

**EXTREME
KIDS
Program
Handbook**

**Summer 2010
June 15th-August 20th
closed July 5th**

Located at the Chaska Community Center

**1661 Park Ridge Drive
Chaska, MN 55318**

Extreme Kids Phone number: 952-448-2009

**Extreme Kids Program Coordinator:
Sandy Jansen, 952-227-7791**

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

Welcome Families!

We are excited to have you with us and are looking forward to a fabulous summer filled with exciting adventures and opportunities for your children. Included in this packet you will find important information about the summer program as well as highlights of the many activities and events your child/ren will have an opportunity to participate in.

Summer (full days from 7:00a.m. - 6:00 p.m.) For children who have completed Kindergarten thru 5th grade (going into 1st -6th).

Students will experience a variety of daily activities including weekly field trips (included in the daily fee). Children receive a breakfast snack and afternoon snack. Each child is given a program t-shirt on their first field trip day. These t-shirts must be worn on all field trip days (except beach days). Children will also need a bag lunch, tennis shoes and comfortable clothing each day. We do have the café option if children would like to buy lunch. There is a lunch menu with different specials for each day of the week. That will be the only option for what the children may purchase at the Café.

Daily Details

Extreme Kids is a recreational summer daycare opportunity for your child. Each week we utilize the community center and it's components, which creates a unique atmosphere that provides many recreational opportunities.

- Our day begins at 7:00 a.m. As children arrive they will have what we call "Choice Time." During this time kids will be allowed some free time to choose from an assortment of activities to play with such as board games, arts and crafts, beading, outdoor play etc.
- Around 9:00 a.m. we gather for morning snack and break into two groups based on ages, 1-3 grades and 4-6 grades. During this time the Club Extreme Leaders will have numerous age appropriate activities programmed for your child.
- We meet together around noon for lunch and free play outside.
- After lunch depending on the day we get back into our groups and end our activities at 3:00p.m. for snack with the whole group and then have a chance for Choice Time before they go home by 6:00p.m.

Each Day a Fun Activity

Movie Mondays: *Monday* mornings from 10:00-11:30am in the CCC Theater

Swimming: *Tuesdays and Fridays* from 1-3pm
Open swim time at the CCC pool

Artificial Turf: *Wednesdays* from 2-3pm
A reserved time for large group games and sport play

Ice Skating: *Thursdays* from 3-4pm
You may bring your own skates. We also have some on site to loan out.

We also go on **weekly field trips** that vary on days of the week; you will get a calendar of all of the field trips at the beginning of the summer. We also will utilize the local parks in the City and the local Clay Hole Beach. A calendar will be available at our pre summer parent meeting.

Registration for Summer EXTREME kids begins March 1st 2010.

Registration is on a first come first serve basis. We have 35 spots for kids in grades 1-3 and 30 spots for kids in grades 4-6.

Registration will remain open until full.

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

Summer Registration

The registration packet consists of:

- Contract
 - Family Information Form
 - Emergency Card
 - Registration Fee
 - Payment option form
 - Sunscreen permission form

The registration forms that need to be completed to register are: Contract, Family Information fee, Emergency card and the registration fee.

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.

Limited space is available. Those currently enrolled in our school year program get first priority. All other registration is on a first come first serve basis.

Choices are available for the summer:

- 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.
 - Payment must be made the day of care.

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)
Payments are due the first day of care each week.

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. If you are paying by credit card you must pay at the front desk. Please know the amount you owe before going to the front desk.
- **Place money on your CCC account**- You may place money on your CCC account at the CCC front desk in large sums and have us deduct it weekly. Please place the money under your child's name.

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 summer, 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 \$10 late fee for installments received after each the first day of care for the week. 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.

Late Pick Ups

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

Our Procedure is as follows:

1. If we have not heard from parents by 6:15pm, the emergency contacts will be called.
2. If we have not heard from parents by 7:00 pm and the emergency contacts cannot be reached, the Chaska Police will be notified.
3. 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.
4. 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.
5. Continued late pick-ups will result in termination of your contract.

Absences

If your child will be absent 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:

1. Immediately set up a time to discuss it with the Extreme Kids Supervisor: 952-227-7791
2. If the issue is not resolved, discuss it with the City of Chaska's Recreation Coordinator/Extreme Kids Director: 952-227-7742
3. 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 doctors 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 your 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 Director, Program Supervisor/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 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 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

A cold cereal breakfast and afternoon snack are provided
Please specify any dietary needs or allergies on the registration form
A bag lunch and beverage must be provided. During the summer we will have the option for "Hot" lunch through the Café at the Community Center.

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.

Sunscreen and Bug Spray

To protect your child's skin from the harsh elements of the sun, we ask that all families send a bottle of sunscreen or sign up for us to purchase sunscreen for your child. Please be sure that you label it with your child's first and last names. Children will put on sunscreen daily before going outside. If your child has allergies to bug bites or you have other "bug" concerns, please send a bottle of bug repellent in lotion form labeled with your child's name. We need to have the sunscreen permission form filled out regardless if you use our sunscreen or provide your own. You will be charged for use of our sunscreen if your child does not bring their own.

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 without 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 than 3 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 questions about any of our policies or procedures please contact Aimee Peterson, 952-227-7742