

Edina KIDS Club/WISE Guys/SURGE

PROVIDING QUALITY SCHOOL AGE CARE
FOR CHILDREN AND YOUTH



5701 NORMANDALE ROAD, EDINA, MN 55424 (952) 848-3947

PARENT HANDBOOK

Edina KIDS Club/WISE Guys/SURGE are programs of
Community Education Services of Edina Public Schools



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TELEPHONE DIRECTORY

Main Kids Club/WISE Guys/SURGE Office:

Edina Community Center 952-848-3947

Fax: 952-848-3977

Email: kidsclubecc@edina.k12.mn.us

Website: www.edinacommunityed.org/kidsclub

Main Office Staff:

Meg Barrett, Coordinator **952-848-3961**

Stephanie Zahrbock, Operations Manager **952-848-3974**

Maggie Miller, Office Support **952-848-3947**

KIDS Club/WISE Guys/SURGE Locations :

CONCORD Elementary School **952-848-4308**

CORNELIA Elementary School **952-848-4688**

COUNTRYSIDE Elementary School **952-848-4775**

CREEK VALLEY Elementary School **952-848-3205**

HIGHLANDS Elementary School **952-848-4568**

NORMANDALE Elementary School (ECC) **952-848-4175**

WISE GUYS (Gr 4-5 at ECC) **952-848-4812**

SURGE (Grades 6-9 at ECC) **952-848-4827**



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EDINA KIDS CLUB/WISE GUYS/SURGE AT A GLANCE

“Where children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others.”

- **Enrichment** programming for Edina students in **Kindergarten through grade nine (K-9).***
- Extended hours (**6:45 am to 6:00 pm**) to accommodate the schedule of working parents.
- Full day programming on school **vacation days** and during the **summer**.
- **Conveniently located** in all Edina elementary schools and the Community Center.
- **Flexible** enrollment options including before and/or after school 1 to 5 days per week, **and occasional use**.
- **Affordable, quality** care open to students in grades K-9.
- **Financial Assistance** is available for qualifying families.

Edina KIDS Club/WISE Guys/SURGE offers a fun, stimulating learning environment for your child that will compliment and enrich your child’s experience in Edina Public Schools. We provide quality enrichment and care before and after school and on release days. Children learn through a wide variety of activities such as art, music, science projects, cooking, games, writing, reading, crafts, outdoor play, computers, practicing social skills, gym time, dramatic play, and much more! There is a balance of activity options that includes large group, small group, and individual choices. We promote increased physical activity and good health for all children by expecting them to participate in 15 minutes of physical activity each session of Kids Club/Wise Guys/Surge. Children have a choice as to which physical activity they would like to participate. Examples include jump rope, skillastics basketball, Power by the Hour, etc. We are a great place for children to develop friendships, grow in confidence, independence, and respect for themselves and others. Each program has a manager and supervisor that is degreed and enough support staff for a 1:12 ratio.

KIDS Club Enrollment Options

KINDERGARTEN KIDS CLUB

K+ Program: KIDS Club programming is offered in your elementary school before and after school. Program hours run from 6:45 am to school start time and from school end time to 6:00 pm.

Half Day Kindergarten: If you are enrolled in the half day Kindergarten program, you may elect the half day block of KIDS Club where programming is located at the Edina Community Center (ECC). Before and after school block programming is also available (please refer to the chart below for locations). Transportation is provided **one way** by Edina Schools. For example, if you are registered for morning Kindergarten and need the half day block of KIDS Club, your child would be transported from their elementary school to the ECC for KIDS Club programming. If you don’t need programming beyond the half day time block, you pick up your child from the ECC. If you need the after school block of care, your child would remain at the ECC for the after school program and you would pick them up at the ECC. Program locations/hours are as listed below: ECC=Edina Community Center

KIDS CLUB LOCATIONS FOR **HALF** DAY PROGRAM

Session	Before School block Location (6:45-8:35/9:20)		Half Day block Location		After School block Location (3:05/3:50-6:00)
am session	Your school	Go to am K*	ECC (11:00/11:50-3:05/3:50)		ECC
pm session	ECC 6:45-9:20 am		ECC** (9:20-12:35/ 1:20)	Go to pm K	Your school

*Transportation from child’s elementary school to home or ECC KIDS Club program

** Transportation from ECC back to child’s elementary school

Non-School Day programming is located at your school

PRIMARY GRADES (Grades 1 - 3)

The KIDS Club primary programs are located in every elementary school in Edina.

