



WELCOME!

Dear Parents,

The staff and KIDS Club/WISE Guys Advisory Council would like to take this opportunity to welcome your family to KIDS Club/WISE Guys. We all share a common goal: to create a relaxed, trusting, friendly atmosphere where our children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence and respect for themselves and others.

Please be aware that Edina KIDS Club/WISE Guys reserves the right to amend policies at any time. We recommend that you reference the enrollment contract for current administrative policies pertaining to your child's enrollment.

We hope your family's experience with KIDS Club/WISE Guys will be an enriching, delightful experience!

CONTACT INFORMATION

MAIN KIDS CLUB/WISE GUYS OFFICE

Edina Community Center: 952-848-3947

Fax: 952-848-3977

Email: ecc.kidsclub@edinaschools.org

Website: www.edinaschools.org/communityed

MAIN OFFICE STAFF

Val Burke, Community Ed Director: 952-848-3960

Rachel Hicks, Youth Programs Coordinator:
952-848-3961

Julie Gabrielson, Community Ed Operations
Coordinator: 952-848-3974

Maggie Miller, Office Specialist: 952-848-3947

KIDS CLUB/WISE GUYS LOCATIONS

CONCORD Elementary School: 952-848-4308

CORNELIA Elementary School: 952-848-4688

COUNTRYSIDE Elementary School: 952-848-4775

CREEK VALLEY Elementary School: 952-848-3205

HIGHLANDS Elementary School: 952-848-4568

NORMANDALE Elementary School: 952-848-4896

MISSION STATEMENT

Edina KIDS Club/WISE Guys works in cooperation with family, school, and community to nurture the development of children and youth by providing a quality school-age program that is fun, safe, and accessible.

ELIGIBILITY POLICY

Edina Public Schools offers a school-age childcare program to students in kindergarten through grade 5.

Children who will be entering kindergarten do not become eligible to participate in Edina KIDS Club/WISE Guys until the first day of their kindergarten school year.

WHERE IT ALL BEGAN

KIDS Club/WISE Guys was started by a group of parents in Edina who wanted reliable, affordable, quality childcare for their children before and after school. They received support from the Edina Schools office of Community Education, elected an Advisory Council and received approval for the program from the Edina School Council in June 1980. With the assistance of a start-up grant from Community Education, the Council hired a Coordinator, and KIDS Club opened on September 2, 1980.

Between 1980 and 1984, enrollment tripled and the program was consolidated in one location (first at Highlands from the fall of 1982 to the spring of 1984 and then to the Edina Community Center). In the fall of 1986, the total enrollment was 291 children. In 1988, the primary programs were moved into all of the elementary schools. Kindergarten and WISE GUYS (grade 4-6) remained at the Community Center. That year our total enrollment was about 400 children. By the mid 1990's enrollment was over 1,000 children and has remained so in recent years. KIDS Club/WISE Guys began offering a summer program in the summer of 1982. Thirty-five children participated that first summer. We currently enroll approximately 700 children in our summer program. In the fall of 1996, the WISE GUYS program was expanded to serve grades 4 through 9. To better meet the needs of the older youth, the program was refined in the summer of 2002 with the creation of the SURGE program for grades 6-9 (now called Summer Sonic serving grades 6-8). WISE GUYS (now in each elementary school) serves grades 4 and 5.



“A place where youth are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others.”

AT A GLANCE

What does Edina KIDS Club/WISE Guys have to offer?

- Affordable, quality, enriching programming for students in kindergarten through grade five (K-5)
- Locations in all six Edina elementary schools
- School year hours from 6:45 A.M. to school start and from school end until 6:00 P.M.
- Summer hours from 6:45 A.M. to 6:00 P.M.
- Programming on approximately 20 non-school days
- Registration for summer opens online in March
- KIDS Club/WISE Guys will be closed for three business days after the last day of school and eight business days prior to the first day of school (actual number of days closed is subject to change).
- School year enrollment options include before and/or after school, 1 to 5 days per week, as well as an occasional use “drop-in” option.
- Financial Assistance is available to qualifying families.
- KIDS Club/WISE Guys includes children with special needs such as developmental or physical disabilities.
- KIDS Club/WISE Guys does not discriminate on the basis of race, creed, or national origin in its enrollment policies.
- Each program has 1 manager, 2 supervisors and enough support staff to maintain at least a 1:15 ratio.



