



## IHMCS KIDS CARE General Information

### Location

Immaculate Heart of Mary Catholic School Cafeteria  
13505 Excelsior Blvd. Minnetonka, MN 55345  
Director: Jessica Fish  
Phone: (952) 935-8864

### Philosophy

The purpose of Kids Care is to provide quality before and after school and summer programs for the students of Immaculate Heart of Mary Catholic School. The program will provide supervised activities, which can include large group games, homework help, snack, creative activities, and free play. The goal of the Kids Care program is to create a fun, safe, educational, and nurturing environment for all participants.

### Regularly Scheduled Usage

Fees are charged monthly for the number of time blocks used during that month. Payment is due within 1 week after receiving your bill for the month's charges. Whenever possible, statements will be sent via e-mail.

**Time Blocks Available:** 7:00AM-8:00AM, 8:00AM-9:10AM  
4:00PM-5:00PM & 5:00PM-6:00PM

1-5 time blocks: \$9.00/ea	6-10 time blocks: \$8.50/ea
11-15 time blocks: \$8.00/ea	16-20 time blocks: \$7.50/ea
21-25 time blocks: \$7.00/ea	26-30 time blocks: \$6.50/ea
31-40 time blocks: \$6.25/ea	41-50 time blocks: \$6.00/ea
51-60 time blocks: \$5.75/ea	61-70 time blocks: \$5.50/ea
71-80 time blocks: \$5.25/ea	80+ time blocks: \$5.00/ea

Non-School Days: \$30.00 per day/per child

### Kids Care Schedule

7:00-9:00AM	Arrival, snack, small group activity, large group activity or free play
9:00-9:10AM	Clean up cafeteria and get ready for school bell to ring.
4:05-4:20	Sign In/Snack
4:20-5:30	Activities (gym, outdoor play, crafts) Homework Help
5:30-6:00	Small group activities, free play (puzzles, board games, books)

Homework Help is available every afternoon. Children will be given the choice to work on homework/read or to participate in other planned activities. Homework needs to be worked on while the entire group is in the cafeteria, children will not be allowed to stay in the cafeteria unsupervised to work on homework. If you would like to ensure your

child is working on homework at Kids Care, please contact the Director.

### **Meals and Snacks**

Snack will be provided in both the before and after school programs. The morning snack should not take the place of a healthy breakfast at home. Parents must provide a cold lunch and beverage on all non-school days. No microwave is available to heat up children's lunches.

### **Non- School Day Schedule**

<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Reason</u></b>	<b><u>Open/Closed</u></b>
Friday	September 2 <sup>nd</sup>	No School	Closed
Monday	September 5 <sup>th</sup>	Labor Day	Closed
Thursday-Friday	October 20 <sup>th</sup> -21 <sup>st</sup>	MEA Conferences	<b>Open*</b>
Wednesday	November 23 <sup>rd</sup>	No School	<b>Open*</b>
Thursday-Friday	November 24 <sup>th</sup> -25 <sup>th</sup>	Thanksgiving Break	Closed
Monday-Friday	December 19 <sup>th</sup> -23 <sup>rd</sup>	Christmas Break	<b>Open*</b>
Monday	December 26 <sup>th</sup>	Christmas Break	Closed
Tuesday-Friday	December 27 <sup>th</sup> -30 <sup>th</sup>	Christmas Break	<b>Open*</b>
Monday-Tuesday	January 2 <sup>nd</sup> -3 <sup>rd</sup>	Christmas Break	<b>Open*</b>
Monday	January 16 <sup>th</sup>	Martin Luther King Jr. Day	Closed
Monday	February 20 <sup>th</sup>	Presidents' Day	Closed
Friday	March 30 <sup>th</sup>	Spring Break	<b>Open*</b>
Monday-Thursday	April 2 <sup>nd</sup> -5 <sup>th</sup>	Spring Break	<b>Open*</b>
Friday	April 6 <sup>th</sup>	Good Friday	Closed
Monday	April 9 <sup>th</sup>	Easter Monday	Closed
Monday	May 28 <sup>th</sup>	Memorial Day	Closed

**\*All dates are contingent upon interest. Early registration and payment will be required.**

### **2-Hour Late Starts**

There are four 2-hour late starts on the school calendar for the 2011-2012 school year. These days will be treated like normal mornings and will be billed accordingly. The dates for the 2-hour late starts are: October 25<sup>th</sup>, November 15<sup>th</sup>, February 21<sup>st</sup>, and April 24<sup>th</sup>.