WISE GUYS (Grades 4 - 5)

Youth in Grades 4 and 5 attend WISE Guys before and after school at the Edina Community Center (ECC). Youth are bussed to school from the ECC to start school, and are bussed from school at the end of the school day to the ECC. Parents will drop off and pick up their youth from the ECC for before and/or after school enrollment. School release days are held at the ECC.

The WISE Guys environment includes cozy lounge areas, game rooms, gym and outdoor play areas, and the Homework Zone. WISE Guys is a place for kids to make friends and where adults provide positive role-models for youth. A regular feature is the Clubs program where youth can learn and develop interests, hobbies, and sports. Also, service opportunities in the community are regularly planned and initiated by the youth in WISE Guys. Occasionally special evening events or overnight trips are planned to provide enrichment and recreational opportunities for the youth in WISE Guys.

SURGE (Grades 6 - 9)

Follow the energy and it will lead you to Surge. Surge offers middle school students an opportunity to hang with their friends in a cool environment. There is food, music, foosball, table tennis, computers for homework, games in the gym, and staff who are the type of people you'd like your son or daughter hanging around with before/after school. Flexible enrollment choices including an hourly drop-in option.

Eligibility Policy

The Edina Public Schools offers a school age child-care program to students in Kindergarten through grade 9, and who, additionally, are not older than age 16. Children who will be entering kindergarten do not become eligible to participate in Edina KIDS Club until the first day of their kindergarten school year. That is, they are not eligible to participate during the summer before they enter kindergarten. Eligibility ends upon the completion of the 9th grade or completion of the session that is just prior to a student's 17th birthday, whichever comes first. Children who will turn 17 during a school year or a summer session will not be eligible to participate during the school year or summer session in which their 17th birthday occurs.

WELCOME

Dear Parents,

The staff and KIDS Club Advisory Council would like to take this opportunity to welcome your family to KIDS Club. We all share a common goal - to create a relaxed, trusting, intimate atmosphere where our children are encouraged to pursue their own interests, develop friendships and grow in confidence, independence and respect for themselves and others. This common goal is what KIDS Club is all about.

This parent handbook outlines what you may expect from KIDS Club and what KIDS Club expects from you in return. We hope it will be helpful and we welcome your suggestions for future handbooks. Please be aware that Edina KIDS Club reserves the right to amend policies at any time and it is recommended that you reference the enrollment Contract for current administrative policies pertaining to your child's enrollment or check with the KIDS Club school site manager for policies pertaining to the care of your child.

We hope your family's experience with KIDS Club will be an enriching, delightful experience. Welcome to KIDS Club!

HISTORY

KIDS Club was started by a group of concerned parents in Edina who wanted reliable, affordable, quality childcare for Edina children before and after school. They received support from the Edina Schools office of Community Education, elected an Advisory Council and received approval for the program from the Edina School Council in June 1980. With the assistance of a start-up grant from Community Education, the Council hired a Coordinator, and KIDS Club opened September 2, 1980.

