

Summer Kids Club Handbook

Parents & Students!

Welcome to Summer Kids Club & Opti-Club! We are ready for a fun summer filled with age-divided games, activities, and field trips! Below you will find helpful information about our program.

Summer Kids Club will be held at the River Falls High School located at 818 Cemetery Road. 😊

Main Phone Summer Kids Club: 1-715-821-2947

Kindergarten – 3rd Grade: 1-715-307-0582

4th Grade – 8th Grade: 1-715-307-1525

Kids Club Main Office: 1-715-425-0799

Email: summer.kidsclub@rfsd.k12.wi.us

Please submit your contract request as soon as you can. We take contracts until we reach classroom or field trip bus capacity. We will accept contracts in the order in which we receive contract requests.

Accounts holding a balance from the previous summer or an ongoing large school year balance that have not talked to Deb, Accounts Receivable, about payment will have their contracts on hold until a payment plan is determined.

A contract requested is not a guarantee of a spot in Summer Kids Club. **You will receive an email when your contract is accepted.** Contracts should be accepted within a week of submission.

If you have not received an acceptance email within 7 days of submission, please check your child's account to verify that you have completed the contract and submitted it correctly.

You may call our main office number after submitting the contract to see if we have received it.

Please try to be as accurate as possible scheduling and we will do our best to accommodate as many families as we can.

We are trying to be as flexible as possible, but still need to effectively schedule staff and have accurate numbers for off-site activities and trips in which attendance numbers are required 10 days to 3 weeks in advance.

Important Dates To Note

- Registration is open March 1st through April 30th or until capacity is reached
- See the Summer Parent Handbook for more information about the summer program
- Summer Kids Club will begin on Monday, June 15th
- Summer Kids Club is closed Friday, July 3rd
- The last day of Kids Club will be on Friday, August 14th

Summer Kids Club Hours & Location

- Kids Club will open at 6:00 am and closes at 6:00 pm.
- Summer Kids Club will be held at the River Falls High School located at 818 Cemetery Road.
- Drop-off and pick up for students will be in the west side parking lot; this lot is used by HS staff during the school year.
- Parents are to use the parking spots closest to the building while staff will park in the spaces to the west.
- There is a lot of traffic coming and going at peak times so please take caution when entering, backing up and leaving the parking area.
- Please enter through the west door (401) nearest the parent parking lot and sign in/out your child to/from Kids Club.
- Please **DO NOT** enter using the HS front office doors. Office and HS staff are separate from the operations of Kids Club.

Kindergarten Registrations

- We have a limited number of children we can enroll who are entering Kindergarten in the Fall 2020-2021 School-Year.
- Students must be 5 years old on September 1, 2020
- Be enrolled in Jr. K or Kindergarten for 2020- 2021 school year
- Have a sibling in Summer Kids Club
- Be enrolled for full-time care for the summer
- These are the criteria that we register in order of. We take siblings first, then no siblings full time and then 4 days and so on. If spots remain after all siblings have registered, we will open enrollment to community families in need of summer care.

Sign-In & Sign-Out

- The sign-in area will be located near the Kids Club entrance. Please look for signs.
- Ipads will be available for sign-in/out.
- **An authorized adult (18 years old or older) must sign in/out each student.** The computerized system will not allow anyone not on your approved pick up list to do so. **Please go online into your Eleyo account and update your authorized pickups.**
- Next to the sign-in & sign-out area there will be a ***Parent & Staff Communication book***. If you have any important notes for the day about your child, please note them in the communication book along with their name and grade level.

Students Attending Sports Camps/Non KC Activities at the HS or offsite

- If your child is attending any activity during the day where they need to leave and then return to Kids Club, please talk to a Kids Club Site Manager or Angela about adding their name to your authorized pickups in Eleyo.
- Staff will sign your child out and then back in if they are returning to Kids Club. Please communicate the date(s), time, activity in the Parent & Staff communication book to be given to your child's Lead staff.
- We can escort students to activities that take place at the High School ie swimming, sports camps etc.

Weekly Age-Group Schedule

- Each age-group will have a different schedule or calendar to follow. Kids Club uses River Falls School District buses to visit parks, library and the Glen Park or Ellsworth Pool each week.
- You will look at the calendar that corresponds with the grade your child will be entering Fall of 2020.
- Please have your child come prepared each day for activities on the age-group calendar.
- **We ask that students come ½ hour prior to the scheduled departure time on their activity calendar.** This will allow time for teachers to get an accurate student count and for students to be ready to leave at the departure time.
- **Opti Club** is the name given to our middle school group grades 6th-8th

Swimming & Sunscreen

- Plan to have your student bring their **swim suit, towel, socks and tennis shoes or shoes with an enclosed toe/heel Monday-Friday** since we do a lot of water play even when we are not at the pools and in case of an outing change due to weather.
- **Kids Club provides sunscreen lotion.**
- If your child requires special sunscreen, please label with their name and grade and give it to your child's teacher.
- Kids Club frequently visits waterparks, pools, and enjoys many outdoor activities where the risk of sunburn is high. When visiting these attractions, sunscreen is reapplied every hour to each student.
- It is important to talk to your student about the necessity of sunscreen as a preventative to burns.
- The cost for additional t-shirts or swim shirts is **\$10.00**. We are not changing the color.
- We are excited for fun in the sun and would like to keep all students from getting sunburnt.