### **Release of Children**

If any person other than a parent or pre-designated person will be picking your child up, Kids Care staff must be notified in writing. In emergencies, a parent must call to inform staff that an alternate person will be picking up. That person may be asked to show proof of identification. Please use the space on the registration form to list authorized and unauthorized individuals to pick up. Please speak with the Director regarding any unauthorized individuals to inform staff of the risk of incident.

### **Field Trips**

Occasionally during school breaks, Kids Care will go on a field trip. Permission slips must be signed for each such activity. If a permission slip is not signed prior to

departure, your child will not be able to participate in off site activities. In addition, field trips may require an additional field trip fee that will be due the day of the trip.

### **Illness & Accident**

If a child becomes ill at Kids Care, whenever possible, the child will be isolated from the other children, and the parents will be called to pick up the child as soon as possible. Illness is described as vomiting, rash, difficulty breathing, fever or bad cold. Parents must notify Kids Care if their child has any contagious diseases. When a contagious disease has been reported, all families will be notified and a notice will be posted. In the event of an accident or emergency, first aid will be provided by the Kids Care staff. When necessary, 911 will be called, and parents will be contacted immediately in case of emergency. A child should be fever free and not have vomited for 24 hours before returning to Kids Care.

### **Dispensing Medications**

Kids Care staff may administer prescription medications according to the written orders of a licensed physician and written authorization of the parent/guardian. Prescription medication must be in the original container, labeled with child's name and must not be expired. Medication will be kept in a locked box in the Director's office.

### **Late Pick-up**

If an emergency arises and a parent is unavoidably delayed and thus, will be late picking up their child, the parent must please contact the Kids Care staff as soon as possible. The staff can then explain the change in routine to your child. In the event that your child is still at Kids Care after closing and we have not heard from you the following steps will be taken.

1. after 10 minutes.....attempt to reach parent at home or work
2. after 20 minutes.....call emergency contacts to pick up child
3. after 60 minutes.....call authorities

A late fee of \$1.00 for every minute late will be assessed.

### **Children's Belongings**

Personal items of value should be left at home. Kids Care cannot assume responsibility for items brought from home. Lost and found items will be placed on the table by the Kids Care entrance. Items not picked up will be taken to the Lost and Found table by the school office.

### **Behavior Guidelines**

Staff will provide clear, reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Staff will intercede if a child's behavior is harmful to him/herself or others. Parents will be informed if negative behavior continues. Kids Care reserves the right to remove a child for the day if behavior jeopardizes the safety of themselves or others. The Kids Care Director will work closely with families to develop behavior plans if needed.

### **Parent/Guardian Concerns**

Any questions or concerns should be directed to the Kids Care Director. Unresolved concerns will be referred to the school Principal.

### **Kids Care Summer Program**

Kids Care will provide interested IHMCS families with a summer program (10 weeks in length) complete with art projects, physical and educational activities, reading/quiet time, outdoor activities, special event activities, field trips (1 per week) and swimming (1 per week). Summer program information becomes available to parents during Catholic Schools Week in January.

### **Tuition Policies**

#### **Payment**

All Kids Care payments are due the 15<sup>th</sup> of the month for the previous month's service. Families will be billed for the number of time blocks attended. Where possible, statements will be e-mailed monthly. Automatic withdrawal payments will be scheduled to occur on the 15<sup>th</sup> of each month for the previous month's services. The amount of your automatic withdrawal will be reflected in the e-mail statement that you receive. Any account that becomes delinquent to 30 days from the due date, the family may no longer have Kids Care services available to them and may be removed from the program for the remainder of the school year. Should you have any questions or concerns about payment, please contact Jessica Fish or Kate Gregg

#### **Financial Assistance**

Financial assistance for Kids Care is not available through Immaculate Heart of Mary Catholic School and Parish.

#### **Registration Fee**

The \$30 registration fee per child is nonrefundable unless Kids Care is unable to provide space for your child in the program. The registration fee for the school year is separate from the registration fee for the \$30.00 Kids Care Summer program registration fee.

#### **Late Payment Policy**

Any account that becomes delinquent to 30 days from the due date, the family may no longer have Kids Care services available to them and may be removed from the program for the remainder of the school year. Should you have any questions or concerns about payment, please contact Jessica Fish or Kate Gregg

#### **Termination Procedures**

Program participants may be asked to withdraw for the following reasons:

- Delinquency in payment of fees.
- Continuous pattern of late pick-up.
- Lack of cooperation by parents or guardians.
- Mutual agreement between parent/guardian and Kids Care that a child's adjustment to the program is unsatisfactory.
- Pattern of behavior by the child that is dangerous to other children or staff.