2026-2027
KIDS CLUB HANDBOOK

School Age Child Care for Preschool through 6th grade

INTRODUCTION

The purpose of this handbook is to acquaint students and families with the Kids Club child care program. It is important to observe these guidelines in order to make the school year and summer programs successful. Should you have any questions on its contents, please contact Nedra Henline, Director of Community Education/Kids Club Coordinator.

Please refer to this handbook (or the online version) throughout the year as questions arise.

MISSION

The mission of Kids Club is to provide each and every child with a safe and wholesome environment to play, learn and interact. Participants will experience caring staff who offer meaningful student learning and recreational opportunities designed to enhance a child's social, physical, cognitive, and recreational skills.

Kids Club summer and non-school day child care is available to all families, regardless of residence or school district. The Kids Club before and after school program is available for children who attend Aitkin Public Schools.

This handbook revised August 10, 2026

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WELCOME TO KIDS CLUB

Dear Families,

Welcome to a new school year at Kids Club!

Please review this handbook and keep it in a convenient location so you can use it for future reference throughout the school year. Portions of this handbook may be amended during the school year. The handbook can also be found on our website at https://home.isd1.org/community-education.html

Kids Club child care is offered to children entering preschool through 6th grade each fall through Aitkin Community Education. Children must be three years of age by May 1 and registered to attend preschool at Aitkin Children's Center in the fall in order to attend Summer Kids Club. Children age out after completing 6th grade. We offer before school, after school, and non-school full day care at Rippleside Elementary.

We look forward to partnering with you to offer a safe, quality, fun and rewarding experience for your child.

Sincerely,

Nedra Henline
Director of Community Education
218-927-7736
nhenline@isd1.org

LOCATION

Aitkin Children's Center (at Rippleside Elementary)
225 2nd Ave SW, Aitkin MN 56431

ON-SITE PHONE NUMBER

218-513-9728

HOURS OF OPERATION

Before School:	6:45-8:00 AM
After School:	3:00-5:30 PM
Non-School Days:	6:45 AM-5:30 PM
Summer:	6:45 AM-5:30 PM

LICENSE EXEMPT PROVIDER

Kids Club is exempt from the Department of Human Services Licensing. This exemption falls under Minnesota Statute, section 245A.03, subd.2:
b. Child care operated by a school, YMCA, YWCA, or JCC whose primary purpose is to provide child care to school age children.
c. Programs operated by a public school for children 33 months or older.

REGISTRATION PROCEDURE

All children must be enrolled in the current session (summer or school year) of Kids Club to participate.
A copy of the child's immunizations or applicable exemption is required by the first day of attendance. All registrations require approval by the coordinator. If the program should fill up, a waiting list will be created.
A credit card or ACH payment is required to be on file upon registering for payments.

DAILY SCHEDULE

You are responsible for entering your child's care days into the registration system. Days that are registered will be in blue. To change days of care, log into your Arux account and select "CHANGE SCHEDULE". Families have the ability to add (when clicked on days will be green) / remove days (these days will be in red when clicked on and will need to be done up to 2 days in advance for regular days during the school year); non-school days (summer) must be selected a minimum of one week in advance.
You will be charged the daily fee if your child is a no-show or if the removal change request is made less than 2 days in advance for before or after school care. Changes for non-school day/summer day care need to be made within 7 business days . Please note that it is always important to let us know if your child is not attending on a day that he/she was registered.

KIDS CLUB CALENDAR

Kids Club is closed on all major holidays - New Year's Eve, New Year's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day. If a holiday falls on a weekend, Kid Club will be closed on the Friday before or the Monday after.

FINANCIAL INFORMATION

FEES
A registration fee of $20.00 is due for each child at the beginning of the school year session OR summer session (if school year session wasn't attended).

<u>School Year Session Dates:</u>
September 11, 2026 - June 4, 2027

<u>Summer Session Dates:</u>
June 7, 2027 - August, 2027

Daily Attendance Fees:

Schedule	Per Child
Before School Care	$4.00 per day
Before School Drop-In Care	$6.00 per day
After School Care	$6.00 per day
After School Drop-In Care	$8.00 per day
Summer/Non-School Day	$35.00 per day
Finders Fee (after school)	$10.00 per day
Summer/Non-School Drop-In Care	$45.00 per day

INVOICES/PAYMENTS
Invoices are emailed weekly to families.
Payment will be deducted on the date listed on the invoice.
Your form of payment will be charged regardless of absences, illnesses or other events (including snow, e-learning, late start, early closing), unless your contract was changed by you prior to being gone.

