

Lester Prairie School Kids Depot

Registration / Information Packet
2023-2024



To Register contact:

Cheryl Bayerl
320-420-4218 or 320-395-2521 ext 1140
cherylbayerl@lp.k12.mn.us

Kids Depot Program Information

Lester Prairie Kid's Depot provides a fun and educational atmosphere for school age students. Kid's Depot provides childcare before and after school Monday through Friday. Students will have the opportunity to receive help with homework, do enrichment activities, and use the playground outside.

Ages

Kindergarten thru 5th grade

Kids Depot School Year Fee Agreement:

The Kids Depot fee structure is as follows:

| | <u>Daily</u> | <u>Drop In</u> |
|------------------------------------|--------------|----------------|
| Before school only (6:30am-8:00am) | \$15.00 | \$20.00 |
| After school only (3-5:00pm) | \$15.00 | \$20.00 |
| Both Before and After School | \$24.00 | \$30.00 |

**If school is not in session or canceled at Lester Prairie, Kid's Depot will also be closed or canceled.

Kid's Depot will **try to remain open on 2 hour late starts and early closures due to weather.

**We will not be open on half days.

Payments:

Invoices will be sent weekly and payment can be brought in and put in the payment box in the Kids Depot room. Cash or checks are accepted. **If your child is not picked up by 5:00, you WILL be charged \$2.00 per minute that you are late.** There will be a \$30.00 fee charged for any returned checks. All accounts must be paid in full before registering for Kids Depot.

Accounts will be reviewed every 2 weeks. Outstanding accounts may result in suspension or termination from Kids Depot.

Schedule-Morning (6:30-8:00)

-Students will have homework help availability and free playtime.

Schedule-Afternoon (3:00-5:00)

-Students will have homework time, outside time, and could use the Playground for enrichment and group activities.

Meals:

We will provide breakfast from 7:45-8:05 at no extra charge, and a snack from 3:00-3:30.

Where:

Kids Depot will be held in room 140 which is located on the south end of the school Monday thru Friday. Please park on the east side of school by the shop and walk down the sidewalk to door I, press the buzzer on the wall and we will assist you.

Hours:

We open at 6:30 am-Children cannot be signed in before 6:30 am. We close at 5:00 pm- please be prompt in picking up your child.

Calling:

If you need to get in contact with us you can call 320-395-2521 ext 1140.

Clocking in:

Please remember to sign your child out each time you pick them up. Please park on the southeast corner of the school and walk down the sidewalk to door I. Please press the buzzer and a worker will assist you. Parents MUST talk to the supervisor before checking out their child.

Medical/Physical Limits:

If your child has any medical or physical limitations that prevent them from our daily activities walking or running you will need to notify us prior to your child attending with a doctor's note.

Emergency:

You need to have a backup plan for pickup of your child in case an emergency occurs.

Medicine:

Prescription Medicine, sunscreen, and insect repellent will not be administered without permission from the child's parent or legal guardian. All medications are administered according to the manufacturer's instructions, unless provided written instructions by a licensed health professional and must be in original containers. It will only be given to the child whose name is on the label and will not be given after the expiration date. All unused medications will be returned to the parent. We will document when any medications are administered.

Policy for Sick Children:

Children should be kept home from the program if any of the following signs of contagious illness are present: fever, vomiting, diarrhea, yellow-greenish nasal discharge, undiagnosed rash, undiagnosed sore throat, eye infection.

If your child becomes sick at Kids Depot, you will be called and asked to pick him/her up. If you cannot be reached, someone from your list of emergency contacts will be called and asked to pick up the child. Until someone arrives, your child will be placed away from the rest of the children in a quiet area within sight and hearing of a supervisor.

Transportation:

If Kids Depot has any field trips, we will be transported by 4.0 Bus Services.

Clothing and shoes:

Please have your children wear appropriate clothing to the program. Each child should bring an extra set of clothes to leave at KD.

Toys/things from home:

Please do not bring toys from home. If your child does, it will be taken by the supervisor and given back when the child goes home.

Conference:

Please let the coordinator know if you feel you need to have a meeting.

Media Release:

At times, we may take pictures of the children to use for future publications. If you do not want your child to be photographed, please let us know.

Children with Special Needs:

If a child receives student support in the classroom, has an identified special need or has a behavior plan developed, it is the parent's responsibility to inform the KD Coordinator. If your child has a special need, their potential start date will be determined by the programs' ability to accommodate the needs of your child. A conference is necessary before enrollment can be processed. Failure to identify your child's special needs may result in temporary removal from KD. A child's behavior that creates a safety issue or harm to themselves or others, may not be accommodated. KD is not able to provide long term 1:1 assistance for children.

Behavior:

Respect the rights of each other and staff, just as staff respects each child and parent. Disruptive behavior will not be tolerated. We believe in reinforcing positive behavior and respecting the rights of each other and staff. We want to create a positive environment where children and staff feel safe and respected. The Kids Depot staff will not argue with the kids or accept inappropriate behavior on site or on field trips.

