

LeRoy-Ostrander School

“Cardinal Kids” School Age Child Care

Family Handbook

(Effective August 2025)



The goal of this program is to provide a safe,
caring and educational environment for children
Enrolled in early learners/pre-school through fifth grade.

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Cardinal Kids Handbook

Welcome to our **Cardinal Kids** School Age Child Care program. The goal of this program is to provide a safe, caring, and educational environment with a trained and caring staff for children enrolled in Early Learners/Pre-school through 5th grade.

Cardinal Kids offers a variety of activities to channel children's energies into positive growing experiences. We will focus on the following goals for your child:

1. To develop friendships and work together in cooperative group situations.
2. To gain respect for themselves, others, and property.
3. To develop self-confidence and self-control.

Cardinal Kids offers a variety of activities in both group and individual situations. Some of these activities include: arts and crafts, sports, creative and dramatic play, recreational skills, community exploration, reading, science, manipulative and construction toys, outdoor play, and special events.

Cardinal Kids staff escort children to swim lessons, Kinder Camp, and other activities as needed, when staffing numbers are acceptable.

As weather permits, children will spend time outdoors each day and/or will be allowed to use the gym for active play. "Free time" for the children to pursue their own interests in a safe, friendly environment will be provided.

Children can swim at the LeRoy Community Pool in the summer and on non-School days for a fee.

Cardinal Kids School Age Child Care:

LeRoy-Ostrander School

406 West Main St.

LeRoy, MN 55951

Phone: 507-324-5741 Option 5

Cell phone: 507-460-6438 (*text or call*)

Email - cardkids@leroy.k12.mn.us

Cardinal Kids Staff:

Program Director:

Stacy Jacobsen

Childcare Assistants:

Jan Smalley, Laura Bosley, Audrey Eiffler,
Nicole Hanson, Grace Miller, and Candace Hanson

Cardinal Kids

Parent/Staff Expectations

Enrollment in the program assumes an understanding that you will abide by the guidelines listed as follows:

Parents' Expectations of the Program

Parents may expect:

1. Their child/ren cared for in a safe, supportive environment.
2. To visit with the coordinator/staff about concerns related to their child or program.
3. To be told promptly about improper behavior on the part of their child and visit with the coordinator/staff in order to bring about improvement on the situation quickly.
4. To be informed promptly if their child does not arrive to the program site according to his/her enrollment form.
5. To be regularly informed by the staff about the program activities.
6. Child/ren will be given 30 mins of time to do homework after school. Staff will help as needed.

Staff's Expectations of Parents/Guardians/Custodians

The program expects that parents will:

1. E-Mail or return student's monthly calendar on time with payment on or before the 20th of the month prior to care. No calendar or late calendar submission will result in being charged at the drop-in rate for childcare for that month.
2. Pay fees on time as explained in the fees and payments procedures.
3. Keep the child's records up to date annually as explained in the enrollment form.
4. Pick up children on time as explained in the attendance procedures.
5. Forward changes of address and phone to the **Cardinal Kids** site and office.
6. Follow health and medication policies for Illness/Medication procedures.
7. Follow cancellation policy to avoid charges.
8. Keep up with communication from the site staff regarding child's behavior and cooperate in efforts for change as needed.
9. Inform staff about any special needs of their child/ren.
10. New parents and children will meet with the program director for approximately 10 minutes prior to the 1st week of attending **Cardinal Kids**.

A Child's Expectation of the Program

Children may expect:

1. To have a safe supportive and consistent environment.
2. To use program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To receive guidance that is appropriate.
5. To receive nurturing care from staff who are actively involved with them.

Staff's Expectation of a Child

The program expects that the child/ren will:

1. Have fun, be friendly, be safe, be honest, and be kind to staff and others.
2. **Respect supervisors and follow directions.**
3. **Be responsible for their actions and respect the rights of others.**
4. **Respect the school rules that guide them during the day when at the program.**
5. **Respect property. Ask permission before using something. Use things carefully.**
6. **Help clean up/pick up what they have used in the room before leaving for home.**

Cardinal Kids

Enrollment, Policies, and Financial Information

Enrollment

Enrollment is considered complete when all forms in the registration packet are complete and turned in before starting.

Cardinal Kids reserves the right to delay any enrollment due to the need to increase staff or to gather additional information about the student.

