



# ***PARENT/GUARDIAN HANDBOOK***

**Administrative Office**  
345 30th Avenue North  
St. Cloud MN 56303  
(320) 252-7616  
[www.bgcmn.org](http://www.bgcmn.org)

**This handbook is intended to provide information about Boys & Girls Clubs of Central Minnesota’s policies and procedures to the parents and guardians of members. It is not a contract and is subject to revision at any time, without prior notice, by the Boys & Girls Clubs of Central Minnesota.**

It is the goal of the Boys & Girls Clubs of Central Minnesota to continue to provide affordable, quality youth programs in a safe environment. To accomplish this goal, we ask for your commitment to the policies and procedures in this handbook.

## **Enrollment**

All children must be current members of the Boys & Girls Clubs of Central Minnesota prior to participating in Club programs (KIDSTOP members are automatically members of the Boys & Girls Club). Enrollment is open to youth in grades K-12. Participation in the KIDSTOP program is open to children in grades K-6. **NOTE: Children may attend KIDSTOP the summer before they attend kindergarten.**

**The Membership Application/Emergency form must be completed and returned along with the membership fee, prior to attendance.**

Boys & Girls Club and KIDSTOP staff make every effort to make your child's membership in club programs fun, safe and constructive. In order to assist staff in helping your child reach their potential, we have asked, on the Membership Application, if your child has had any unusual health conditions, physical or mental disabilities, developmental delays or emotional/behavioral disorders. If you answer yes to these questions, we request that you complete an intake questionnaire. The questions are designed to help us understand and work effectively with your child. The information you provide will be used to assist our staff in their work with your child. You are not required to answer these questions. However, the lack of this information may affect our ability to work with your child.

KIDSTOP is a school-age child care program for K-6 located in elementary schools in the St. Cloud, Sauk Rapids-Rice, Sartell-St. Stephen and ROCORI school districts, as well as Athlos and STRIDE charter schools. Kids love KIDSTOP because they have so many activities to choose from, including Power Hour homework help, computer access, gym activities, outdoor games, arts and crafts or just hanging out with friends.

## **Hours**

**Administrative Office Hours** (8:00 a.m.–5:00 p.m., Monday through Friday) KIDSTOP and the Boys & Girls Clubs of Central Minnesota will be closed on the following holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day and the Fourth of July.

## **Before School KIDSTOP**

(only available at Cold Spring Elementary in Cold Spring, STRIDE Academy and Athlos)  
KIDSTOP opens at 6:30 a.m. and operates until school begins Monday through Friday.

## **After-School KIDSTOP** (school dismissal time until 6:00 p.m., Monday through Friday)

The site closes promptly at 6:00 p.m. A late fee of \$20.00 will be added to KIDSTOP fees for every 15 minutes or a fraction thereof after 6:00 p.m. The fee for picking your child up late twice or more during the summer KIDSTOP session or twice or more during the school year

KIDSTOP session must be paid before your child will be allowed to attend KIDSTOP again. In the event that you pick your child up after 6:30 p.m. twice, without notifying the program manager of your emergency situation, the staff will be expected to report the incident to Social Services.

**All Day KIDSTOP** (Summer KIDSTOP and non-school days; 6:30 a.m. – 6:00 p.m., Monday through Friday) All Day KIDSTOP programs will be offered on teacher workshop days, conference days and school holidays at selected sites. Registration forms for All Day KIDSTOP will be available at your KIDSTOP site on the parent information table. **Children must be pre-registered and prepaid** for these days in order for the Boys & Girls Club to plan adequately. **This is a non-refundable fee.** A \$10.00 per day/per child late fee will be added to all registrations received after the deadline.

### Fees

#### **Registration/Membership Fee (non-refundable)**

The Club's annual membership fee is included in the KIDSTOP registration fee paid at the beginning of each program cycle (i.e. school year and summer). The membership fee allows each child full membership privileges in all Boys & Girls Club programs, including Roosevelt, Eastside and Southside Clubs.

#### **Program Fees (non-refundable)**

Program fees are charged for special events, special programs and transportation (i.e. summer camp, cooking club, etc.). Advance payment is required when registering your child(ren) for special programs. Program fees are non-refundable unless the Club cancels the program.

**NOTE: See your program manager if you have any questions.**

#### **Daily Fees (KIDSTOP fees)**

For parents using Easy Pay, fees will be transferred from your bank account every other Thursday for the previous two weeks.

