

Lester Prairie Kids Depot Summer 2024

Information Packet



To Register contact:

Cheryl Bayerl
320-395-2521 ext. 1100
cherylbayerl@lp.k12.mn.us

Child Name(s) _____

Lester Prairie Kids Depot Summer 2024 Agreement

Kids Depot fee structure is as follows:

- Daily Rate: \$45.00
- 2 days/week: \$90.00
- 3 days/week: \$125.00
- 4 days/week: \$155.00
- 5 days/week: \$175.00

Sibling discount: 1st child is full price, additional children are discounted \$2.00 per day per child.

There will be a 1 week deposit due with the registration forms.

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.

Please circle the days of the week, and write the hours your child will be at Kid's Depot this summer, you will be charged for these days unless we receive a 7 day notice that your child will be absent.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CIRCLE YES OR NO	YES OR NO	YES OR NO	YES OR NO	YES OR NO	YES OR NO
HOURS					

Please list any days/weeks you know your child will be absent from Kid's Depot. (you will not be charged for these days)

Please list any Camp/Activities your child will be attending ex. Swimming lessons, VBS, Volleyball camp, Basketball camp, Girl Scouts, etc. We will provide transportation to and from most activities (within walking distance from school)

Name of Activity	Dates	Times	Location

Kids Depot Program Purpose

The primary purpose of Kids Depot is to provide attractive, high quality care for children during the summer. Within this framework, the program seeks to provide an educational/recreational environment for learning and fun.

Kids Depot Program Goals

1. To provide supervised childcare that will allow for a positive experience for children in terms of care, education, and self-development.
2. To create an environment that fosters a child's emotional, social, physical, and educational well being.
3. To support and strengthen the family unit by allowing the parents to have a feeling of confidence that their children are well cared for while they are not at home.

Ages of Children

Children who are enrolled in kindergarten through grade 5 are eligible for the program.

Kids Depot Summer Fee Agreement

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4 days/week - \$155.00

5 days/week - \$175.00

There will be a 1 week deposit due with the registration forms.

Invoices will be sent weekly and payment can be brought in and put in the payment box in the Kids Depot room. Payment must be on time or you may be terminated.

Payments

Invoices will be emailed weekly and payment can be brought in and put in the payment box. Cash or checks are accepted. This is a non-profit program, so it is imperative that all fees are paid on time. If your child is not picked up by 5:00, you will be charged \$2.00 per minute if you are late. There will be a \$30 fee charged for any returned checks. **Accounts will be reviewed every 2 weeks. Outstanding accounts may result in suspension or termination from Kids Depot. All accounts must have a zero balance at the start of summer Kids Depot.**

Summer Hours

We open at 6:30 am-Children cannot be signed in before 6:30 am. You must come in with your child to sign them in. **We close at 5:00 pm**- please be prompt in picking up your child. Additional rates will apply if you are late at pickup. Kids Depot will be closed Wednesday, June 19, Monday, July 3 through Friday, July 7. Last day of Kids Depot will be August 23 (subject to change).

Schedule

Free Play

Breakfast will be served from 7:30-8:00 **We will not provide meals outside of these times.**

Recess

Science, Art, Games, Math

Lunch will be served from 11:30-12:00 **We will not provide meals outside of these times.**

Reading

Outside/Gym time

Snacks will be served from 3:00-3:30 **We will not provide meals outside of these times.**

Group Activity

Free Play

Schedule is subject to change

Facilities

Kids Depot is located on the south end of the building through Door I. You should park on Hickory Street by the end of the building and walk down the sidewalk and enter through Door I. Push the button on the wall and someone will answer. Kids Depot may utilize the Media Center, gym, commons, and various classrooms during the summer.

Signing In/Out

On arrival a parent or adult must bring their child into the room so a staff member can visually see them. We are not responsible for your child, if they have not been signed in. When picking up, the parent or adult will ask for ID. Staff may have information to share with you. Only those people listed on the registration form may pick up the child, unless other arrangements have been made beforehand.

