

EXTREME KIDS

SCHOOL YEAR PROGRAM HANDBOOK

Located at the
Chaska Community Center

1661 Park Ridge Drive
Chaska, MN 55318

952-448-2009

Extreme Kids Program Coordinator Carly Cuptio :952-227-7791

Recreation Coordinator/Extreme Kids Supervisor:
Aimee Peterson 952-227-7742

Welcome Families!

The Extreme Kids staff along with the City of Chaska's Park and Recreation Department would like to welcome you to Extreme Kids! Extreme Kids focuses on school age childcare and enrichment opportunities designed to meet the changing needs of children and families.

Our program is fee based and administered by the City of Chaska Parks and Recreation Department.

Students eligible for enrollment: all students who attend local Chaska schools, including: Chaska Elementary, Jonathan Elementary, Clover Ridge Elementary, Guardian Angels and St. Johns.

EXTREME KIDS SCHOOL YEAR PROGRAM COMPONENTS

For children in full day kindergarten thru 5th grade in the local Chaska Schools.

Before School (7:00 a.m. - school start)

Located at the Chaska Community Center the morning program is a combination of self-directed and staff directed activities that include arts and crafts, dramatic play, gym and outdoor activities, games, and children's literature. Cold breakfast cereal is provided. Our very own school bus will drop off children at the appropriate school where your child will then go to class.

After School (school end - 6:00 p.m.)

Children will either be dropped off at the Chaska Community Center, or picked up by our own bus at the appropriate school. Once children are at the Community Center they will have the opportunity to choose to participate in outdoor activities, gym games, arts and crafts, games, swimming, ice skating, or special activities. An after school snack is provided.

Release Days (non-school days)

Extreme Kids is open full days (7:00 a.m. - 6:00 p.m.) when school is closed due to conferences, workshops, winter and spring break. Breakfast snack and afternoon snack are provided on these days. Children need to bring a bag lunch and beverage on release days. Registration is on a quarterly basis throughout the year.

Registration for the 2009-2010 school year begins March 2, 2009.

Priority goes to those currently enrolled in our program and then registration is on a first come first serve basis. Registration will remain open until full.

Please stop by the Chaska Community Center Front desk to turn in your registration packet and to enroll your child.

School Year Registration

The registration packet consists of:

- School Year Contract
 - Family Information Form
 - Emergency Card
 - Registration Fee

The registration packet must be complete in order for the registration to be processed.

Extreme Kids reserves the right to delay enrollment due to the need to increase staffing or to gather additional information about the student.

Extreme Kids also reserves the right to deny or limit service due to non-payment or previous Extreme Kids charges.

Choices are available for the school year:

- Weekly 5, 4 or 3 day option - Requires a consistent weekly schedule.
 - Permanent scheduled changes (representing a new consistent pattern of attendance) require a 2 week written notice to the Administration Office and will be assessed a \$10 per child revised contract fee.
- Drop In Option
 - Parents must make an advance reservation at least 2 business days ahead for care.
 - Reservations are on a first come, first serve basis and we cannot guarantee that space will always be available.
 - Credit card must be on file and will be charged once the drop in reservation has been confirmed.

NON SCHOOL DAYS

Release Days (non-school days) are contracted separately as follows:

- You will get a quarterly contract for release days. At this time you may register for which days you would like care. There is a registration deadline for each quarter (see release day contract for details).
- Cancellation of Release Days: Release days may be cancelled for a 50% credit as stated on the quarterly release day contract. After these dates, credit is not available as staff have been scheduled and supplies are purchased. Vacation credit does not apply to release days.

Snow Days/Days Closed

Late Start:

If Chaska Public schools start two hours late due to inclement weather conditions, Extreme Kids morning program will be cancelled.

School Closing:

If Chaska District 112 Schools/Private Schools are closed due to severe weather or a utility emergency, Extreme Kids will also close.

Early Dismissal:

In the event that Chaska District 112 Schools/Private Schools close mid-day, Extreme Kids Program will also be cancelled. *It is imperative that you have an action plan to assist your child in handling an early dismissal from school.*

In the event that Chaska Public/Private Schools close afternoon and evening programs, and Extreme Kids is in operation, we will remain open until all children are picked up. You must initiate your emergency pick-up plan.

1. Leave work promptly to pick up your child.
2. Or notify your emergency back-up people to pick up your child immediately.

Tuition that encompasses any school closings is not refundable.

DAYS CLOSED (Check yearly Extreme Kids calendar as dates may vary)

Labor Day, Thanksgiving Day and the Day After, Christmas Eve and Christmas Day, New Years Eve and New Years Day, President's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day

There is no charge when Extreme Kids is closed•

FINANCIAL POLICIES AND PROCEDURES**Charges:**

Charges are generated from the signed Parent Contract. Payment is due in advance of service. Full payment is due whether or not your child is in attendance. No refunds or deductions are made for absences including illness.