PROGRAMMING

What else should I know about the programming?

- Activities include (but are not limited to) art, music, STEM, cooking, games, writing, reading, crafts, outdoor play, technology, learning social skills, gym time, dramatic play and unstructured free play.
- A variety of clubs/special events (minute to win it, cardboard club, photography, gardening, visits by the fire truck, tie-dye, etc.)
- Ample, nutritious snacks are served every afternoon.
- A nutritious breakfast is available every morning on non-school days and in the summer.
- Field trips by bus on non-school days and in the summer.
- Volunteers from the community are used to enrich the program.
- KIDS Club/WISE Guys sites have achieved accreditation through the National Afterschool Association (NAA) and Minnesota Afterschool Accreditation Program (MAAP).
- *Due to liability and staffing, children registered in the program may not bring friends or guests to the program who are not registered.*

CALENDAR

Non-school day programming is available on approximately 20 days during the school year when school is not in session. The program will be closed each year for eleven holidays, the first three business days of summer, and the last eight business days of August. Each family receives a KIDS Club/WISE Guys calendar at the beginning of the year with the exact dates.

FINANCIAL POLICIES & PROCEDURES

Payments will be accepted by Visa or MasterCard credit/debit cards only. Personal checks are not accepted. Credit card transactions will occur once per month on the first business day of the month. KIDS Club/WISE Guys is a non-profit, self-supporting organization and needs prompt payments from parents to meet its expenses. Declined credit/debit cards may result in suspension of childcare services. A late fee is assessed each month if credit cards are declined for any reason.

Full payment of tuition is due whether or not the child is in attendance. No refunds can be made for absences due to illness or vacation. In the summer, individual days may be cancelled if notice is given within five business days. A \$15 schedule change fee will be assessed per each set of cancellations.

If you change your child's contract for any reason, a fee will be assessed to administer the change. Refer to your contract for fee amounts. All changes/cancellations must be made in writing to the main office (email is preferred.)

If you need to occasionally "drop-in," you must contact the staff at your child's school site to see if there is room. Availability is based on staff-to-child ratios and space.

All account information can be found on our website by setting up a profile. We do not send monthly account statements. All financial and scheduling information pertaining to your child can be found online at edina.ce.eleyo.com (your online account).

FINANCIAL AID

There is financial childcare assistance available through Hennepin County or the Minnesota State Sliding Fee (SSF). Call 612-348-5937 for information on SSF. For families on the Hennepin County waiting list or in an emergency situation, KIDS Club/WISE Guys has established a financial aid program to bridge the time while on the Hennepin County waiting list. We also use the state's sliding fee scale to determine copayments based on family size and income. Contact the CES Operations Coordinator, Julie Gabrielson at julie.gabrielson@edinaschools.org, 952-848-3974 for information on financial assistance. All inquiries regarding financial assistance are strictly confidential.

ADVISORY COUNCIL

The KIDS Club/WISE Guys Advisory Council is actively involved in the continuing development and direction of KIDS Club/WISE Guys. Each site generally has two parent advisors who represent their school on the council. The term for an advisor is three years. The council reviews budgets, discusses program needs and plans the staff appreciation events. The Advisory Council meets monthly in the early morning or evening, and parents and staff are welcome to attend. For more information, contact Youth Programs Coordinator, Rachel Hicks at rachel.hicks@edinaschools.org, 952-848-3961.

PARENT INVOLVEMENT

We believe in a strong partnership between parents and staff. KIDS Club/WISE Guys has the following avenues of parental involvement to encourage parental input in decision-making and planning and to facilitate communication among parents, staff and the KIDS Club/WISE Guys Advisory Council:

1. Parents may request a conference with the Site Manager any time to discuss their child or the program in general. Conferences are scheduled upon request for all parents before school starts and mid-year.
2. Parents may serve on the Advisory Council or attend council meetings.
3. We always like to know what you think. If you have a question, concern, or suggestion, please email us, talk to the staff, or call the Coordinator at any time. We send out evaluation surveys from time to time to get feedback on how we are doing.
4. Morning and/or evening functions are held multiple times each year (open house, family breakfast, family night, etc.) where families have a chance to meet informally with each other and the staff.
5. It is possible to receive communications translated in languages other than English.
6. You are always welcome at KIDS Club/WISE Guys!