Between 1980 and 1984 our enrollment tripled and the program was consolidated in one location (first at Highlands from the fall of 1982 to the spring of 1984 and then to the Edina Community Center). In the fall of 1986 the total enrollment was 291 children. In 1988 the primary programs were moved into all of the elementary schools. Kindergarten and WISE GUYS (grade 4-6) remained at the Community Center. That year our total enrollment was about 400 children. By the mid 1990's enrollment was over 1000 children and has remained so in recent years. KIDS Club began offering a summer program in the summer of 1982. Thirty-five children participated that first summer. We currently enroll approximately 700 children in our summer program. In the fall of 1996 the WISE GUYS program was expanded to serve grades 4 through 9. To better meet the needs of the older youth, the program was refined in the summer of 2002 with the creation of the SURGE program (grades 6 -9). WISE GUYS now serves grades 4 and 5.

MISSION STATEMENT FOR EDINA KIDS CLUB

Edina KIDS Club works in cooperation with family, school and community to nurture the development of children and youth by providing a quality school-age program that is fun, safe, and accessible.

PROGRAM

- KIDS Club offers children a wide choice of activities both for groups and for individuals. Interest centers include art, books and music, carpentry, sewing, crafts, creative dramatic play, games, science, computers, manipulative and constructive toys, and food preparation.
- The children spend time outdoors every day throughout the year and have access to a gym before and after school for active play with a wide variety of physical activity choices.
- Ample, nutritious snacks are served every afternoon. There is a quiet rest period of at least one-half hour every day for Kindergartners.
- There are often field trips by bus when the children are in KIDS Club for a full day.
- Visitors and volunteers are used to enrich the program in areas of art, dance, dramatics, social services, crafts, and science.
- KIDS Club sites have achieved accreditation through the National Afterschool Association (NAA).

Due to liability and staffing, children registered in the program may not bring friends or guests to the program who are not registered.

SUMMER PROGRAM



KIDS Club also offers a full-time summer program.

Registration for summer opens in March. Summer program hours are 6:45 A.M. to 6:00 P.M. The program will be closed the last 2 weeks of August each year. For safety reasons, KIDS Club t-shirts are provided for staff and child identification. They are required for all off-site activities and field trips.

GOALS FOR CHILDREN

1. To create a relaxed, trusting, intimate atmosphere where children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others.
2. To provide a caring staff, who show genuine respect for the children and have confidence in each child's potential and promote each child's self esteem.
3. To create a stable environment that is inviting, comfortable, attractive, orderly, manageable by the children, and a happy exciting place to be.
4. To provide for the children a variety of developmentally appropriate activities, including expressive art, construction, active play, sports, games, dramatic play, science, cooking, crafts, and reading.
5. To maintain a schedule that allows time for each child to observe, to reflect and to become absorbed in activities according to his/her own interests and talents.
6. To give individual guidance to children based on careful observation of each child's needs and in keeping with parental values and goals.
7. To provide regular opportunities for children and youth to learn and practice essential social skills that will help them get along with others in daily life.

GOALS FOR PARENTS

1. To provide affordable care for children between 6:45 a.m. to 6:00 p.m. when the children are not in school, including school vacations and release days.
2. To assure parents that their children will be in a safe, healthy environment where their emotional, social, and physical needs will be met.
3. To provide a quality program complementary to the school experiences of their children.
4. To provide two-way communication between parents and KIDS Club staff to insure that: a) parents are well informed about the program and their child's experiences here; b) staff are well informed about each child's home experiences and family values; c) parents and staff are working as partners to meet the needs of the children.
5. To provide the opportunity for dynamic parent involvement in the ongoing development of the program within the context of the school district through the KIDS Club Advisory Council.

CHILDREN AND YOUTH SERVED/ELIGIBILITY

- KIDS Club serves children in grades K - 9.
- KIDS Club includes children with special needs such as developmental or physical disabilities.
- KIDS Club does not discriminate on the basis of race, creed, or national origin in its enrollment policies.

Eligibility Policy

The Edina Public Schools offers a school age child-care program to students in Kindergarten through grade 9, and who, additionally, are not older than age 16.

Children who will be entering kindergarten do not become eligible to participate in Edina KIDS Club until the first day of their kindergarten school year. That is, they are not eligible to participate during the summer before they enter kindergarten.