Weekly: Consistent Weekly Schedule (may choose 5, 4, 3, or 2 day consistent option)
Bills are sent home on the 20th of the month. Payments are due in full on the first of the month or in two equal payments on the 1st and the 15th or each month

Drop In: Non Consistent Schedule (2 days or less a week, non consistent schedule)
Families choosing the Drop in option must have a credit card on file. Once the site has confirmed your reservation, a drop in will be initiated and your account will be charged.

Payments:

Check or Money Order (available for consistent schedules contracts only) please make payable to the CCC (Chaska Community Center). You may leave your check in the payment box in the Extreme Kids room.

Credit Card—Extreme kids accepts Visa, Mastercard or American Express. Families may sign up for monthly automatic credit card payments (see registration form) or call the Extreme Kids Supervisor each time you would like your card charged.

Funeral Credit

Up to 3 days credit is available for those attending the funeral of an immediate family member

Vacation Credit (applies to Weekly Consistent contracts only)

Vacation Credit is available with a 2 week written notice to the Extreme Kids office, once per School year, for 3-5 consecutive days in a two-week time frame. Please call the Extreme Kids office if you have questions.

5 day a week = 5 free days

4 day a week = 4 free days

3 days a week = 3 free days

Drop in consistent schedule = 1 or 2 days free

Late Payments:

There is a \$25 late fee for installments received after the 15th of the month. Late fees apply to any unpaid balance. Extreme Kids reserves the right to discontinue or limit services due to failure to meet payments. Accounts in default are placed with a collection agency. Clients with defaulted accounts incur all costs relative to collection, including legal fees. Families who have been in collection with the Chaska Community Center of the City of Chaska will be required to use a credit card for their Extreme Kids account.

Withdrawal from the program

Withdrawal from the program requires a 2-week written notice to the Extreme Kids office. The contracted tuition fee will be charged for the 2 weeks following the written notice. A final statement will be sent to you. Payment in full is due upon withdrawal.

ATTENDANCE/ABSENT PROCEDURES

Sign in and Out

You must sign your child in every morning and out every afternoon. Initial and record the time on the sign in/out sheets. Please notify the staff as you drop off or pick up your child.

Authorizations

When you register please name all persons authorized to pick up your child and anyone who is not allowed to pick up your child. In order to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file with the Extreme Kids office.

You must inform the staff in advance, preferably in writing, if someone other than a parent/guardian is to pick up your child.

Child Files

These are located on the sign in and out table
Please check these files daily for parent information

Late Pick Ups

Extreme Kids ends promptly at 6:00 p.m.

Our Procedure is as follows:

- If we have not heard from parents by 6:15pm, the emergency contacts will be called.
- If we have not heard from parents by 7:00 pm and the emergency contacts cannot be reached, the Chaska Police will be notified.
- A \$5 late fee per child at 6:05pm will be assessed. In addition a \$1 per minute per child late fee will be assessed there after beginning at 6:05pm(Chaska Community Center Standard Time). This fee must be paid at time of pick up.

It is understood that conditions beyond one's control (i.e. inclement weather) exists. If these conditions arise, you must notify the site as soon as possible, and make arrangements for someone else to pick up your child.

Continued late pick-ups will result in termination of your contract.

Absences

Before School

If your child will be absent from the morning Extreme Kids program, there is no need to call us.

After School

If your child will be absent from the afternoon Extreme Kids Program, CALL THE EXTREME KIDS OFFICE. ***If Extreme Staff are not notified, we will call you to confirm information and/or notify of non-attendance and charge a \$5.00 Finders Fee*** per family. Calling the school absence line or sending a note to your child's teacher is not sufficient, as the school nurse/teacher is not responsible for relaying this information to our staff. This is very important as we take attendance on the bus before we leave the school to account for everyone.

Release Days

If your child will be absent from a scheduled full day program or will be arriving after 9:00 am, it is important that you call the Extreme Kids office.

GRIEVANCES, ILLNESS, MEDICATION AND ACCIDENTS

Grievances

If you have a grievance regarding the Extreme Kids programs or a staff person:

- Immediately set up a time to discuss it with the Extreme Kids Supervisor: 952-227-7791
- If the issue is not resolved, discuss it with the City of Chaska's Recreation Coordinator/ Extreme Kids Supervisor: 952-227-7742
- If the problem is still not resolved, contact the City of Chaska's Director of Park and Recreation: 952-448-3176
- Written Grievances may be submitted to the Extreme Kids Office or the Chaska Park and Recreation Office.

Illness

Children who are ill should not be brought to Extreme Kids.

This included children with the following symptoms:

- Fever (100 degrees or higher),
- diarrhea or vomiting within the last 24 hours,
- undiagnosed rash,
- inflamed eyes,
- sever cold or sore throat

If your child becomes ill at Extreme Kids, the staff will have the child rest apart from the other children and contact you to pick up your child immediately. If you cannot be reached, the staff will contact the emergency back up people listed on your child's emergency form.

If your child comes down with a communicable disease such as chicken pox or strep throat, contact Extreme Kids immediately. When a communicable disease is reported, a note will be posted to inform other parents of possible exposure.