For parents not using Easy Pay, daily fees are due on the first day of attendance of each week at the rate currently established by the Boys & Girls Club. Credit will be given for days not attended if proper notice is provided.

**Failure to pay fees in a timely manner will result in a \$10.00 late charge per week and/or suspension from the program. In the event a check or automatic payment is returned to us, a \$30.00 service charge will also be assessed.**

NOTE: Collection on past due accounts includes calls from administrative staff and involvement of collection agents.

KIDSTOP over payments on accounts at the end of summer KIDSTOP or at the end of school year KIDSTOP equal to or less than a daily fee will be considered a contribution and used for program supplies unless otherwise specified by the parent. For balances greater than a daily fee, parents will be given the option of a refund.

Our current computer system allows us to provide attendance and payment statements for tax purposes. Please allow two business days for statement preparation. If you require individual receipts for payments, please notify the program manager.

Receipts will be given for cash payments of \$5.00 or more and upon request for all other payments. Please notify the program manager if you need receipts.

**NOTE: The Tax ID number for the Boys & Girls Club is  
41-1245177**

### **Family Assistance**

It is the intention of the Boys & Girls Clubs of Central Minnesota to provide services to every child who needs it, regardless of a family's ability to pay fees. Therefore, we have a KIDSTOP scholarship program available to families who are unable to pay. Parents interested in a KIDSTOP scholarship can pick up a scholarship packet from their KIDSTOP site and complete the application and drop it off at the administration office.

As part of the scholarship process, we ask that you first apply for child care assistance through your county social services. If county social services determines you to be ineligible for county child care assistance or you have a question regarding the scholarship program, please contact the scholarship coordinator at the Boys & Girls Club.

### **Absence**

In the event that your child is absent from KIDSTOP, you must notify KIDSTOP prior to the start of that day's program or 10:00 a.m. in the summer to avoid being charged for that day. Please call or email the site. Please find a listing of phone numbers and email addresses on page 9.

### **Scheduled Days of Attendance**

Parents/guardians are required to sign a commitment establishing their child(ren)'s attendance schedule and agree to pay the daily fee on a weekly basis for the number of days their child(ren) will be at KIDSTOP. Changes to your child(ren)'s schedule must be submitted in writing to the program manager the Friday prior to the change. This enables staff to schedule efficiently and keep your user fees as low as possible. Special notifications and scheduling arrangements can be made with individual program managers for children whose parents have a varied work schedule.

### **Schedule Additions**

In the event that your child(ren) will be present on a day when they are not scheduled to attend, please notify your KIDSTOP site or the Boys & Girls Club administrative office as soon as possible.

**NOTE:** The Boys & Girls Clubs of Central Minnesota has made arrangements to forward calls

from the KIDSTOP sites to the Boys & Girls Club administrative office at (320) 252-7616 when our KIDSTOP sites are not in operation. You may also call the administrative office (24 hours a day) to leave a message on the voice mail system. Your message will be forwarded to the correct individual.

### **After-School Activities**

Please notify the KIDSTOP staff when your child(ren) will be participating in an after-school activity, sports program or will be working with teachers after school. The KIDSTOP staff will need to know the time, days and programs your child(ren) will be attending.

Finally, please make arrangements with your child(ren) regarding what they should do if their after-school program is canceled (i.e. go home or come to KIDSTOP) and inform KIDSTOP of your decision.

Some KIDSTOP members receive additional help from or assist their teachers during KIDSTOP hours. We will assume that you approve of this unless you request otherwise in writing.

### **Field Trips**

Field trips are an important part of KIDSTOP programs. Parents will be notified when a field trip is planned. A parent's written permission is required before children can participate in any field trip. A sign-up sheet will be available on the KIDSTOP parent table prior to the field trip. If an additional fee is charged for field trips, it must be paid prior to the field trip. Field trip fees are non-refundable.

## **Weather Related Closings:**

### **Early Dismissal**

In the event school is dismissed early due to severe weather, KIDSTOP will not be open. Please make plans and discuss your emergency plan with your child(ren) to either take the bus home or be picked up at school by you or another designated person. Your emergency plan should be indicated on the school's Emergency School Closing form. Please listen to WJON, 98 Country, KCLD, Lite 99, Rockin' 101, or check our website at [www.bgcmn.org](http://www.bgcmn.org) or [www.stcloudtimes.com](http://www.stcloudtimes.com) for school closings and cancellations. If you provide us with a valid email address, we will send you an email alert of any closings.