PICK-UP POLICIES

You must sign your child in and out electronically on the iPad.

Children (fourth and fifth graders included) are NOT allowed to sign themselves in or out.

We will release a child to either parent unless we have a written restraining order and/or a court document which clearly states a parent is not to have contact with a child.

You must inform the staff in advance if someone else is going to pick up your child other than those people listed on the registration form or who have been added to your list of authorized pick-ups (we will ask for a photo ID from anyone we do not know.)

Authorized pick-ups, including siblings, must be 16 years of age or older. To make changes to your authorized pick-up list, go to your online account at edina.ce.eleyo.com.

LATE PICK-UP

KIDS Club/WISE Guys CLOSSES AT 6:00 P.M. Any parent arriving after 6:00 P.M. must pay a fine of \$1 per minute. The fine will be added to your account and will be charged the next time credit cards are processed. Enrollment may be terminated for consistent lateness. Kids who are registered for the after school – 4:30 P.M. option must pick up their children by 4:30 P.M., otherwise you will incur a \$15/day late pick-up fee (not applicable on non-school days or in the summer.)

ABSENCES

If your child is going to be absent on their normally scheduled day, please call or email the KIDS Club/WISE Guys staff at your child's site before their normal arrival time. It is very important for you to do this; otherwise we assume your child is not where they are supposed to be. If staff is unable to reach you, they will call emergency contacts. If the staff determines that a child is on the bus, they will have them brought back to school.

CHILD GUIDANCE

- The staff of KIDS Club/WISE Guys respects the dignity of the children in all their dealings with them. The children are expected to respect each other, just as the staff respects them. Most children respond well to a confident and friendly manner in adults.
- Physical contact in disciplining a child is avoided unless it is necessary to restrain a child from harming himself or another. In correcting a child's behavior, the staff says and shows the child what they should be doing rather than focusing on the unwanted behavior. The staff also explains the reasons for the rules the children are asked to follow.
- If the staff is unable to resolve a serious problem with a child's behavior (such as aggressive, abusive, disturbing, or destructive acts) the Program Manager or Coordinator will request a conference to discuss the problem with the parents and try to establish a joint plan for dealing with the problem. If there is still no change in the child's behavior, the Coordinator will inform the parents in writing that the behavior is still a serious problem and will invite them to another conference. If the problem still cannot be resolved, the Coordinator will give the parents a notice of dismissal in writing, allowing them two weeks to make other child care arrangements.

DISMISSAL OF A CHILD

The Coordinator of KIDS CLUB/WISE GUYS may require a parent to take his or her child out of the program if:

1. The parent refuses to follow the KIDS Club/WISE Guys policies as described in this handbook and in the contract for services, which is signed by the parent(s) when registering for KIDS Club/WISE Guys.
2. The child is unable to adapt to the KIDS Club/WISE Guys rules (see "Child Guidance").





STAFF

All School-age Childcare staff are caring people experienced in the fields of elementary education, early childhood, child development, child care, social work, psychology, physical therapy, etc. Supervisory staff are experienced professionals with degrees in child development, education, recreation, or another related field. All staff are involved in on-going staff development training. Background checks, first aid and CPR training are also required of staff. The target adult-to-child RATIO is 1:15, except on a field trip where there is a high-risk activity, then the target adult-to-child ratio is 1:10.

MEALS & SNACKS

- On school days, breakfast may be purchased (for a fee) through the school nutrition program, Chartwell's (www.chartwellsschools.com), which follows the USDA Guidelines for Smart Snacks in Schools. Check with your site for specific serving times.
- Snack is served every day after school. Snacks served also follow the USDA Guidelines for Smart Snacks in Schools. Typical snacks include a fruit/vegetable, milk, and one other food from the dairy, grain, or protein group. Children help in serving their own snack.
- When KIDS Club/WISE Guys is open on non-school days and in summer, all of the children need to bring a lunch from home, unless otherwise noted. Breakfast and snack are provided on non-school days and in summer by KIDS Club/WISE Guys, and follows the USDA Guidelines for Smart Snacks in Schools.
- Find more information on Smart Snacks in Schools at www.fns.usda.gov.

CHILDREN'S RECORDS

We must have on file for every child enrolled in KIDS Club/WISE Guys a *CONTRACT FOR SERVICES AGREEMENT*.

