

2018 KIDS CLUB SUMMER PROGRAM

Assumption's Kids Club Summer Program is tailored to the interests of school-aged children from kindergarten through sixth grade. Children must have completed PK to be eligible for Summer Kids Club.

ELI GI BI LI TY

Your child(ren) may attend Summer Kids Club if they meet one of the following criteria:

1. I s a current Assumption student (PK- 6) who has completed the 2017- 2018 school year and is completely enrolled for the 2018- 2019 school year at Assumption Catholic School
2. I s a PK- 6th grade student who has completed the 2017- 2018 school year elsewhere and is completely enrolled at Assumption Catholic School

LOCATI ON

Similar to our school year program, the summer program is located at the Assumption Catholic School Kids Club drop-off/pick-up site is the North entrance on 23rd Street.

HOURS

Our summer program will run June 4- August 17. Hours are Monday- Friday from 7:00 a.m. to 5:00 p.m. We will be closed July 4 for the holiday. Weekly/monthly family calendars informing us when your child will be attending is REQUI RED. We need at least a 2- hour notice for all cancellations and/or changes. I f you are picking up your child later than the time stated on your calendar, you MUST call and let us know of the change. You will be charged a daily \$6⁰⁰ service fee to drop off your child without pre-registering and failing to cancel. To make changes, call Kids Club at 969- 0440. After hours or on weekends, you may leave a message.

RATES & FEES

The hourly rate for Kids Club is \$3.25 per child. The charges for the program are made in half-hour increments. A sliding rate of \$8.00 per hour will be offered to families with three or more children attending the program on the same day. **There is a \$30.00 (per family) registration fee to cover costs for art class materials, kids cooking and snacks.** You will be notified of field trip fees and/or additional special classes when scheduled. Registration fee may be included with registration form or will be added to your first billing. Billing will occur on or around the 1st and 16th of each month. There will be only one billing for the month of August.

LATE FEES

Any child picked up after 5:00 p.m. will be charged \$5.00 per 15- minutes past 5:00 p.m. per child. This will be billed to your account. I f this occurs frequently, you may be asked to find alternative childcare.

UNPAI D BALANCES

NO outstanding balance can be carried from the after-school program into the summer program and vice-versa. All balances must be paid in full before admission into the next program. I f no effort is being made to pay the outstanding balance, services will no longer be provided for your child(ren).

ACTI VI TI ES

The activities planned for the children include: indoor and outdoor play, cooking, arts and crafts, computer, brain gym, free choice, quiet time, snacks and lunch. Rebecca Sauer will be directing art projects approximately three times a month. Field trips to local parks, library, bowling alley, and city sites are planned.

SAFETY PROCEDURES

For your child's safety, it is very important that you:

1. Accompany your child(ren) to and from the building when picking up or dropping off.
2. Check your child in and out on the daily time sheet located right inside the Kids Club door.
3. Make contact with a Kids Club staff member when picking up or dropping off your child.
4. I f someone else other than a parent/guardian will be picking your child up from Kids Club, we must have notice in writing. I f the Kids Club staff does not recognize the person picking up your child, photo I.D. will be required before your child may leave.

This is all for your child's safety!

WHAT TO BRI NG

Children need to bring a lunch (include utensils) and beverage every day. These will be kept in the school refrigerator. Kids Club will provide a morning and afternoon snack. Optional items to bring include: sunblock, bugspray, water bottle, and library card. Tennis shoes are preferred for playground play and walking to city sites.

Rules and Expectations

Kid's Club members are expected to have a clear understanding of the authority and rules of the Kid's Club program. They will be expected to understand and follow our rules and expectations. All Kid's Club policies and rules will follow guidelines in the Parent-Student handbook. Please review these rules with your child(ren):

Please review these rules with your child(ren).

1. Students are expected and encouraged to be responsible and manage their own behavior.
2. Students will be encouraged to solve their own problems and conflicts, with guidance.
3. Students are expected to show respect in speech, actions, and attitudes toward staff, other students, property, and materials.
4. Students should never leave the Kid's Club room, school, or school property without permission.
5. Students should clean up after finished with an activity or when being picked up at end of day.

Discipline

Kid's Club members who do not follow these guidelines will have the following consequences:

1. Members re given a warning and logical consequence (i.e.: time out, missed recess, apology, etc.)
2. Conference with director.
3. Conference with director, child, and parents resulting in possible removal from the program.