LATE PAYMENTS
If your card is declined and payment does not go through, a $15.00 fee will automatically be assigned to your account. If payment is not made by the date listed on the invoice, your child's enrollment in Kids Club may be suspended until the balance is paid in full.
Please make sure to have a current card on file with us to avoid any extra fees. If there are extenuating circumstances, please contact the Kids Club Coordinator at 218-927-7736 or nhenline@isd1.org.

FINDERS FEE - SCHOOL DAYS ONLY
The safety of the children is a primary concern of staff. Please contact the Kids Club phone at 218-513-9728 if your child will not be attending as scheduled after school. If your child does not arrive at Kids Club on a scheduled school day and you have not communicated with Kids Club about the change **before 2:00 PM on that day**, a finders fee of $10.00 will be charged to your account per occurrence. If staff has to search for your child (calling the office, a teacher or parent), a 'finders fee' will be assessed. A note to your child's school

teacher is not a sufficient notice. It is **your** responsibility to contact the Kids Club phone and talk to staff or leave a voicemail.

LATE PICK-UP FEE
Please remember that our program closes at 5:30 PM each day. There will be a $15.00 charge starting at 5:30 PM for every 15 minutes after 5:30 PM that your child is not picked up. Late pick-up fees must be paid with the next week's invoice. After 3 late pick-up occurrences, we reserve the right to end your child's enrollment in Kids Club. As a courtesy to our staff, please call the Kids Club phone number if you are going to be late.

WITHDRAWAL FROM THE PROGRAM
A one-week written notice is required when a child is being withdrawn from the program. A written notice can be emailed to or dropped off at the Community Education office. If a balance remains on your childcare account, you will be responsible for paying it in full.

FEDERAL TAX ID#: 41-6000001
Tax statements are available for families through our registration software Arux. If you log into your account, you will be able to pull your tax statements.

GENERAL INFORMATION

RESTROOM GUIDELINES
All children in our Kids Club program **MUST** be toilet trained. We provide regular opportunities during the day for children to use the restroom. Children must be able to request to use the restroom **independently** as needed.

MEALS
Kids Club does provide meals through the school each day, when school is in session. Meals will not be provided on non-school days during the school year.

In the summer, there will be 6 weeks that meals will be provided (through the free summer lunch program), when the summer lunch program is not in session, you will be responsible to send your child with a cold lunch from home.

SNACKS
Kids Club **WILL NOT** be providing a snack each day. WrapAround Care for preschoolers will be provided a snack at 2:30. Children can

bring their own HEALTHY snack (candy and treats will not be allowed and will be asked to put back in their backpack).

DRESS
Children should be adequately dressed for indoor and outdoor activities. Outer clothing and boots should be labeled with the child's name. Tennis shoes should be worn. The guidelines of the school will be followed for winter wear. An extra change of clothes should be readily available, regardless of the child's age.

SPECIAL NEEDS
Each child brings their own uniqueness to the program. If your child receives services through Special Education or has a behavior plan developed, please contact the Kids Club Coordinator at 218-927-7736 or nhenline@isd1.org. A meeting will be set up with you, the appropriate school staff, and other professionals involved with your child to do an individualized assessment regarding your child's participation at Kids Club. This meeting will determine if Kids Club is an appropriate and safe setting for your child to succeed. If it is determined that placement will be safe, appropriate and successful, a plan will be developed for the appropriate level of support. The child's start date may be delayed due to the hiring of additional staff with the skill set necessary to meet your child's needs.

Information regarding a student's needs will not prohibit a child's enrollment unless it is determined that the child's presence would pose a direct threat to the health or safety of others or requires a fundamental alteration of the program.

SUMMER CARE
Kids Club is active during the summer program. We participate in some walking and possible bus field trips. Please send appropriate clothing and shoes with your child.