If a child demonstrates consistent inappropriate behavior, we will make every effort to rectify the situation. If we are not successful, a behavior notice will be issued. The behavior notice will be issued and signed by staff, KD Coordinator, and parent/guardian. A behavior notice will be issued when behavior is:

1. Unwanted or inappropriate behavior-behavior intended to physically or emotionally harm someone, or damage property.
2. Repeat occurrence-verbal addressing of incident does not work
3. Disruption-disruptive behavior that affects the well-being of other children and/or staff.

First Notice-A behavior notice will be given to parents about the issue.

Second Notice-A meeting with parent, child, staff and Kids Depot Coordinator will be scheduled to discuss the issue. A plan will be developed to promote success at Kids Depot.

Third Notice-Kids Depot will implement a 5 day suspension. The child may return as long as he/she follows the guidelines.

Fourth Notice-Childcare services are discontinued.

Immediate Suspension

For the safety and benefit of all children in the program, we reserve the right to immediately suspend any child who:

- Causes or attempts to cause physical injury to self, others, or staff.
- Causes or attempts to cause destruction of property.
- Leaves the designated Kids Depot area with intent to run away or hide from staff.

We are very firm about manners, treating each other nicely and everyone being able to enjoy their time at the program.

Child Name _____ Parent Signature _____

Kids Depot Participant Information

Name _____ Grade _____ DOB _____

Name _____ Grade _____ DOB _____

Name _____ Grade _____ DOB _____

Home Address: _____

Home phone #: _____

EMAIL FOR INVOICE _____

Mother's Name _____ Father's Name _____

Address: _____ Address: _____

Work number: (M) _____ (D) _____

Cell phone number: (M) _____ (D) _____

Emergency Numbers and Pickup Permission

Name: _____ Relationship: _____

Phone: _____ Pickup permission (yes or no) _____

Name: _____ Relationship: _____

Phone: _____ Pickup permission (yes or no) _____

Name: _____ Relationship: _____

Phone: _____ Pickup permission (yes or no) _____

Name: _____ Relationship: _____

Phone: _____ Pickup permission (yes or no) _____

If you must have someone other than those listed above to pick-up your child(ren), you must provide a written statement that includes their name and phone number prior to their arrival. The Kids Depot staff will ask for a Photo ID from anyone we do not recognize. Remind those on your list to have a photo ID with them or they will not be allowed to pick up.

Medical Form

Participant (last, first, middle) _____

Date of birth _____ Age _____ Sex (male or female) _____

Physical Handicaps _____

Chronic Ailments:

Asthma or other respiratory problems _____

Diabetes _____

Allergies _____

Please list _____

Any other illnesses _____

Current Medications _____

Permission to apply sunscreen _____ yes _____ no

Preferred Clinic and Physician _____

Phone _____

Name of Health Insurance _____

Policy # _____ ID# _____

Who can we reach in an emergency if we can't reach you:

Name _____ Phone _____

Name _____ Phone _____

In case of emergency, and the contacts listed above cannot be reached, or cannot reach the participant before medical care is needed, I hereby authorize the Kids Depot staff to obtain treatment for my child, including calling for an ambulance if necessary and calling an available physician if the ones listed are inaccessible.

Both parents/guardians must sign unless the child only has one legal parent/guardian

Date: _____

Child Name(s) _____

Lester Prairie Kids Depot School Year Agreement

Kids Depot fee structure is as follows:

| | <u>Daily</u> | <u>Drop-in Rate</u> |
|------------------------|--------------|---------------------|
| Before OR After School | \$15.00 | \$20.00 |
| Both AM and PM | \$24.00 | \$30.00 |

In order to adequately staff our program we need to have a schedule signed and dated prior to when your child/children will be attending, or the drop-in-rate will apply. (Please Circle)

AM: _____ Monday Tuesday Wednesday Thursday Friday

PM: _____ Monday Tuesday Wednesday Thursday Friday

Kids Depot will NOT be open on non school days and half days.

Students who miss due to illness or other reasons are still responsible for their scheduled daily fees. If you need to change your weekly schedule at any time you must complete a new Fee Agreement. Your agreement may take up to 7 days to take effect.

All accounts must be paid in full before enrolling your child.

If your child will be gone from school and KD, you will need to notify the office and either call 320-395-2521 x1140 or email cherylbayerl@lp.k12.mn.us

If you know your child will not be attending on a certain day/days you must directly notify Cheryl Bayerl at least 7 days in advance with a written notice in order to avoid being billed.

Kids Depot Registration Packet
School Year 2023-2024 Enrollment Checklist

Child's Name _____

- 1. Registration Agreement Form _____
- 2. Medical Form _____
- 3. Participant/Emergency Form _____
- 4. Child and Parent Form _____
- 5. Immunizations _____

Processing paperwork will be done as quickly as possible. Please note it may take up to 5 business days, so please return at least one week prior to when you would like to start services. **If your account has a balance, it needs to be paid before your enrolling your child.**

Date Received _____ Staff Initials _____

Child and Parent Agreement Form

By signing below I acknowledge that I have fully read and understand the goals and policies of the Kids Depot program. I further understand that if I do not abide by them, childcare services may be discontinued.

Child Signature _____

Parent Signature _____

Parent Signature _____