Sunscreen Tips if supplying your own or your child burns easily

- Provide a waterproof lotion sunscreen vs. spray sunscreen.
- Provide a sunscreen face stick.
- Provide a swim shirt for your student or purchase a Kids Club swim shirt, especially to wear during the first few trips.
- Apply sunscreen before your student is dropped off at Kids Club to allow sunscreen to soak in.
- Provide a hat for trip days.

Breakfast – Lunch – Snack

- Cold breakfast items of (cereal, yogurt, nutri-grain bars, milk and juice) and an afternoon snack will be provided daily and is included in your tuition cost. Breakfast will be served between 7:30 am – 9:00 am.
- Your child may bring a breakfast from home to eat during breakfast time.
- **A cold lunch must be brought to Kids Club & Opti-Club every day.** Milk will be provided for breakfast (everyday) and lunch during on-site days.
 - Coolers are available to store lunches in.
- Summer Enrichment students will take their lunches with them. No coolers available.

- **We have some backup lunches (lunchables) if a child forgets. A \$5.00 fee will be charged to your account for each meal provided. The number is limited so please do not assume we'll have a lunch available for your child.**
- Please ask your child if they have their lunch. We have had students leave their lunch in the car, at home or even throw them away so they can get a lunchable.

****Please let staff know of any food restrictions or allergies other than what is noted on the registration form**.**

Medication & Health

- If your student needs any daily or emergency medical instructions, please let a staff or the coordinator know immediately.
- We have 2 health aides on site that will work with you and your child. We want to ensure safety for all participants.
- If your student has any other health concerns, please let us know so we can make a summer plan together.

Behavior

If you have any concerns regarding your child's behavior or your child has a behavioral IEP, please communicate them at the time of registration. Behavioral concerns that should be communicated are:

- Kicking, hitting, biting, scratching, or other potentially harmful behaviors
 - Inability to recognize the need to use the bathroom/frequent accidents
 - Frequent and/or violent tantrums
 - Inability to control strong emotions
 - Excessive Blurting
 - Fight or Flight instinct
 - Any other behavior that may affect the student during Kids Club hours or require medication
- If your child displays any of the above behaviors, he or she may be asked to "take a break" and/or refrain from participating in the next activity.
 - Our staff will always make an effort to privately communicate with you regarding behavioral concerns while at Kids Club. Our goal is to work as a team to help each student be able to advocate for themselves, ask for help in a situation if needed and to learn the tools to self regulate and problem solve.
 - If the behavior continues and/or escalates, or for repeated behaviors, you will be notified by staff that a behavior plan is being considered for your child and a meeting will be arranged with the Kids Club coordinator to discuss further actions and to consider your input and discuss implementation.

Each student along with a parent or guardian will be asked to sign a Code of Conduct on the first day your child attends summer Kids Club. Parents will sign for students too young to sign for themselves. The Code of Conduct will explain the behavior expectations at summer Kids Club.

Kids Club Behavior Report Plan

At Kids Club we will be kind, respectful, responsible, safe and a problem solver

Students Name: _____ Grade: _____

Today's Date and Time: _____ Staff Reporting: _____

Major Behaviors	Minor Behaviors
<ul style="list-style-type: none"> ○ Inappropriate or Abusive Language ○ Physical Aggression towards students ○ Physical Aggression towards staff ○ Direct Defiance ○ Inappropriate Behavior ○ Harassment/Bullying ○ Property Damage or Vandalism ○ Theft ○ Leaving the area without permission ○ Other _____ 	<ul style="list-style-type: none"> ○ Name Calling ○ Pushing ○ Not following rules ○ Inappropriate Language ○ Unsafe choices ○ Hurtful gossiping ○ Lying ○ Other _____

Three related Minor Behaviors may become a major behavior.

A Major Behavior or repeated behaviors may result in parent conferences or removal from Kids Club

Consequences	Consequences
<ul style="list-style-type: none"> ○ Suspension from the program ○ Removal from the program ○ Other _____ 	<ul style="list-style-type: none"> ○ Take a Break from the activity ○ Problem Solve with Student ○ Time in with Site Supervisor ○ Loss of privileges ○ Parent Contact

Parent Signature: _____

Date: _____

Comments or further explanation of behavior: _____

Valuables and lost and found items

- Children will share a locker to store belongings in.
- Please send your child with all of their belongings in a backpack or bag. This includes extra clothes if necessary.
- **All valuables will need to be left at home.**
- **We are not responsible for lost or stolen items.**
- **Cell phones, smart watches and other electronics are not allowed at Kids Club.** Students will be able to contact parents using Kids Club cell or office phones. Opti-Club will discuss rules for electronics on the first day.
- Please be sure to check the lost and found regularly. Items not claimed within two weeks after the program ends will be discarded or donated.