Eligibility ends upon the completion of the 9th grade or completion of the session that is just prior to a student's 17th birthday, whichever comes first. Children who will turn 17 during a school year or a summer session will not be eligible to participate during the school year or summer session in which their 17th birthday occurs.

PROGRAM HOURS:

Program sites are open 6:45 am to 6:00 pm Monday through Friday. The Main Office is open from 8:00 am – 4:30 pm Monday through Friday.

Full day programming is available on approximately 20 days during the school year when school is not in session. The program will be closed each year for 11 holidays and for the last 2 weeks of August. Each family receives a KIDS Club calendar at the beginning of the year with these dates.

FINANCIAL POLICIES & PROCEDURES



- Payments will be accepted by Visa or MasterCard credit/debit cards only. Personal checks are not accepted. Credit card transactions will occur *once* per month around the first of the month (and one time mid-month for expenses incurred since the first of the month). KIDS Club is a non-profit, self-supporting organization and needs prompt payments from parents to meet its expenses. Declined credit/debit cards may result in suspension of child care services. A late fee is assessed each month if credit cards are declined for any reason.
- **Full payment of tuition is due whether or not the child is in attendance. No refunds can be made for absences due to illness or vacation.**
- If you change your child's contract for any reason, a fee will be assessed to administer the change (refer to your contract for fee amounts). All changes/cancellations must be made in WRITING to the Main Office (via fax or email is preferred).
- If you need to occasionally add extra time for care, you must contact the staff at your child's school site to see if there is room.
- All account information can be found on our website by setting up a login and password with our Main Office. The website is available to view 24 hours per day. We do not send monthly account statements. All financial and scheduling information pertaining to your child can be found online at www.edinacommunityed.org/kidsclub (online accounts).

FINANCIAL AID

There is financial child care assistance available through Hennepin County or the Minnesota State Sliding Fee (SSF). Call 612-348-5937 for information on SSF. For families on the Hennepin County waiting list or in an emergency situation, KIDS Club has established a financial aid program to bridge the time while on the Hennepin County waiting list. We also use the state's sliding fee scale to determine copayments based on family size and income. Call the KIDS Club Operations Manager at 952-848-3974 for information on financial assistance. All inquiries regarding financial assistance are strictly confidential.

THE KIDS CLUB ADVISORY COUNCIL

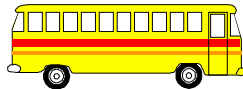
The KIDS Club Advisory Council is actively involved in the continuing development and direction of KIDS Club. There are committees to handle program evaluation, finances, long-range planning, and staff recognition. The Advisory Council meets monthly in the early morning or evening and parents and staff are welcome to attend. Meeting dates and times can be obtained by calling the KIDS Club Main Office at 952-848-3947.

PARENT INVOLVEMENT

We believe in a strong partnership between parents and staff. KIDS Club has the following avenues of parental involvement to encourage parental input in decision-making and planning and to facilitate communication among parents, staff and the KIDS Club Advisory Council:

1. Parents may request a conference with the Site Manager any time to discuss their own child or the program in general. Conferences are scheduled for all the parents of Kindergartners before school starts and mid-year.
2. Parents may serve on the Advisory Council or join one of its committees. Parents may also attend Council meetings.
3. We always like to know what you think. If you have a question, concern, or suggestion, please leave a note, talk to the staff or call the Coordinator at any time. We send out evaluation surveys from time to time to get feedback on how we're doing.
4. EVENING FUNCTIONS are held two or three times each year (open house, family night, etc.) so families have a chance to meet informally with each other, the Advisory council, and the staff.
5. We mainly communicate via email. Materials may also be distributed to parents in individual mail pouches. **PLEASE CHECK THE MAIL POUCH EVERY DAY WHEN YOU PICK UP YOUR CHILD.**
6. You are ALWAYS welcome at KIDS Club! You're welcome to join the children for breakfast, for lunch, or snack. You're welcome to go along on any field trip. You're welcome to just come and spend an hour with us!