It is very important that all information on file (especially your home and work numbers and your back-up emergency numbers) be kept current. Please inform the staff IMMEDIATELY of any changes. Changes may be made through your online account at edina.ce.eleyo.com.

FIELD TRIPS

When you enroll your child in KIDS Club/WISE Guys, you are giving permission to have your child participate in field trips. Families are informed in advance of any trips taken off site. In the event of an emergency, severe weather, or if the bus garage determines it is unsafe to travel, we will alert you by email as soon as we have alternate plans. Staff carry emergency contact information, first aid, and other medical supplies needed for individual children.

KC/WG SHIRTS (SUMMER ONLY)

All families will be provided one KIDS Club or WISE Guys field trip shirt and one KIDS Club or WISE Guys swim shirt. Any time the group goes to the Edina pool, your child will be expected to wear their swim shirt. Safety is our number one concern and wearing a swim shirt in the pool will help ensure their safety. Anytime we leave the building, your child is expected to wear their field trip shirt. If your child does not have their KIDS Club/WISE Guys swim shirt on a pool day, or their field trip shirt on a field trip day, but chooses to go, **we will charge your account \$10 for a new field trip shirt or \$20 for a new swim shirt** (which will be yours to keep). You are also able at any point during the summer to purchase a new shirt: \$10 for a field trip shirt, \$20 for a swim shirt.



SWIMMING POLICY

We believe that swimming is an important part of summer fun for children growing up in Minnesota. KIDS Club/WISE Guys takes frequent trips to the Edina Pool. We ask that if you purchase a pool pass for your child/family, we are able to get a copy of the pass to use for these trips. *(If you choose not to purchase a pass, or do not provide us with a copy, you will be charged the pool's daily rate for your child if they choose to attend).* We realize that this is a potentially dangerous activity and have taken extreme caution in establishing our policies related to swimming. **Kids are not allowed to participate in a swimming field trip without a KIDS Club/WISE Guys swim shirt** (see KC/WG Shirts for more information).

POOL RULES

Children may choose to accompany us on trips to the pool throughout the summer. An appropriate number of staff go to the pool to maintain at least a 1:10 ratio of staff-to-kids. Children will choose a buddy whenever going to the pool. It is expected that they stay with their buddy wherever they are (in the pool, at the poolside, etc.). Staff will review the rules before each trip to the pool:

- Always walk at the pool.
- Climb down or jump into the water, but never dive off the side.
- Be respectful of other swimmers; never push another swimmer or dunk them under water.
- Swimmers must take a swimming test at the start of every trip before they are allowed to go in deep water (deep water is water over the child's armpits), jump off the diving board or go down a slide. Kids who pass the swim test will be given a wristband that they will wear for the day while at the pool to identify them as a "deep water" swimmer.
- Don't get in the water before a staff is there to supervise.
- Wait until the person in front of you is out of the way before going down a slide, or jumping off a diving board.
- Always listen to the lifeguards.

BEACH RULES

We have three simple safety rules for children at the beach:

- Always stay with your buddy.
- Never go in water above your armpits.
- Stay within the boundaries set up by staff, both in the water and on the beach.

Children who break any of these safety rules must sit out of the water with their buddy for 10 minutes. Kids who ignore the safety rules twice will sit out the rest of the time at the pool or beach.



OUTDOOR PLAY

In the summer, children are required to bring their own bottle of sunscreen. Kids will be monitored by an adult while applying sunscreen every time they go outside throughout the day. In extreme heat, appropriate precautions will be taken to limit the activities of children. Kids should always have their own water bottle for use at KIDS Club/WISE Guys. Air-conditioned space is provided at all sites. We will limit outside time in rain or excessive heat.

In the winter, we will go outside every day *unless* the temperature is below 0 degrees or -10 degrees wind-chill. Children need to be properly dressed for cold/snowy weather (i.e., a hat, mittens, a warm coat, boots, and snow pants).

EMERGENCY SCHOOL CLOSING

If the Edina Public Schools are closed due to weather, EDINA KIDS CLUB/WISE GUYS WILL ALSO BE CLOSED. If Edina Public Schools declares a late start or early release due to weather, KIDS Club/WISE Guys will be closed respectively for before or after school programming.

In the event that school closes early, has a delayed start, or is closed for the day, KIDS Club/WISE Guys will not reimburse tuition for that day.