- Students **MUST** arrive at Kids Club with sunscreen applied (at home). We will reapply as needed throughout the day. ***If your child needs "special" sunscreen, you must send a labeled bottle to Kids Club.**
- Change of clothing (for water activities/spills/accidents)
- Dress your child in layers so he/she is prepared for the weather and temperature. Make sure to send a sweatshirt or jacket.
- Bring a book to read (for children in grades 2 +), we do a "calm" reading/story time every day with the kids (after lunch)
- Bring a labeled water bottle **VERY IMPORTANT

- Please do not send your child in flip-flops. Sandals with straps are allowed.

WATER ACTIVITY DAYS
- Appropriate swimwear
- A towel

PHOTO CONSENT
Please know that photos will be taken during Kids Club throughout the year. Unless you notify Community Education in advance, photos taken during Kid Club activities may be used in Aitkin Public Schools publications.

ANIMALS
Please do not bring any animals, insects or reptiles to Kids Club.

TOYS
Please do not bring any toys from home. Kids Club will have toys available for children to play with. If toys are brought, children will be asked to keep them in their backpack.

ELECTRONICS
Please do not bring electronics from home (this includes phones/smart devices, **unless** medically necessary). Any electronic devices that are brought to Kid Club will be kept in the student's cubby. Kids Club is not responsible for lost or stolen devices.

TRANSPORTATION TO CHILD CARE
Transportation of children to and from Kids Club is the responsibility of the parents. Staff will not pick up or take children home.

BEHAVIOR

Kids Club strives to maintain a positive approach to managing children's behavior at all times. Staff members establish and enforce clear and consistent limits and expectations for appropriate behavior.

Staff members will foster a positive relationship by making connections, creating a positive environment, and role modeling. When positive behavior is displayed, the reward is positive reinforcement, participation, and enjoyment of planned activities.

BEHAVIOR EXPECTATIONS
- Keep hands, feet, and objects to yourself
- Follow directions and be respectful of everyone
- Use appropriate language

- Respect other people and property
- Remain with a staff member at all times and notify them if you need to go to another area

Staff members deal with inappropriate behavior through various techniques including reasoning, distraction and redirection, adjusting the environment, natural and logical consequences, cooperative problem solving, and removal from the activity/area.

INAPPROPRIATE AND HARMFUL BEHAVIOR
If at any time a child exhibits behavior that directly or indirectly threatens a person's right to be safe (aggression, threats, disrespectful language, harassing behavior, inappropriate touching of a person's body or belongings, inappropriate gestures, etc.) or behavior that inhibits the staff from fulfilling their ability to be available for all children, a behavior incident report will be filled out. These reports help us to track behavior to better help the child with managing their choices and serve as a record for parents and staff. Staff will discuss the behavior with the child to help correct the behavior and the parent will be informed by either a phone call or staff discussion at the end of the day. The parent will sign the incident report.

The program reserves the right to speak with appropriate school personnel regarding a child's behavior in an effort to help the child make better choices.

If a child receives 3 incident reports, there will be a conference between the Kids Club Coordinator, parents and child to discuss the behavior(s) and possible solutions.

If the child's behavior doesn't change, the child will no longer be allowed to participate in our child care program. We reserve the right to bypass the above behavior steps at any time and remove a child from our care for reasons of safety. If a parent is called to pick up a child for behavior, the child must be picked up within one hour.

RUNAWAY POLICY
If a child leaves the designated childcare area without permission from staff members, the following procedure will be followed:

A staff member will alert the rest of the staff members and will look for the child and bring the child back to the area. A parent will be notified and asked to pick up the child immediately. The event will be documented. Child care will be suspended for 3 days. A meeting will

be arranged between the parent, child, and coordinator before the child may return to the program. A behavior contract will be written. If the running away is repeated, staff will ensure the safety of the child and the child will no longer be allowed to participate in our child care program.

If staff members are unable to locate the child, the police will be notified. A parent will be informed and asked to aid in the search for the child. When the child is found, the parent will be asked to take the child home. The child will no longer be allowed to participate in our child care program.

HEALTH SERVICES AND EMERGENCIES

FAMILY EMERGENCY CONTACTS

Each child is required to have three emergency contacts on file. **It is your responsibility to keep your child(ren)'s information up to date.** If there is a change in your address, phone number, email address, people authorized to pick up, or emergency contacts, please make the changes on your account. This is the information we use should an emergency situation come up.