Medication:

For any medication to be distributed by the Extreme Kids staff a completed medication authorization form with doctor's signature or a photocopy of the prescription written by the doctor and a signed parental permission slip. All prescription and over the counter medications must be in the original bottle and all side effects must be stated. Parents/Guardians should give the first dose of any medication so they can observe the child's reaction.

Accidents:

If your child has a **minor injury**, you will be notified when you pick up your child.

If a **serious injury** should occur which might need medical attention, the staff will call you immediately so that you can take your child to a doctor or dentist.

If an **emergency situation**, the staff will call 911 and then contact you. After 911 have been called, it is up to the 911 team to decide what actions will be taken. You will be responsible for medical charges.

THIS AND THAT

Child Protection

All staff that work with children are required by MN State Law to report all suspected physical, emotional, and sexual abuse or neglect of children to authorities

Extreme Kids Staff

Extreme kids staff team consists of: Extreme Kids Supervisor, Extreme Kids Coordinator, Activity Leaders Activity Assistants and Activity Aides.

Staff ratio is 1:12

Toys/Personal Belongings

Extreme Kids is not responsible for lost, stolen or broken belongings or toys. Please leave toys at home. Occasionally Extreme Kids will have a Special Toy Day where toys are allowed.

Items they need to bring from home should clearly be labeled with their full name.

Termination of Program

The Extreme Kids Supervisor may require a parent to take his/her child out of the program if:

- If Child is consistently not following Extreme Kids policies and rules
- Continued default of payment
- If Parent/Guardian refuses to follow Extreme Kids policies and rules

Transportation

Transportation to and from the program is the parent/guardian's responsibility.

We will transport children to and from Jonathan Elementary and Clover Ridge Elementary during the school year. Attendance will be taken on the bus before leaving the school. (It is imperative that you call if your child will not be attending afternoon care so we do not spend time looking for them. The Finder Fee will then be assessed).

Children attending Chaska Elementary, GA or St. Johns should indicate the CCC as their bus stop. A staff will accompany all children to the bus and from the bus.

We will transport children via bus to and from field trips.

Dress

Tennis shoes are needed to play in the gym. Please bring swimsuit and towel on swim days and remember a sweat shirt or warm clothing for ice skating.

Appropriate clothing should be brought for outdoor play

Meals and Snacks

Cold cereal and afternoon snack are provided.

Please specify any dietary needs or allergies on the registration form.

A bag lunch and beverage must be provided on Release days unless stated otherwise.

A Place for Everything

In effort to keep items organized, children are required to carry their materials (swim suits, lunch boxes, jackets) to and from Extreme Kids in a backpack or duffle bag. We will designate an area where children may store their bags.

Behavioral Guidance:

Extreme Kids participants should use respectful behavior at all times that will help peers, self and staff feel safe, respected, and valued.

It is important that all participants be made aware that inappropriate and disrespectful behavior will not be tolerated at Extreme Kids. Staff will model and implement conflict resolution strategies and redirection techniques.

Staff will:

- Provide a positive model of acceptable behavior.
- Protect the safety of children, staff, and property at all times.
- Redirect children and groups away from problems and toward constructive activity in order to reduce conflict.
- Model acceptable alternatives to problem behavior in order to reduce conflict.
- Provide immediate and directly related consequences for a child's unacceptable behavior.
- Inform parents of all unacceptable behavior.

Extreme Kids expects that children will:

- Respect property, the right of others, and authority
- Follow program rules
- Take responsibility for their actions

Behaviors that are unacceptable:

- Physical encounters
- Inappropriate language
- Teasing other children
- Leaving an area with out permission
- Vandalism
- Others based on our discretion

Behavioral Guidance Procedure:

Warning/2 minute time out: a verbal warning and reminder of the rule. Child may be put on a maximum 2-minute time out to think about the rule. A staff member processes all children off a time out. I.e. "do you know why I put you on a time out?" Child answers and a discussion continues between staff and child. Then child can join the activity again.

If a child is given more then 2 time outs or warnings the child will be asked to leave that group or choice area. If behavior threatens safety of others, it will result in a separation from the group or area without warning or time out.

Children will discuss with staff what happened, and discuss other acceptable alternatives.

Continued inappropriate behavior will result in consequences.

Consequences will include but are not limited to:

- Loss of privileges for the remainder of the day
- Loss of privileges for one or more whole days
- Meeting/Conference with child and staff
- Meeting/conference with child, staff, and parent
- Phone call to parent
- Monetary restitution if property/materials are damaged
- Suspension from Extreme Kids

When a participant has demonstrated inappropriate conduct in one of the following areas, dismissal from Extreme Kids for the remainder of the day and/or the next one or more days may be necessary:

- Injuring oneself or others
- Violating community center regulations or civil laws
- Consistent disruption of the normal care of other children
- Damaging personal or public property

Termination of Extreme Kids Services

Extreme Kids reserves the right to terminate childcare services when a child exhibits repeated unacceptable behavior. The dismissal will be given in writing to the parent with a one-week notice

Physical contact by staff to students is not allowed unless a child is threatening the safety of themselves and/or others. A staff member may need to restrain a child in these circumstances until the child is calm and separated from others.

If you have any question or concerns or questions please call us at 952-448-2009