Fee Schedule

First Child Rate	\$3.50/hour
Sibling Rate	\$3.00/hour
Drop-in Rate	\$4.50/hour
No Call/No Show Fee	\$5.00/day
Late Pick-up Fee	\$10.00/day
Returned Check Fee	\$20.00/check

Daily Care Policy

- To secure your child/ren a daily spot and to qualify for the daily care rates, a monthly schedule is to be submitted by 8:00am on the 20th of the month prior. (i.e.: July's calendar should be turned in by June 20th)
 - If not returned by the deadline, the drop-in policy and rate will apply.
- A minimum fee of one hour will be charged for any time less than one hour that a child spends at the Cardinal Kids program. The time over one hour will be rounded to the nearest quarter hour.
- There will be a 15-minute grace period for your scheduled time. If your child is dropped off or picked up more than 15 minutes on either side of their scheduled time, you will be charged for the scheduled time (i.e., Scheduled 8am-5pm and dropped off at 8:12, charged from 8:15. If dropped off at 8:30am, charged from 8am).

Drop-in Policy

- Available only if there is an opening in Cardinal Kids on a given day.
- No sibling discounts apply.
- Child must already be enrolled in the Cardinal Kids program.
- A parent must contact staff prior to drop-off to ensure there is availability.

Cancellation Policy

Cancellations by parent/guardian:

- Due to staff scheduling, text or call Cardinal Kids a minimum of 2 business days prior to your scheduled day to cancel, with the exception of illness. If you do not notify Cardinal Kids 2 business days prior, you will be charged for that scheduled time.
 - *Note:* for a Monday cancellation – you would need to call/text by 6:00pm the Wednesday prior.

- Due to limited staffing and availability, cancellations for non-school days like teacher workdays and days between Christmas and New Years; **require a 10-day notice** for cancellation to not be charged.

Cancellations by Cardinal Kids:

- If calendars come back the month prior and numbers are below 8 for any given day, **Cardinal Kids** has the right to close that day. Parents/guardians would be notified in advance.
- If weather is deemed a safety risk for staff and/or students, the school district reserves the right to close **Cardinal Kids** for the day. This will likely result in a short notice notification.
 - If your child is on the schedule to attend either in the morning and/or after school on a day school is either a late start or closed unexpectedly, **Cardinal Kids** will still expect your child(ren) to attend. **If your child does not plan to attend due to the late start or closure, you will need to call/text the Cardinal Kids cell phone in order to not be charged for the day.**

Illness Policy

- Each child will receive three illness occurrences at no charge during the school year (September-May) and two during the Summer Program.
- One occurrence will include up to three consecutive days
 - i.e., ill Monday/Tuesday, at CK Wednesday, and ill Thursday would count as two sick occurrences.
- Additional illness occurrences will be charged for the hours scheduled.

No Call/No Show Policy

- Notify **Cardinal Kids** of a short-notice cancellation or illness PRIOR to the scheduled time.
- No notification will result in a no call/no show fee along with the scheduled hours for that day.

Late Pick-Up Policy

- The program closes at 6:00pm.
- If you arrive after the program is closed, a late pick-up fee will be assessed.

Billing Policy

- Billing is sent monthly via email. Please make sure you keep management update to date on any email changes.
 - A hard copy of your bill is available upon request.
- Bills for the previous month will be sent no later than the 10th. Payments should be made by the 20th of the month.
 - If you are not able to make a full payment, please contact the program director so payment arrangements can be made.
 - If payment is not made by the 20th a \$ 10.00 late payment fee will be applied
- Returned checks will be assessed a service charge fee on the next billing statement.

Late Payment Policy

- **First warning** - If payment is not made by the 20th of the month, a late payment notification will be sent via email requesting payment by the 1st of the next month. If no payment is made, your child/ren are unable to attend **Cardinal Kids** until the account has been settled and

brought up to date.

- **Second warning** – If payment is late 2 months in a row and no payment plan has been pre-established with the program director, a second warning is sent via email requesting payment in full by the next day. If no payment is made, child is no longer able to attend **Cardinal Kids** until account has been settled and brought up to date.
- **Third/Final warning** – If payment is late 3 months in a row and no payment plan has been pre-established with the program director, a final warning is sent via certified mail requesting payment in full by the next day. If no payment is made, child is no longer able to attend **Cardinal Kids** until account has been settled and brought up to date.
- **Termination** – If payment is late more than 3 months in a row or account not settled/paid in full, contract with **Cardinal Kids** is null and void. A certified letter will be sent to parent/guardian indicating the cancellation of the contract and effective date. Child will not be able to return to **Cardinal Kids**.

Cardinal Kids

During the school year

Hours

Cardinal Kids is open before and after school, as well as non-school days.

Before School	6:00am-7:45am
After School	3:00pm-6:00pm
Non-school Days	6:00am-6:00pm

- Staff will escort kids who need assistance to the elementary breezeway before school.
- Once students are released from their classroom teacher at the end of the day, they should come to the Cardinal Kids room to drop off backpacks and get ready to go outside.