### **Cancellations**

In the event school is canceled for the entire day due to severe weather, KIDSTOP will not be open. Please make other child care arrangements.

### **Early Closing**

If after-school activities are canceled for the day, KIDSTOP will close at 6:00. Please make every effort to arrive by 6:00 so children and staff can get home safely.

## **Dropping Off and Releasing of Children**

Children will be released only to their parents or to another adult authorized in advance by the parents on the Membership Application/Emergency form. If a child is to be picked up from KIDSTOP by someone other than a parent or pre-authorized adult, written permission from the parent or guardian noting whom that person is, will be required. That individual will be required to show identification before any children are released.

**A parent or authorized person must sign the child out each day.** The parent or authorized person is also required to sign children in on all day KIDSTOP days. On all day KIDSTOP days, Boys & Girls Club, is not responsible for your child(ren) until you or an authorized person signs your child(ren) in. If the parent desires, their child(ren) may be allowed to sign themselves in or out on a regular, pre-determined basis. This arrangement must be made in writing to the program manager, clearly stating the time the child(ren) will be allowed to leave KIDSTOP. Under this arrangement the parent(s) accepts sole responsibility for the safety of the child(ren).

## **Parent ID Card**

To enhance the safety of the KIDSTOP program, we require that you have your KIDSTOP ID card visible (hold it in your hand for all to see) when you enter a KIDSTOP program area. This includes, but is not limited to, the school that your child attends KIDSTOP (including All Day KIDSTOP), the playground at a KIDSTOP site, or the Boys & Girls Club. **Your cooperation in having your ID Card visible will make it obvious to KIDSTOP staff, members, other parents and school staff that you belong in the building. See your program manager to obtain your Parent ID Card.**

## **Dress**

The KIDSTOP program uses area parks and playgrounds for many of their activities. Please be sure your child(ren) is dressed appropriately for outdoor activities. Please label your child(ren)'s clothing and boots with their name.

**NOTE:** KIDSTOP programs are designed to encourage active play. Your child will be involved in physical activities and arts and crafts projects. Your choice of clothing should be appropriate for daily active play.

**NOTE: In the event of a medical emergency or accident, staff (after attending to the child) will attempt to contact parents or legal guardians. If parent/guardians cannot be contacted, staff will take whatever medical measures are necessary for the care and protection of the child. By signing the Membership Application/Emergency form, you are giving KIDSTOP/Boys & Girls Clubs of Central Minnesota staff authorization to take emergency measures.**

If you prefer that your child wear dress clothes to school, please send play clothes along with your child for KIDSTOP. The Boys & Girls Clubs of Central Minnesota is not responsible for the loss of or damage to children's clothing or other personal articles.

### **Medical Emergency or Illness**

If a child becomes ill during a KIDSTOP program, parents will be notified and asked to pick up the child as soon as possible. If your child should receive a minor injury during KIDSTOP, he or she will be given first aid. You will be notified of the type of injury and first aid given when you come to pick up your child.

The Boys & Girls Club does not provide health insurance coverage for its members. All Club members are required to have medical insurance coverage. This coverage MUST be noted on your Membership Application/Emergency form. For those who cannot afford private insurance coverage and are not covered as a part of an employee group, the State of Minnesota offers an economical insurance policy for children. Check with your program manager at your KIDSTOP site for additional information.

### **Contagious Illness/Disease and Head Lice**

If your child has been ill or has had a contagious disease such as: pink eye, strep, ring worm etc., we are requiring that you obtain a doctor's note stating that your child has been treated and is okay to return to the program. If your child needs to continue further medication when returning to the program, the KIDSTOP staff can administer the medication.

If your child contracts head lice, see the program manager about treatments.

### **Administration of Prescription Medication**

It is the policy of the Boys & Girls Clubs of Central Minnesota to limit prescription medications taken by children during KIDSTOP to only those medications that absolutely need to be taken at that time of day. Most of the children who need to take prescription medication will be expected to take their medication outside the school or KIDSTOP environment.

When a child requires medication during program hours as directed by a physician, KIDSTOP staff will administer the prescribed medication only if written instructions and authorization from the parent/guardian are provided on a Request for Staff to Administer Medication form. Only medication prescribed by a physician will be administered at KIDSTOP.