TRANSPORTATION



Transportation to the Community Center is provided for children in grades 4-9 who are enrolled after school in the WISE Guys/Surge program.

PICK-UP POLICIES

When bringing your child to KIDS Club, **YOU MUST SIGN YOUR CHILD IN* ON A SIGN-IN SHEET, AND WHEN YOU PICK YOUR CHILD UP, YOU MUST SIGN THEM OUT WITH A STAFF PERSON.** A family snapshot will be taken at the beginning of the school year so staff can become familiar with parents' faces.

We will release a child to either parent unless we have a written restraining order and/or a court document which clearly states a parent is not to have contact with a child. **YOU MUST INFORM THE STAFF IN ADVANCE** if someone else is going to pick your child up other than those people listed on the registration form.

**Upon request, special arrangements for signing in may be made for children in grades 4-9.*

LATE PICK-UP FINE

KIDS Club CLOSSES AT 6:00 P.M. Any parent arriving after 6:00 P.M. must pay a fine of \$1 per minute. The fine will be added to your account and will be charged the next time credit cards are processed. Enrollment may be terminated for consistent lateness.

ABSENCES

If your child is going to be absent from KIDS Club, call the KIDS Club staff at your child's school site and/or WISE Guys and SURGE (see directory inside front cover) BEFORE his or her normal arrival time. It is very important for you to do this, otherwise we must assume your child is "lost in transit" and put out a search party! A finder's fee will be assessed for repeated failure to inform the KIDS Club staff of your child's absence.

DISCIPLINE

- The staff of KIDS Club respects the dignity of the children in all their dealings with them. The children are expected to respect each other, just as the staff respects them. Most children respond well to a confident and friendly manner in adults.
- Physical contact in disciplining a child is avoided unless it is necessary to restrain a child from harming himself or another. In correcting a child's behavior, the staff says and shows the child what he or she should be doing rather than focusing on the unwanted behavior. The staff also explains the reasons for the rules the children are asked to follow.
- If the staff is unable to resolve a serious problem with a child's behavior (such as aggressive, abusive, disturbing, or destructive acts), the Program Manager or Coordinator will request a conference to discuss the problem with the parents and try 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.

DISMISSAL OF A CHILD

The Coordinator of KIDS CLUB 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 this handbook and in the 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").

STAFF

All School Age Child Care staff are caring people experienced in the fields of elementary education, early childhood, child development, child care, social work, psychology, physical therapy, etc. Supervisory staff are experienced professionals with degrees in child development, education or recreation. All staff are involved in on-going staff development training. Background checks, first aid and CPR training are also required of staff. The target adult to child RATIO is an average of 1:10 for kindergartners, 1:12 for grades 1-3, and 1:15 for grades 4-9.

CHILDREN'S RECORDS

We MUST have on file for every child enrolled in KIDS Club a *CONTRACT FOR SERVICES AGREEMENT*.

It is very important that all information on file (especially your home and work numbers and your back-up emergency numbers) be kept current. Please inform the staff IMMEDIATELY of any changes.

MEALS & SNACKS



- Breakfast is usually served from 7 - 8 a.m. Check with staff for specific times. Typical breakfasts include a fruit, and two other foods from the dairy, grain, or protein group etc.
- KINDERGARTNERS may purchase school lunches.
- An ample, nutritious snack is served in the afternoon after school. Typical snacks include fruit/vegetable and one other food from the dairy, grain or protein group. A variety of fresh, frozen or canned fruit/vegetables will be offered. Canned fruit will be packed in water or fruit-juice only. The children help in preparing and serving the snacks.
- When KIDS Club is open full days and during the summer, ALL of the children need to bring BAG LUNCHES.