Absences

You are required to let us know if your child will be absent for any reason, you can call 320-395-2521 and press 5 for Kids Depot or email cherylbayerl@lp.k12.mn.us. If you have more than 2 no call or no show, your child **may be dropped** from the program. The program does not assume responsibility for your child until he or she is signed in, but we do worry about someone if they are not present when they should be. Students who miss due to illness or other reasons are still responsible for their scheduled weekly fees. If you need to change your schedule you must complete a new Fee Agreement form.

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.

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.

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.

Medicine

Prescription Medicine, non 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.

Immunizations

Each child must submit a copy of immunizations prior to starting at Kids Depot. Children enrolled at Lester Prairie School do not need to submit as long as we have them on file.

Clothing/Locker

Each child will be given a locker to store daily necessities (ex. Coat, shoes, water bottle etc.) Please have your children bring appropriate clothing to the program. If it is going to be rainy or cold then have them bring a jacket. Also, they must bring gym shoes **each and every day** (they can be left in their locker). If they wear sandals, they must have gym shoes. Hats and/or sunglasses can be brought and left in their locker. **Each child should bring a water bottle labeled with your child's name.**

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 to the child when they leave. There may be special days that this is ok, but we will let you know.

Sunscreen Policy

Each child will need to bring \$10.00 for sunscreen. Please put it in an envelope with the child's name. Sunscreen will be applied for outside time and pool days. If you do not bring in sunscreen money, it will NOT be applied to your child. Some other recommendations for protection from the sun are a shirt to wear, sunglasses, and/or a hat. If your child needs a specific type of sunscreen, they will need to have one that will be left here in their locker.

Swimming

Kids Depot utilizes the Lester Prairie Community Pool during the summer months, usually on Thursday. Waterproof sunscreen is applied by the children, with staff supervision.

- Bring a pass or money for the daily fee
- Bring a dry towel
- Swim suit
- Coast guard approved life jacket (if needed)
- Goggles are ok, but no toys

Failure to bring required items will result in the child not being able to participate. The child will be given quiet activities as an alternative. We may go to the pool other days besides Thursday, if that is the case, we will give you prior notification.

Swimming Lessons

We will do our best to transport children to and from swimming lessons, but we cannot guarantee it.

Field Trips

Field trips are scheduled during the summer program. The trips are designed to offer children the opportunity to visit fun, interesting, and educational sites. Details about each field trip including location, date, cost, and times will be posted. The Kids Depot program will walk and use bus transportation to and from field trips with supervision. By signing this form you are agreeing to this. Field trips are offered to full time kids first, and will be opened to part time kids if there is room.

Field trips may include:

Lowry Nature Center
State Theatre
McLeod County Fair

Minnetonka Regional Park
Wheel & Cog

Field trip reminders:

- Appropriate clothing and tennis shoes are required.
- Children should not bring money or toys along on field trips unless specified by staff.
- When Kids Depot takes a Field Trip the entire staff/site attends, no one is left on site.
- Participants will be expected to wear the Kids Depot shirts provided to distinguish the group. Shirts are distributed on site prior to the field trip and collected the same day.

Transportation

Kids Depot field trips will be transported by 4.0 Bus Services.

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, let us know.

Files

The children's files will be located by the door. Various items are placed in these folders throughout the summer, so please check them every day.

Conference

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

Thank you for enrolling your child in Kids Depot, we are looking forward to a fun and exciting summer.

Behavior Goals and Policies

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.

Kids Depot staff is prohibited from using a prone restraint and contraindicated restraint.

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. We are not able to care for a child who is unable or unwilling to follow KD guidelines.

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) _____

Please ensure you have a backup plan in the event of an emergency.

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 _____

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: _____

Kids Depot Registration Packet
Summer 2024 Enrollment Checklist

Child's Name _____

- 1. Summer registration Agreement Form _____
- 2. Medical Form _____
- 3. Participant/Emergency Form _____
- 4. Child and Parent Form _____
- 5. Immunizations _____
- 6. Deposit _____

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 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 _____

Date _____