ACCIDENT REPORT

An accident report will be completed if a child is injured. Staff will share the report with the person picking up the child and have it signed by the adult. If your child receives a head injury, staff will call to inform you of the accident. Head injuries can be a very serious matter. For more information on concussion management, please go to www.cdc.gov.

EXCLUSION OF SICK CHILDREN

A child with any of the following conditions or behaviors is considered a sick child and must be excluded from participation in Kids Club. If your child becomes ill during care, Kids Club staff will supervise and isolate your child from other children in the program and immediately notify you or a legal guardian to arrange pick up. Isolating a sick child from other children in the program does not mean the child must be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up. **We follow the same guidelines as the school nurse's office.**

- Fever of 100 degrees F or higher before giving fever-reducing medication.

- Child has a reportable illness or condition and has not had sufficient treatment to reduce the health risk to others.
- Chickenpox until the child is no longer infectious or until the lesions are crusted over.
- Vomiting two or more times in the previous 24 hours.
- Having three or more abnormally loose stools (diarrhea) in a 24-hour period.
- Conjunctivitis or pus draining from the eye(s).
- Head Lice, ringworm, or scabies that is untreated and contagious to others.
- Inability to participate in the child care program with reasonable discomfort or unexpected lethargy.
- Undiagnosed rash.
- Significant respiratory distress.

Please note: *A child must be fever-free without fever-reducing medication for 24 hours to attend Kids Club. If a child has gone to the doctor and started a prescription, they must be fever free for 12 hours after taking the medication before returning to Kids Club.*

EMERGENCIES
The safety of the children is our first concern. By signing the digital contract, you are giving Kids Club staff authorization to take emergency medical measures. If a medical emergency occurs, Kids Club staff will attempt to contact the parent(s)/guardian(s). If parent(s)/guardian(s) can not be reached, staff will take whatever emergency medical measures necessary for the care of the child.

Kids Club participants and staff will participate in safety drills throughout the year (fire, tornado, and lockdown).

MEDICATION
Kids Club is not permitted to disperse medication.

ALLERGIES
Kids Club requires an allergy to be listed when enrolling by a child's parent or legal guardian during the registration process. If a child has an allergy action plan, a copy is required. Information must be updated annually at the start of each session or if there are changes in the information.
Kids Club staff will be informed of a child's allergy(ies) and the above information.

MANDATORY REPORTING
Kids Club will comply with the reporting requirements for abuse and neglect specified in Minn. Stat. 245H.11.Section 626.556.

SCHOOL CLOSINGS & DELAYS DUE TO INCLEMENT WEATHER

Please respect the fact that our program closes at 5:30 PM. If the roads are in poor condition and you feel you are going to be late, please make other arrangements for your child to be picked up.

School Days:
Notice of school closings and/or program cancellations will be announced via an email message and phone call through our school messaging (text and/or e-mail) system.

Non-School Days:
If the decision is made that Kids Club should close on a non-school day due to weather, parents will be contacted via phone/text and/or through the school messaging system.

Two Hour Delay:
If the start of a school day is delayed two hours, Kids Club **WILL NOT** be open for morning child care. Please look for details/open status in the email and phone call that goes out from the district.

Closing Early:
If school closes early for the day, Kids Club may be open for after school care. In the case of being open, the normal closing time of 5:30 PM applies.

School Cancelation:
If school is canceled for the day before 7:00 AM, there **WILL NOT** be child care.

STUDENT PICK UP AND DROP OFF

SIGN-IN AND SIGN-OUT
Communication is an essential part of successful enrollment in the program. Daily contact between parents and staff provides an opportunity to ask questions and discuss your child's experience at our program.

For the safety of the children in our care, they will only be released to their parent(s)/legal guardian or authorized pickups on the account. Staff may ask an individual picking up a child for identification before a child is released to them, if needed.

Drop Off:
When dropping off your child(ren), a parent/guardian must bring the child(ren) into the center and connect with Kids Club staff to have them checked in.

Pick-Up:
During the school year, students come down to the Kids Club program on their own after school and a staff member checks them in.

When picking up your child(ren), a parent/guardian/authorized pickup must connect with the Kids Club staff to sign out the child(ren).