Holidays:

Cardinal Kids is closed the following holidays (*or observed holidays if falling on a weekend*):

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Eve
- New Year's Eve Day
- New Year's Day
- Good Friday
- Memorial Day
- Juneteeth
- Independence Day

Cardinal Kids has the right to close additional days surround holidays based on staff availability and/or low attendance with advanced notice to parent/guardian.

Weather Related Closings:

- **Cardinal Kids** will be open if school is cancelled due to the weather.
 - When a school cancellation is posted to local news channels, etc., **Cardinal Kids** will be open unless otherwise noted on the posting.
 - The school district reserves the right to close **Cardinal Kids** due to inclement weather for staff and student safety purposes. Notifications would be sent.
- **No Call/No Show:** If your child is on the schedule to attend either in the morning and/or after school on a day school is either a late start or closed unexpectedly, **Cardinal Kids** will still expect your child/ren to attend. If your child does not plan to attend due to the late start/closure, please call/text the **Cardinal Kids** cell phone to avoid a no call/no show fee.
- **Meals:** Weather related closings are considered non-school days. Your child/ren will need to bring a lunch.
 - We do have some food options on hand in case your child/ren are dropped off prior to the school cancellation announcement.
 - If school is dismissed early, your child will eat school lunch.

- **Snow Home:** You may list **Cardinal Kids** as your child's snow home until 6:00pm. If you are unable to pick-up on time, you will need to make additional arrangements to have your child picked up by closing.

Check-in/Check-out Policy

Check-in:

- Upon drop-off at the **Cardinal Kids** room, please utilize the laptop to check your child/ren in for the day.
 - Please see the director to ensure you and all approved pick-up persons are in the system.
- Children coming directly from their classroom, will be checked in by **Cardinal Kids** staff.

Check-out:

- Upon pick-up at the **Cardinal Kids** room, please utilize the laptop to check your child/ren out for the day.
 - For the safety of your child/ren, a staff person **must see** the person picking up. Please notify staff if anyone, other than those authorized, is planning to pick your child up.
 - In the event that staff is involved in an activity with the children, please alert the staff of your presence.
 - Cardinal Kids will not release a child to a parent/guardian who appears under the influence.
- Children going to school in the morning, will be checked out by **Cardinal Kids** staff.

Food Program

- **School Days**
 - AM: children are brought to the cafeteria for breakfast at 7:45am as requested.
 - PM: an after-school snack is provided
 - No snacks are offered after 4:30pm
- **Non-School Days**
 - Snacks: Morning and afternoon snacks are provided
 - Meals:
 - Breakfast can be provided for a fee of \$2.55/day.
 - Bring a lunch. **No pop/caffeinated beverages, please.**

Please inform us of any allergies or special dietary needs. Any snack brought by children or staff to be shared with others must be purchased from a commercial supplier—no home baked goods, please.

Additional Information

- **Homework**
 - Staff will help with homework for 30 minutes after snack. Staff do not correct the homework of students. If a student forgets homework, he/she will be able to go their locker to get any homework. Children will be given additional time to work on homework if additional time is needed.
- **Toys, Books, etc.**
 - **Please leave electronic games, iPods, & ALL toys at home.** If a student brings a toy or electronic game from home, they will be asked to put them in their backpack. CK follows school policy for cell phones. Phones should be turned off and should not be used, unless directed otherwise by staff.
- **Outdoor Clothing**
 - Please be sure your child is prepared with appropriate outdoor clothing. Weather permitting; we will be going outside daily. Please pack sunscreen if needed for hot, sunny days and snow pants, hats, and mittens for cold winter days.

- **Shoes for Play Time**

It is recommended that children wear safe shoes for play during time on the playground, walking to other destinations, and indoors. **Please send tennis shoes with your child.**

- Indoors – our gymnasiums require appropriate foot attire to play. Children without proper foot attire may be asked to sit out or play in their socks.
- Outdoors – boots are required during the winter months to play outdoors. Children without boots may be asked to sit out.

- **Extra Clothing**

- Please send an extra change of clothes and a light jacket or sweatshirt. These items can be stored and will be used as needed. The room will be kept around 70 degrees. Sometimes that feels cool to a child, especially after swimming in the pool or early mornings.

- **Computer use and movies**

- At Cardinal Kids, we believe children should interact and play in an educational setting. There are occasions where children will be allowed computer time in the Media Center, and a “G” or “PG” rated movies may be shown as appropriate.

- **Pick-up location**

- Outside the Cardinal Kids door is a listing of where staff take the children within the school grounds (i.e., playground, media center, gymnasium, etc.). Upon leaving the room, staff will post where you would go to pick up your child. If you are unsure where that location is, you may call the cell phone and staff will direct you or meet you.