Schedule Options

5 Day Rate: \$170 per child. Choose the pick your day schedule and select the day of the week at the top of each month to select every day of that month. ex select M and all Mondays will be selected.

2-4 Day Rate: \$40 per child, per day. Choose the pick your day schedule and select the days you would like your child to attend.

Field Trip Only Rate: \$50 per child, per day (Only pick this rate if your child is attending **KC ONLY on Tuesday and/or Thursday**) You do NOT need to select this option if your child is coming days in addition to Tuesdays and Thursdays.

1 Day/Half Day/Drop-In Rate: \$50 per child, per day. Choose the Drop-in schedule and select the date you would like your child to come. You must give more than 24 hour notice and your day must be approved before your child can attend.

Field Trip Drop-In Rate: \$60.00 per child, per day. Choose the field trip Drop-In schedule. You must give more than 24 hour notice and your day must be approved before your child can attend. (This is not an option on all field trips due to the fact that we need to purchase tickets 7-28 days in advance for some trips. i.e. Stages, Trollhaugen)

Rates include: shirt, breakfast, snack, park and pool admissions, all field trips and sunscreen. **The exception is Opti-Club's Valley Fair trip. Due to cost, each child will be charged \$20.00 towards their admission to attend.**

Schedule Changes

In an effort to be more accomodating we have changed our 21 day revolving window to change your child's schedule to a 14 day window.

We are hoping this will make our daily attendance numbers more accurate.

- All schedule changes/requests need to be made in your account on rfsd.ce.eleyo.com
- You will have a rolling 14 day window prior to the day you would like to add or delete from your child's schedule to make that change and avoid being charged a drop-in rate or being charged for the day.
- Less than 14 day notice, you must contact Deb at deb.sorenson@rfsd.k12.wi.us to have the days added approved. Days added will be charged at the drop-in rate.
- With less than 14 day notice, you will not be allowed to drop days and will be charged for the day whether your child attends or not.
- Once your child has been approved to attend. You will be billed for the days selected whether your child attends or not after the 14 day schedule change window has passed.

Billing, Fees and Account Information

- There is a \$25.00 **non-refundable** registration fee per student per household.
- **NEW this year... This includes a Kids Club swim shirt instead of a t-shirt.** You will be able to purchase an additional t-shirt or swim shirt for \$10.00. We are encouraging all students to wear swim shirts on water field trips. They can wear them on Monday, Wednesday and Friday pool days also. **OPTI-** will receive the tie-dye t-shirt.
- When you register your child, you are agreeing to a contract for childcare with Kids Club. You will be billed according to the enrollment option and dates you have selected for each summer week.
- If your child has a dual household, you will be billed as two households. You will be billed the daily rate for days selected. You will only receive the weekly rate if all 5 days are scheduled under one household. You may alternate weeks. If you choose this type of schedule, both parents must sign in/out as the parent being billed for the week.
- Statements will be processed on Tuesdays and are due the following Monday, however, you can go online and check your balance at any time.
- Payment for tuition is due weekly and must be paid in full by the due date.
- A **\$5.00 late fee** will be assessed if your bill is not paid in full by the due date. Pre-payment is always acceptable.
- Fees will apply for late pick up. The fees are the same as during the school year.
- Unpaid balances are subject to suspended attendance.
- Payments can be made online or at the program
- Absences: If your child is absent, please notify Summer Kids Club by email or phone and Deb Sorenson. Each family is given a 50% discount on one sick day per child per summer.

Questions regarding bills may be directed to Deb Sorenson at the main office, (715-425-0799) or deb.sorenson@rfsd.k12.wi.us