Any Kid's Club member who damages the property of another, will be required to pay the replacement value for the item. Kid's Club reserves the right to refuse attendance to children who inhibit the safety of others through their own behavior. Negative attitudes promoting oppositional behavior toward staff and or the Kid's Club program will result in the dismissal from the program. Please review these rules with your child(ren) and continue to assist them in making wise choices.

Emergency Procedures

In the case of an EMERGENCY, our procedure will be to contact the parent at home or at work. When this is not possible, an ambulance will be called at your expense when necessary. You should make arrangements for proper care in case your child should meet with an accident or become too ill to remain in Kid's Slub. The following procedure will be followed in case your child becomes ill:

1. If your child is ill, the staff will make your child comfortable.
2. The staff will contact parent or other at emergency numbers.
3. The staff may contact your physician or clinic if deemed necessary.
4. If parent is unreachable, the staff will contact a designated neighbor or relative who may be asked to care for your child until you can be reached.
5. Kid's Club staff may take your child to a clinic and/or hospital emergency service or call an ambulance at your expense, if no other arrangements have been made.

Lost and Found

Kid's Club is not responsible for personal articles. All personal items, especially for younger members, should be marked with the member's name so that when an item is found it can be returned to the owner. All lost and found items will be placed in the general school lost and found. Unclaimed items will be donated to the Goodwill after thirty days.

Please keep this as your Kid's Club handbook. Thank you for your business!

KI D'S CLUB

Registration and Emergency I nformation

~ Summer 2018 ~

Family Name: _____

Child(ren) Name(s) _____ Grade Fall 2018 _____

_____ Grade Fall 2018 _____

_____ Grade Fall 2018 _____

_____ Grade Fall 2018 _____

Family I nformation:

Home Address	Zip	Phone
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Father's Name	Father's Employer	Business Phone
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Mother's Name	Mother's Employer	Business Phone
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Guardian's Name	Guardian's Employer	Business Phone
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Persons authorized to pick up my child:

Name	Address	Phone
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Name	Address	Phone
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Name	Address	Phone
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Please note: your child will not be released to persons not listed on this form. Please update as necessary. Authorization cannot be granted over the telephone, except in the case of an emergency. A picture I.D. will be required if the Kids Club staff do not recognize the person picking up your child. If there is anyone restricted from picking your child(ren) up, please let us know.

Student Emergency Information

Please fill in the following information

Child's Name(s)				
Date of Birth				
Age				
Physician				
Dentist				
Food Allergies				
Allergies				
Medications				
Dosages				
Notes				

In the case of an EMERGENCY, our procedure will be to contact the parent at home or at work. When this is not possible, an ambulance will be called at your expense. You should make arrangements in the event your child should meet with an accident or become too ill to remain in Kids Club at a time you are away from home. The following procedure will be followed in the event your child becomes ill:

1. If your child is ill, the staff will make your child comfortable.
2. The staff will contact your physician or clinic if deemed necessary.
3. A designated neighbor or relative may be asked to care for your child until you can be reached.
4. Kids Club staff may take your child to a clinic and/or hospital emergency service or call an ambulance at your expense, if no other arrangements have been made.

Person(s) who will care for child in case you cannot be reached.

Name	Relation	Phone
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Name	Relation	Phone
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Name	Relation	Phone
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KI D'S CLUB

Summer Permission Slip

Family Name: _____

Child(ren) Name(s) _____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

Please check off as you read the following, and sign the bottom. This will be used for the entire summer (June 4- August 17).

- I give permission for my child(ren), listed above, to attend the following field trips:
 - community walks and tours
 - public library
 - bowling alley
 - Planetarium
 - Hibbing park visits
 - Greyhound Bus Museum

- I give permission for my child(ren) to walk to/from off- site activity and/or be picked up/dropped off from off- site activity by authorized persons (i.e. tennis, swimming lessons).

- I have talked with my child(ren) about rules, and he/she understands them.
- I understand that my child(ren) will need a **throw away lunch bag** on trip days.
- I understand that EVERYONE goes on field trips and that I will have to make other arrangements if my child does not want to go.
- I understand that if I have not cancelled by noon the day before a trip, I will be billed for the trip.
- I understand that in the event of inclement weather, some trips will be cancelled the day of.

I have read and understand the items listed above

Parent/Guardian Signature

Date