

# Kids' Company & Extended Day Parent Handbook



**Director: Julie Kuenzel**  
**Coordinator: Phil Hendrycks**

Community Ed. 952-467-7390  
Phil Hendrycks 952-239-6786  
Kids' Co/Extended Day 952-467-7357



District #108 Community Education

Dear Parents,

The District #108 Community Education staff would like to take this opportunity to welcome you and your family to our Kids' Company and Extended Day preschool childcare programs. We are a before and after school program that is designed to provide a safe and supervised recreational and educational environment for you child. Kids' Company and Extended Day offer a variety of activities and events to help channel your child's energy into positive growth experiences.

### **GOALS**

1. To encourage the development of friendships and cooperative group situations to enhance social skills.
2. To provide a secure setting staffed with caring, creative, enthusiastic, and committed childcare professionals.
3. To help nurture the development of self-confidence, respect for others, responsibility, and feelings of capability in each child.
4. To develop motor skills through recreational play and cognitive ability through educational programs and curriculum.
5. To create an environment that is enjoyable, stimulating, and educational for all children.

### **CHILDREN SERVED**

Kids' Company & Extended Day serves elementary students from preschool through fifth grade. We accept children with special needs (physical, emotional, or mental disabilities) as long as the staff is able to provide adequately for the child. The Kids' Company Coordinator will meet with the Special Education staff to determine program modifications and any evaluations that need to be made. *Students needing full time management aides will be evaluated on an individual basis.* Kids' Company does not discriminate on the basis of race, creed, or national origin in our enrollment policies.

### **PURPOSE**

Kids' Company is dedicated to giving Preschool – 5<sup>th</sup> grade children fun filled, personal growth experience obtained through individual and group activities.

## **CHILD RECORDS**

State law requires the following forms for all enrolled children:

1. Registration Form
2. General Medical Form
3. Permission Form
4. Emergency Form

It is important that all information on file be kept current. We update all forms yearly and any changes must be brought to our attention immediately. All of the above forms may be picked up in the Kids' Company room. Any files we have are kept confidential and destroyed after the child has left the program.

## **FEES**

A registration fee of \$50.00 is due when you sign your child up for the school year Kids' Company program and \$100.00 for the summer program. You will be billed bi-weekly for our services. Summer fieldtrips are covered in the registration fee while school year fieldtrip fees will be added to your bill accordingly. Late fees can occur when a child is not picked up by the 6:00 pm closing time. Please contact Community Education for exact Extended Day fees.

## **HOW TO MAKE A PAYMENT**

Your family will be billed bi-weekly and all bills will be handed to parents when picking up their child after school. A bill will also be sent to the email address on your registration form. Payment is to be brought to the Kids' Company / Extended Day drop box located in Room 201 at Central Elementary. Please make your payment within 4 working days.

## **LATE PAYMENT**

If your payment is not received within 4 working days after the billing has gone home, your child will not be permitted to attend the Kids' Company or Extended Day program until your tuition is received in full. A \$15.00 late fee will be applied per week until the tuition is paid in full.

## **HOURS**

Kids' Company and Extended Day will be in session starting the on first day of school during non school hours from 6 a.m. – 6 p.m. Any summer or non- school day hours are announced in newsletters periodically through out the year.

## **SICK/ABSENT DAYS**

If your child is going to be absent from Kids' Company or Extended Day for the day, please contact Phil Hendrycks by calling 952-239-6786 or sending an email to phendrycks@central.k12.mn.us. Your child's teacher must also be notified if there is a change to the daily schedule. If we do not hear from the parent we will be expecting your child to attend Kids' Company or Extended Day that morning or afternoon.

## **SCHOOL CLOSINGS**

Kids' Company and Extended Day will remain open when the school is closed due to bad weather. If school is dismissed early due to weather, Kids' Company will remain open until 6 p.m. If you choose to have someone else pick up your child, please call Kids' Company/Extended Day and inform us of who and at what time your child will be leaving. It is the responsibility of the classroom teacher to send children to the Kids' Company/Extended Day room on school closing days. Parents must fill out the proper paperwork with the elementary or preschool as to where their child is to go incase of a early school closing. Please make sure that your child is aware of where they are to go on school closing days. A lunch may need to be provided by a family member depending on the time of the school closing.

## **DROP OFF/PICK UP POLICIES**

When arriving at Kids' Company or Extended Day all children must be checked in by the parent. When picking up your child, you are required to sign them out by writing the time of pick-up and initialing the daily sign out sheet. Please make sure that a staff member is aware that you are leaving with your child. We must receive a note or phone call if a child is being picked up by someone outside of the immediate family or authorized persons. Kids' Company closes at 6:00 p.m. Any person arriving after 6:00 p.m. must pay a fine of \$1.00 per minute after the 6:00 deadline. Please call Phil at (952-239-6786) if you are behind schedule. Kids' Company and Extended Day open at 6:00 a.m. Children may not be dropped off before 6:00 a.m.

## **DISMISSAL OF A CHILD**

Expulsion from the Kids' Company or Extended Day program required if:

1. Parent refusal to follow the policies and guidelines of the handbook.
2. The child does not abide by the behavior policies established by District #108.
3. Child care payments are not received in full or within the working day requirement.

## **DISCIPLINE**

Working with children, we are often faced with the task of managing behaviors in a group setting. We have developed an extensive list of rules and guidelines that we ask to be followed by children attending the Kids' Company and Extended Day programs. You may request for a copy of our discipline form and behavior report from Phil Hendrycks. Physical contact with a child is avoided unless it is necessary to restrain a child from harming him/herself or another. The staff is trained to focus on positive reinforcement and rewarding good effort and behavior. If inappropriate behavior does happen, the child will receive a warning that any further such behavior will lead to a behavior report being filled out by staff and sent home with a parent. If a behavior report is written, the staff member will talk with the child about why the report must be filled out. The report must be signed by a parent and returned to Kids' Company or Extended Day. If intervention techniques prove unsuccessful, the parents will be contacted by the Site Coordinator for a conference to establish a plan of action. If behavior issues continue to arise, the Youth Enrichment Coordinator, using District #108 and Kids' Company behavior policies will suspend or dismiss the child from the program.

## **REWARDS FOR POSITIVE BEHAVIOR**

Verbal encouragement  
Certificates of Achievement  
Special Privileges  
Prizes

**PHONE LIST**

Julie Kuenzel (Director)	467-7391
Phil Hendrycks (Coordinator)	239-6786
Lynn Peterson (Admin Assistant)	467-7392
Kids' Company / Extended Day	467-7357
Community Education	467-7390
Elementary Office	467-7301
District Office	467-7002

**KIDS' COMPANY & EXTENDED DAY EMPLOYEES**

Wendy Hulzebos	Cindy Schmidt	Melissa Norenburg
Angela Pelletier	Crystal Harms	Terry Johnson
	Tammy Poppler	