

LP Kids

School-Age Child Care

(for Grades K-5)



Parent Handbook

(revised 2/23/2017)

Long Prairie-Grey Eagle Community Education

Site Telephone (320) 732-2194 ext. 3131



SCHOOL-AGE CARE PROGRAM

“LP Kids”

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Long Prairie-Grey Eagle Elementary School

205 2nd St. South

Long Prairie, MN 56347

Phone: 320-732-2194 ext. 3131

PROGRAM PURPOSE

The primary purpose of the School-Age-Care Program is to serve the needs of children in grades K-5. (During the summer months LP Kids may service Preschool children that have been in the LPGE Preschool Program and will attend Kindergarten the following fall. –LP Kids reserves the right to determine the number of preschool students). This program seeks to be child-centered by providing an educational and recreational environment with a minimum of formal structure under adult supervision.

ENROLLMENT POLICY

This program is designed to serve children Grades K-5. Students are accepted on a full-time, part-time or drop-in basis. (PreK children may be considered on an individual basis)

The drop-in quota will be 4 children total. Contract and form packets completed and turned in will receive a reservation until the drop-in quota is reached. All children must be registered by filling out the proper forms with the lead provider or the Community Education office. Completed forms and contract must be on file with the Community Education office/LP Kids “5 days” prior to the child(ren) attending LP Kids.

REGULAR SCHOOL DAYS

Hours for the school year program will begin afterschool until 5:30 p.m., Monday through Friday. Currently there is no morning program available.

NON-SCHOOL DAYS (during the regular school year)

LP Kids will be closed during non-school days during the school year.

SNOW DAYS DURING THE SCHOOL YEAR

LP Kids will be closed when school is closed due to the weather.

SUMMER DAYS

Hours for the summer program will be 7:30 a.m. – 5:30 p.m. Registration is required to guarantee a spot. The contract and forms must be turned in “5 days” prior to the child attending. A full-time, part-time or drop-in contract is available. Drop-ins are accepted if room is available at a rate of \$25/day/child. Reminder: A maximum of 4 drop-in students will be accepted. Any children enrolled in Summer Recreation programs will be taken to and brought back from those activities that are within reasonable walking distance of the LP Kids site. For other activities, parents must make arrangements. **LP Kids fees will be charged even when the child is gone to activities.** This is because we will take responsibility to get them to and from their activities safely and must have staff working to provide this service. LP Kids will be closed for 1 day in observance of July 4th.

HOLIDAYS

LP Kids will be closed on major holidays which include: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day. Refunds will not be given for these days.

PROGRAM SITE

“LP Kids” is located in the Multi-Purpose Gym and Community Education room 122 in the Long Prairie-Grey Eagle Elementary K6 building. The media center, computer lab, playgrounds and other spaces may be used from time to time to enhance the children’s’ experiences. A sign will be posted on the podium in the LP Kids room so that parents will always be able to find their child at pick up time.

FEES

The fee for participation in the LP Kids Program is as follows.

Pre-payments are encouraged. Failure to make timely payments will disqualify your child from the program.

Summer

Monday Tuesday Wednesday Thursday Friday

Please circle your child’s schedule below:

Full Time (4-5 days/week)

\$100/week

Part Time (1-3 days/week)

\$60/week

Drop In Rate:

\$25/day/child

Additional Child(ren)

\$80/week

\$50/week

School Year

Monday Tuesday Wednesday Thursday Friday

Please circle your child’s schedule below:

Full Time (4-5 days/week)

\$30/week

Part Time (1-3 days/week)

\$20/week

Drop In Rate:

\$10/day/child

Additional Child(ren)

\$25/week

\$15/week

Agreements are in place with county social services for a sliding fee scale to assist with fees for qualifying families (families must contact Todd County Health & Human Services for this program.) Children will be billed a minimum of 1 hour of service time. A \$10.00 late fee for every 15 minutes will be assessed beginning at 5:31 p.m.

It is important to pay in a timely manner as this program is self-supporting. Checks must be written out to Long Prairie-Grey Eagle Public Schools and turned into the staff on site. Failure to make payments in a timely manner could result in your child’s dismissal from the program. Checks returned for non-sufficient funds will be assessed all applicable bank processing fees.

TRANSPORTATION

Parents are responsible for bringing their children and picking them up from the program, unless other arrangements are made with the provider on duty. Please enter and leave on the “South” side of the K6 Elementary building using door S5”/ “Community Education or on the East side of the K6 building and use the E2 door and go down the stairs.

PICKING UP CHILDREN

In the interest of safety, only authorized persons are allowed to pick up your children. Please list the names of any persons who may be picking up your child on the registration form. Any changes or additions to your list must be given in writing. This will then be placed in your child's file. Children under the age of 16 are not allowed to pick up their siblings without parental consent (either in writing or by phone). It is important to sign your child out and initial to establish who has picked up the child.

FIELD TRIPS AND SPECIAL EVENTS

Parents will be notified of the location and time of any field trips. A sign-up sheet will be posted in the LP Kids room. Children must be signed up on the field trip sheet by the deadline date or they will not be allowed to attend the field trip (no exceptions will be made to this policy). The parent must sign a form granting permission in order for their child to attend. Additional fees may apply.

