission to leave an area
- Be responsible and accountable for their actions

Behavior Management

Working with groups of children, we are often faced with the task of managing behaviors that may occur when children are together. Children are encouraged to verbally express their feelings in an acceptable way. Staff is trained to focus on positive behavior reinforcement.

Unacceptable Behaviors

Any violation of the District and Program Policies are not tolerated.

Unacceptable behaviors include fighting verbally or physically, weapons (real or pretend), destruction of property, unsafe activities (such as leaving the grounds without permission, outbursts which endanger others etc.), or disruptive behaviors.

Consequences for Unacceptable Behavior

1. Verbal reprimand
2. Loss of privileges
3. Meeting with staff, parents and children involved
4. Removal from Preschool Kids Club

Emergency Info, Illness & Medication Policy

Building Closing/Emergency

If Rice Elementary is closed due to an emergency (building maintenance, weather related emergency, etc.) Preschool Kids Club will be closed. Parents will be emailed. Parents are responsible for making alternative childcare plans. Please discuss the emergency plan with your child ahead of time.

Illness or Medical Emergency

If your child becomes ill, we ask that you not send them to Preschool Kids Club. Should they become ill while they are at Preschool Kids Club, you will be notified and asked to pick him/her up as soon as possible.

If your child has a temperature of 99.5 degrees or above, or, if your child has had diarrhea or vomiting in the last 24 hours, please do not send them to Preschool Kids Club. If we discover that your child has had one of these in the past 24 hours, parents will be called and asked to pick up their child within one hour in the spirit of preventing the spread of an illness.

Please contact us if your child has been diagnosed with a communicable disease or virus so we can alert all families that their child may have been exposed.

Accidents

In the event of a minor injury during Preschool Kids Club, (s)he will be given First Aid and parents/guardians will be informed of the incident when they pick up their child. By signing the registration form, you are giving Kids Club and/or Community Education staff authorization to take necessary medical measures in the event of an emergency.

If a serious accident occurs, which may need medical attention, staff will attempt to contact the parent immediately to transport their child to a medical professional. If immediate attention is needed, the staff will call 911 and then the parent. After 911 has been called, it is up to the paramedics to decide appropriate action. If the child needs emergency treatment, paramedics will transport your child to the nearest medical facility. The parent will be responsible for all medical charges. Preschool Kids Club does not carry accident or health insurance for children. Parents are responsible for insurance and health coverage for their children.

Missing Child, Lockdowns, Weather Emergencies and Fires

If an incident were to happen that a child would be missing. All staff would thoroughly look for the child. If the staff would be unable to locate the child, the family and the police would be contacted. Preschool Kids Club staff will follow school procedures in the case of a lockdown, tornado warning and fire. Students and staff will practice these emergency procedures.

Medication

District policy regarding the dispensing of medication must be followed. A Medication Administration Form must be completed each school year before any medication (over the counter and prescription) can be stored or dispensed. Prescription medication requires a written physician order. All medication must be in its original container. Expired medication such as Epi Pens will not be accepted or kept. Medication forms on the district website. Return completed forms to the Preschool Kids Club location. Students are required to be up to date on their immunizations in order to attend school in Minnesota. If your child is not up to date, cannot provide up-to-date records or prove that they are exempt from immunizations, we reserve the right to refuse care for your child(ren).

Emergency Site Closing/Inclement Weather

In the event of school closings and cancellations, our policy is:

2 hour late start due to weather/emergency- Preschool Kids Club will open at 10:30 a.m.

School Closed due to weather/emergency- Preschool Kids Club is CLOSED

School Closing early due to weather/emergency- CLOSED *Staff will be onsite until 4:00pm to ensure all students are picked up. Any students at site after 4:00 pm will be billed for a day of care.

After School Activities Canceled due to weather- Preschool Kids Club is CLOSED

School Closed due to Extreme Cold Weather Day- OPEN 6:30 a.m.-6:00 p.m.

*A sign up form will be emailed out to families to sign up for childcare in the case that school is closed due to extreme cold temperatures.

Contact Information

Rice Elementary School
200 NE 3rd Ave, Rice, MN 56367

SRR Community Ed. Office
320-258-1577
901 1st St S, Sauk Rapids, MN 56379
<https://www.isd47.org/ce>

Amy Dierks
School Age Child Care Coordinator
amy.dierks@isd47.org
320-267-7768 (RKC Site Phone)
320-258-1112 (Office)

Nicole Wilke

Community Education Director
nicole.wilke@isd47.org