FIELD TRIPS



When you enroll your child in KIDS Club, you are giving permission to have your child participate in Field Trips. The Site Manager will inform you in advance of any field trip, describing the date, time, mode of transportation, destination, and the activities for each field trip.

OUTDOOR PLAY



In the summer, children are required to wear sunscreen. In extreme heat, appropriate precautions will be taken to limit the activities of children. Air conditioned space is provided at all sites.

Unless the temperature is 0 degrees or 15 degrees below zero wind-chill, or it is raining, the children We will spend some time outside every day and should be properly dressed for the weather (i.e. a hat, mittens, and a warm coat when it is cold, and boots in wet or snowy weather).

EMERGENCY SCHOOL CLOSING POLICY

If the Edina Public Schools are closed due to weather, EDINA KIDS CLUB WILL ALSO BE CLOSED. If Edina Public Schools declares a late start or early release, KIDS Club will be closed respectively for before or after school programming.

Communication regarding school closings can be found on:

WCCO Radio (830 AM) WCCO TV (Channel 4)
KSTP TV (Channel 5) KARE TV (Channel 11)

You can also check school closing information on the Web. KARE 11 maintains the [*Kare 11 School Closings*](#) Web page that lists all school closings in the area. The list is updated every 5 minutes. You can also sign up for e-mail alerts when your child's school is closed by providing your e-mail address and school name to [*Kare 11 School Alert*](#).

SCHOOL CLOSING REFUND POLICY: In the event that school closes early, has a delayed start, or is closed for the day, KIDS Club will not reimburse tuition for that day.

ACCIDENTS

If a child has an ACCIDENT (such as a hard bump to the head, an injured limb, cut, etc...) the staff person attending to the child will notify the parent with an accident report.

If a SERIOUS ACCIDENT occurs which might need medical attention, the staff will contact you immediately so you can take your child to the doctor or dentist.

In an EMERGENCY when immediate attention is needed, the staff will call the Edina Rescue Squad, and then immediately contact you and your child's doctor. After the Rescue Squad has been called, it is up to the paramedics to decide what to do. If they decide your child needs emergency treatment, they will take the child to the nearest emergency medical facility, and you will be responsible for the medical charges. When you enroll your child in KIDS Club, you are giving permission to KIDS Club to make whatever emergency measures are necessary for the care and protection of your child while under our care.

CHILD ABUSE

Staff are legally required to report any instance of observed or suspected child abuse or neglect. That includes a parent who is intoxicated when picking up a child at KIDS Club.

ILLNESS

A child should not attend KIDS Club with any of the following symptoms:

- FEVER
- VOMITING
- DIARRHEA
- UNDIAGNOSED RASH
- INFLAMED OR MATTERY EYES
- SEVERE COLD OR SORE THROAT

- If your child has a fever of 100 degrees or more, or has vomited or had diarrhea, the child should stay at home for 24 hours after the symptoms are gone.
- If a child becomes ill at KIDS Club, the staff will have the child rest in a quiet area of the room, isolated from the rest of the children and will contact you to pick up your child. If you cannot be reached, the staff will call an emergency back-up person on the registration form.
- You should contact KIDS Club if your child comes down with a COMMUNICABLE DISEASE. When a communicable disease has been reported, a notice will be posted on the Parent Bulletin Board. In the case of a communicable disease, your child may not return to KIDS Club until your physician has made this recommendation.

MEDICATION



We can administer only prescription medicines that are in the prescription bottle and are accompanied by a note from your doctor. A signed medication permission form along with the medication in the original prescription container must be turned in directly to staff (do not put medications in your child's lunchbox, etc).

CONTACT WITH CHILDREN OUTSIDE OF KIDS CLUB

If KIDS Club staff have any contact with children outside of KIDS Club, parents must understand that staff are doing so as an individual... NOT as a member of the staff. Edina Public Schools is not responsible for protecting staff liability in such relationships with children. Examples of such activities would be babysitting, house-sitting, taking kids to a ball game, etc.