Other special events are planned from time to time and will be posted on the sign in sheet at the LP Kids site.

MEALS/SNACKS

Breakfast, lunch, and afternoon snacks will be provided at no additional cost. Please notify the staff if your child has special dietary restrictions. The LPGE School District reserves the right to charge an additional fee if special dietary needs require additional cost or time. If a child would like to share a snack with all of the other children, it is required by state law that all treats be individually wrapped, store-bought, and not homemade.

METHODS OF DISCIPLINE

Children will have a clear understanding of the authority and rules of the program. A copy of the rules will be posted and is included in this handbook. Children will be helped to understand their responsibility to the other children, staff, and environment. If their behavior causes harm, privileges may be withdrawn and/or parent(s) notified of the behavior. Continued disruptive behavior will result in dismissal from the program.

PROGRAM RULES

Be Kind...Be Fair...Be Safe

Students will:

1. Use only acceptable language.
2. Respect fellow students and their work.
3. Listen to all staff members.
4. Take good care of materials and put them in their proper place after each use.
5. Share all materials, games and equipment.
6. Clean up after themselves and help with maintaining the center.

IMMEDIATE SUSPENSION

For the safety and benefit of all children in the program LP Kids reserves the right to immediately suspend any child who:

- Causes or attempts to cause physical injury to self or others;
- Causes or attempts to cause destruction of property;
- Leaves the designated LP Kids area with the intent to run away or hide from staff;
- Steals items from other LP Kids children, LP Kids staff, the school district or another person's property.

Parents will be notified **IMMEDIATELY** to come pick up their child. A meeting may be scheduled between parent (s), child and LP Kids staff to discuss the child's behavior and the consequence of the behavior. The child may return to LP Kids after a five-day suspension providing the child continues to follow LP Kids guidelines.

ALCOHOL POLICY

In the interest of the safety and well being of the children in our program, if a staff member suspects that you or the authorized person has used alcohol or other drugs, you will be asked to identify someone else who can pick up your child. If a person insists on leaving with the child, local law enforcement will be contacted.

BULLYING POLICY

The Long Prairie-Grey Eagle School District enacted a Bullying Prohibition Policy designed to prevent and respond to incidents of bullying, cyber bullying and related prohibited conduct. The Policy prohibits any act of bullying on school premises, school district property, at school functions or activities, or on school transportation. School policy also applies to an act of cyber bullying that occurs on school premises or through the use of school resources as well as cyber bullying that occurs off school premises to the extent such acts substantially and materially disrupt student learning or the school environment. Retaliation for asserting, alleging, reporting or providing information about an act of bullying or cyber bullying or knowingly making a false report of bullying similarly is prohibited.

The Long Prairie-Grey Eagle School District encourages students, parents, employees and others impacted by bullying to work together to intervene and prevent such acts. Any person who believes he or she has been the victim of bullying or similar prohibited conduct under the Policy or any person with knowledge or belief of conduct which may constitute bullying should report the alleged acts immediately to the LPGE Elementary School's Primary Contact Person:

LPGE Elementary Principal
320-732-2194 ext. 3
205 2nd St S
Long Prairie, MN 56347

The LPGE School District takes bullying concerns seriously and will conduct an investigation of any report of bullying. Students, employees or other individuals who violate this Policy will be subject to consequences pursuant to school policies.

A complete copy of the Bullying Prohibition Policy may be found at www.lpge.org or may be obtained in the LPGE District Office.

CELL PHONE/ ELECTRONICS POLICY

No cell phones or electronics of any kind will be allowed at LP Kids. If any type of electronics are brought to LP Kids, the provider will confiscate the item(s) immediately. The item(s) will be returned to the parent upon pick up of the child. If the item comes to LP Kids again, the item will be confiscated and the student will not be allowed to attend LP Kids for 1 week. If a 3rd offense occurs, the child will not be allowed to attend LP Kids any longer.

PARENT INVOLVEMENT

A parent may ask for a conference with the staff at any time. Staff will keep parents informed of child's participation in the program and will consult with the parents if problems arise.

Parents are invited to take part in any program activities that are scheduled throughout the year. If you have a special skill or interest that you would like to share, contact a staff member and we will be glad to have you join us.

Donations of snacks, construction paper, games or toys are welcome and appreciated at any time

POLICIES FOR SICK CHILDREN

Parents will be notified by phone if a child becomes ill at the program. The child will rest in a secluded area from the rest of the children until a parent picks them up.

Parents will be called in the event a child requires emergency care. If the parents are unavailable, persons indicated on the emergency card will be notified. In the event that none of the above can be reached and it is an extreme emergency, the child will be taken to the nearest medical facility.

When a child is to be given oral or surface medication, written instructions by a physician or dentist must be provided and written authorization to administer medication must be given by parents. Medication must be in original containers and will be stored out of the reach of children.

Refunds will not be given for sick days. These days will fall within your contract and will be charged accordingly.

PERSONAL BELONGINGS

Children should be dressed appropriately for inside and outside activities. Each child will have space for their personal belongings. If your child brings items from home (games, puzzles, books, toys), it will be understood that he/she will need to share their item during their visit with LP Kids. LP Kids is not responsible for lost or broken items. A lost and found will be provided.