Prescriptions MUST be current and properly labeled by the supplying pharmacist with the child's name, name of medication(s), dosage and physician's name. All medications will be stored in a safe, appropriate place with access available only to a designated KIDSTOP staff or program manager.

### **Special Health Needs**

If your child has a special health need, a Care Plan (written instructions to provide care for your child's special health needs) will need to be approved by your physician and reviewed by KIDSTOP staff prior to attendance.

### **Transportation Arrangements**

Transportation of children to and from KIDSTOP/Boys & Girls Club programs is the responsibility of the parents. Transportation during program hours for various activities such as swim lessons is available during the summer, but a separate non-refundable transportation rate is charged.

### **Methods of Discipline**

Our primary method of discipline is to focus on and reward positive behavior. Your child(ren)'s positive behavior is rewarded through star charts, award ceremonies, certificates and praise.

**Any reports of abusive behavior by staff or other children are to be reported immediately to both the program manager and to the executive director of the Boys & Girls Club at (320) 252-7616.**

### **Cell Phones**

Cell Phone usage is not appropriate during any KIDSTOP Programs. We ask that your child not bring cell phones into KIDSTOP.

### **Snacks**

A healthy snack, such as fruit, granola bar or pretzels with milk or juice will be served to KIDSTOP members after school. We participate in the USDA's Child and Adult Care Food Program and Special Milk Program. If your child has special dietary needs or restrictions, you should submit a special diet statement to alert the KIDSTOP/Boys & Girls Club staff of your child's special needs.

When attending All Day KIDSTOP, children **MUST** bring their own lunches, including a beverage. Snack will be provided in the morning and afternoon during All Day KIDSTOP. **Please do NOT send energy drinks; they are not allowed in our programs.**

### **Civil Rights Statement**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Phone Numbers & Email:**

<b><u>KIDSTOP site</u></b>	<b><u>Phone #</u></b>	<b><u>Email</u></b>
Athlos	428-4950	<a href="mailto:athlos@bgcmn.org">athlos@bgcmn.org</a>
Clearview	743-2243	<a href="mailto:clearview@bgcmn.org">clearview@bgcmn.org</a>
Rocori	685-4959	<a href="mailto:rocori@bgcmn.org">rocori@bgcmn.org</a>
Discovery	258-3706	<a href="mailto:discovery@bgcmn.org">discovery@bgcmn.org</a>
Kennedy	363-4737	<a href="mailto:kennedy@bgcmn.org">kennedy@bgcmn.org</a>
Lincoln	255-1194	<a href="mailto:lincoln@bgcmn.org">lincoln@bgcmn.org</a>
Madison	252-2127	<a href="mailto:madison@bgcmn.org">madison@bgcmn.org</a>
Mississippi Heights	257-0570	<a href="mailto:mississippiheights@bgcmn.org">mississippiheights@bgcmn.org</a>
Oak Hill	259-5081	<a href="mailto:oakhill@bgcmn.org">oakhill@bgcmn.org</a>
Oak Ridge	656-3701	<a href="mailto:oakridge@bgcmn.org">oakridge@bgcmn.org</a>
Pine Meadow	656-3701	<a href="mailto:pinemeadow@bgcmn.org">pinemeadow@bgcmn.org</a>
Pleasantview	259-0421	<a href="mailto:pleasantview@bgcmn.org">pleasantview@bgcmn.org</a>
STRIDE	828-3026	<a href="mailto:stride@bgcmn.org">stride@bgcmn.org</a>
Talahi	654-6363	<a href="mailto:talahi@bgcmn.org">talahi@bgcmn.org</a>
Westwood	251-1150	<a href="mailto:westwood@bgcmn.org">westwood@bgcmn.org</a>

<b><u>Boys &amp; Girls Club Units</u></b>	<b><u>Phone #</u></b>
Eastside	253-5159
Roosevelt	257-5124
Southside	251-4314

You can contact the administrative office at:  
345 30<sup>th</sup> Avenue North, St. Cloud, MN 56303  
Phone: (320) 252-7616, Fax: (320) 252-4471  
[www.bgcmn.org](http://www.bgcmn.org)

**Boys & Girls Club Units**

**Eastside Boys & Girls Club**

320 Raymond Ave. NE, St. Cloud  
(320) 253-5159

**Roosevelt Boys & Girls Club**

345 N. 30th Ave., St. Cloud  
(320) 257-5124

**Southside Boys & Girls Club**

1205 Sixth Ave. S., St. Cloud  
(320) 251-4314