Summer Enrichment

- Summer Enrichment is located at Greenwood Elementary school this summer and runs from 8:30am-12:00pm for Kindergarten and 8:30am-2:00pm for 1st grade +.
- Session 1 operates June 15th-June 26th
- Session 2 operates July 6th-July 17th
- Your child will bring their lunch to Summer Enrichment each day.
- Children that are enrolled in Kids Club all 10 days of one or both summer enrichment session will receive a 50% discount adjustment made to their account for the two week session(s) attended.
- If your child is enrolled in Pre K, they will be considered full time if they attend 8:00 am-12:00 pm for the full session and receive the discount. Transportation will be provided by Kids Club going to Summer Enrichment and from Summer Enrichment returning to Kids Club.
- The Kids Club bus will only transport students at 8:00 am to Summer Enrichment. A Bus will return Kindergarteners at 12:00 pm and the other students at 2:00pm from Summer Enrichment back to Kids Club.
- If your student is enrolled in summer enrichment, please talk with a Kids Club staff member on your student's first day of program to make sure we have them on our list for Summer Enrichment so they get to class the first day.
- *If your student is enrolled in summer enrichment they are expected to attend every day.
- **Please do not pull your students out of summer school for field trips.**
****If you are dropping your student off at Summer Enrichment and want Kids Club to pick them up from Greenwood or if Kids Club is transporting your child to Summer Enrichment and you are picking your child up from Greenwood, you need to call Kids Club and let them know and designate a Kids Club staff member as an authorized adult in your child's account so they can sign them in or out of the program.****

You In The Middle

Date(s) is/are dependent on the construction schedule. This section will be updated as soon as we know the date(s). You may also contact Meyer Middle School.

Field Trips

We have packed many fun field trips into our program to keep you grooving all summer long! Before we jump on the bus and head out on our first trip, here is some helpful information that will assist your student in traveling on field trips with Kids Club & Opti-Club.

- **We have 2 or 3 field trips on Tuesdays and Thursdays; K-1st, 2nd-3rd, and 4th-8th. Otherwise it is K-3rd and 4th-8th.** These are noted on the calendars.
 - All field trips unless stated differently on the calendar will run from 10:00-4:30.
Please do not expect a field trip to return early.
 - Grade groups might leave and return at staggered times, but it will be within this time window.
 - We can supply more specifics as the field trip day approaches for families attending that day.
 - If a waiver is needed for the field trip, your child can not attend if it is not signed. Waivers will be available on site BEFORE the field trip date. There will be a field trip description sheet located on the Summer Kids Club page on the RFSd website.
 - Field Trip descriptions, Flotation Device Information and calendars for field trips are located on the bottom of the Summer Kids Club Page.
- **All students** registered for Kids Club on a field trip day **will attend** the field trip unless your child is picked up prior to the field trip return time or are registered for Summer School.
- Calendars may change due to weather or if the planned field trip changes their calendar. If this happens, we will do our best to plan as equal a field trip as possible.
- If a meal is provided as part of the field trip ie Chuck E. Cheese or Grand Slam, your child may bring their own lunch to eat as their main lunch or in addition to the lunch served. We will not bring coolers on these field trips and your child will carry their lunch bag.
- **Please have your child to the Summer Kids Club at least $\frac{1}{2}$ hour prior to ALL the departure time on the activity calendar.**
- Our staff to student ratio in the summer runs approximately:
 - 5:1 K-1 water related trips
 - 7:1 K-1 non water trips
 - 7-9:1 2-3 water trips
 - 9-11:1 2-3 non water trips
 - 9-11:1 4-8 water trips
 - 12-15:1 4-8 non water trips

State statute ratios are 18:1.

- We have site managers who attends all field trips.
- All staff have CPR and first aid training.
- We will attempt to go on all field trips unless the facility we are going to cancel on account of weather. If this happens or we feel that the weather threat is too great, we will make every attempt to schedule a backup field trip. We will send out a text to notify parents of any changes and post on site if time permits.
- If we are unable to reschedule a field trip day and you selected a **field trip only** schedule your child may still attend Kids Club, please contact Deb Sorenson regarding the charges.
- All field trip admissions are included in the weekly fees for Kids Club & Opti-Club, **with the exception of Valley Fair for the Opti-Club**. An additional **\$20.00** will be required to attend the trip.
- **Extra spending money will only be allowed for children in the 4th – 8th grade age groups.** Students are responsible for their own spending money.
- **All students are required to wear a Kids Club or Opti-Club t-shirt or swim shirt while attending field trips.** Often times there are other large groups of children at the same field trips and we want to keep our group together as easily as possible. **Extra shirts are available for \$10.00.**
- **Your account will be billed \$10.00 each time your child is given a new KC t shirt or swim shirt to wear on field trip days. We will no longer lend them out. The new shirt will be yours to keep.**
- ****The color to the swim shirt and our regular t-shirt will not be changing so they may be used year to year****

Summer Fun!

Please take time to learn your student's age-group teachers. The Kids Club staff is excited to meet your students and have a fun summer together!

Questions and concerns regarding programming can be addressed to program coordinator, Angela Bohnert.

We wish for all students to have a safe, supervised and fun time in our program this summer.

We appreciate parent input and communication to ensure a positive experience for your children.

We are looking forward to an outstanding summer!

***Thank you! Angela Bohnert-Kids Club Coordinator
Deb Sorenson - Billing, Accounts Receivable, Scheduling
Clover Stevens - Site Manager
Amy Shaver - Site Manager
Amanda Keehr- Site Manager***