Edina Public Schools will call you in the event of a late start/early release or closing due to weather. You can also check school closing information online. (KARE 11 maintains the web page—www.kare11.com/closings—that lists all school closings in the area.)

You can also elect to opt-in for text messages from Edina Public Schools to be alerted when school is closed. Find more information on EPS text messaging at: <http://www.edinaschools.org/cms/lib07/MN01909547/Centricity/Domain/121/Txt%20Msg%20FAQ.pdf>

PETS IN PROGRAM

We will inform you in advance if we are expecting animals/pets of any kind at our program. We do not allow any animals to visit/drop-in to our program without pre-approval from the site manager.



REPORTING GRIEVANCES

If you ever have any concerns or questions, you can always contact your site manager directly, or Rachel Hicks, Youth Programs Coordinator, at rachel.hicks@edinaschools.org, 952-848-3961. If you have questions/concerns about any of our policies, they can also be brought to the parent advisory council for discussion.

ACCIDENTS

If a child has an accident (such as a hard bump to the head, an injured limb, cut, etc.) the staff person attending to the child will notify the parent with a written accident report. If a serious accident occurs which might need medical attention, the staff will contact you immediately.

In an EMERGENCY, the staff will call 911 and then immediately contact you. After the rescue squad has been called, it is up to the paramedics to decide what to do. If they decide your child needs emergency treatment, they will take the child to the nearest emergency medical facility, and you will be responsible for the medical charges. When you enroll your child in KIDS Club/WISE Guys, you are giving permission to KIDS Club/WISE Guys to take whatever emergency measures are necessary for the care and protection of your child while under our care.

MANDATED REPORTING

It is the policy of the State of Minnesota and ISD 273 to require the reporting of neglect, and physical or sexual abuse of children in the home, school or community setting. Any employee who knows or has reason to believe a child is being neglected or physically or sexually abused within the last three years shall immediately report the information to the local county social services agency at 612-348-3552 or local law enforcement (City of Edina Police) at 952-826-1600.

MEDICATION

We can only administer prescription medicines that are in the original prescription bottle and are accompanied by a signed form from your doctor as well as a signed Administration of Medication permission form. Signed forms along with the medication in the original prescription container must be turned in directly to staff prior to your child starting at KIDS Club/WISE Guys (do not put medications in your child's lunchbox, etc.). If your child has a medication that is for a severe allergy, you must also fill out the [Severe Allergy Action Plan](#) and give to KIDS Club/WISE Guys prior to them starting. We are not allowed to administer any non-prescription medication to your child (cough drops, Tylenol, etc.) without [signed documentation](#).

Non-prescription medicine, diapering product, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless staff is provided written instructions by a licensed health professional to use a product differently.

IMMUNIZATIONS

KIDS Club/WISE Guys follows district policy regarding immunizations. In order for your child to attend KIDS Club/WISE Guys, we must have your current immunization record on file. If your child attends Edina Public Schools, and your child's school has a copy on file, this is sufficient. If your child does not attend Edina Public Schools, we will need a copy of your child's immunization record (or applicable exemption) on file before they may attend KIDS Club/WISE Guys.

ILLNESS

A child should not attend KIDS Club/WISE Guys with any of the following symptoms:

- FEVER (100 or higher)
- UNDIAGNOSED RASH
- VOMITING
- INFLAMED OR MATTERY EYES
- DIARRHEA - SEVERE COLD OR SORE THROAT

If your child has a fever of 100 degrees or more, has vomited, or has diarrhea, the child is required to stay at home for **24 hours** after the symptoms are gone.

If a child becomes ill at KIDS Club/WISE Guys, the staff will have the child rest in a quiet area, and will contact you to pick up your child. If you cannot be reached, the staff will call an emergency back-up person on the registration form.

You should contact KIDS Club/WISE Guys if your child comes down with a communicable disease (*Influenza, Whooping Cough, Zika, etc.*). When a communicable disease has been reported, families will be notified.

In the case of a communicable disease, your child may not return to KIDS Club/WISE Guys until your physician has made this recommendation.

OUTSIDE CONTACT WITH CHILDREN

If KIDS Club/WISE Guys staff have any contact with children outside of KIDS Club/WISE Guys, parents must understand that staff are doing so as an individual, NOT as a member of the staff. Edina Public Schools is not responsible for protecting staff liability in such relationships with children. Examples of such activities would be babysitting, housesitting, taking kids to a ball game, etc.