- **Visitors**

- Due to liability and staffing, children registered in the program may not bring friends or guests to **Cardinal Kids** who are not registered. Parents/guardians are welcome to visit at any time.

Cardinal Kids

Injury, Illness, Medication Policy

Injuries

First aid will be given for simple injuries. When an injury is serious, 911 will be called as well as parents or emergency contacts.

Illness

Please do not send a sick child to the Cardinal Kids program. Please be considerate of others. You will be called and asked to pick up your child when he/she is sick. Please notify staff as soon as possible when your child is ill and will not be attending Cardinal Kids.

Please follow these guidelines and review the Cardinal Kids Illness & Symptoms list:

1. Children who are ill must not be brought to Cardinal Kids. *Please refer to the list of illnesses and symptoms found on the next page to consider.*
2. A child is sent home if displaying signs of physical illness and/or has a temperature of 100 degrees or higher.
3. A child should be fever free for at least 24 hrs without the use of medication before returning to Cardinal Kids.
4. When taking antibiotics, a child must be on the medication for 24 hours before returning.
5. If a child is vomiting during the night, he/she should not attend Cardinal Kids the following day and may not return until symptom free for 24 hours.
6. If your child comes down with a communicable disease, such as those on the list, please contact us immediately. When a communicable disease is reported, a note will be posted to inform other parents of exposure.

If a child becomes ill while at Cardinal Kids, staff will notify you immediately. You are responsible for picking your child up as soon as possible or arranging for him/her to be picked up by someone you have designated.

Medication Policy

Since giving medications to students presents some potential problems, it is preferred that medications be given before or after Cardinal Kids hours. If we do have to administer medications, please follow the procedure as outlined below:

1. A "Medication Physician Order and Parent Authorization Form" must be completed by the parent/guardian and physician BEFORE any medication will be given.
2. Bottles of medication kept in the room shall be in the original containers and labeled with the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug, and the dosage to be given.

3. **Cardinal Kids** personnel, under no circumstances, will provide any over-the-counter medications or prescribed meds without meeting the criteria outlined above.
4. Please keep a record of all medication and the expiration date of the medications that you send with your child to **Cardinal Kids**. You will be contacted if medication expires for your child and expected to replace it.

Cardinal Kids

Illness and Symptoms List

Below are the illnesses or the symptoms of an illness that will restrict you from bringing your child to **Cardinal Kids**.

Temperature - 100° or higher. If you administer Tylenol to your child in the morning for a fever, you may not bring your child to **Cardinal Kids** that day and must be fever free for 24 hours before returning.

Diarrhea or vomiting – A child may not return to **Cardinal Kids** if they have had diarrhea or vomiting until they are symptom free for 24 hours.

Pink Eye – (conjunctivitis) the child may return to childcare 24 hours after prescription has been administered.

Head Lice – **Cardinal Kids** follows the “no nit” policy set by the school board.

Impetigo – The child may return to **Cardinal Kids** 24 hours after medication has been administered.

Strep Throat – The child may return to **Cardinal Kids** 24 hours after prescription has been administered. If your child has had a Strep Test done, the child may not return to childcare until the results of the culture come back negative, or the child has been on medication for 24 hours.

Rash – A child with any undiagnosed skin rash may not return to **Cardinal Kids** until the rash is identified by a physician.

Chicken Pox – Your child may return after all sores are healed. (about 7 days)

Mumps – The child may return to childcare when there is no longer swelling of salivary glands.

Measles – The period of communicability is 7 days before and 5 days after the rash appears.

Cardinal Kids

Expected Behaviors

Good behavior will be expected. It will be recognized with praise and appreciation. Poor behavior will result in loss of privileges, including field trips. If poor behavior continues repeatedly, an incident notice will be issued to the parent. Expectations will be shared with students during the first week and when new students start the program.

1. Respect Supervisors

- Listen the first time
- Follow directions
- Accept responsibility for your own behavior
- Ask permission from supervisors
- Accept 'no' as an answer
- No talking back, no rolling eyes
- Tell the truth

2. Respect Rights of Others

- Treat others with kindness
- Use appropriate language
- Keep hands and feet to yourself
- Listen to the other person speaking
- Be a good sport
- Be willing to share and include others in play time

3. Respect property

- Treat all property with respect
- Ask permission before using something
- Use things in a careful, appropriate manner
- Help clean up area when finished playing

4. Display Appropriate Social Skills

- Share toys and equipment with others
- Display courtesy and kindness
- Be honest
- Follow the rules
- Be helpful to others
- Maintain a respectful attitude

Cardinal Kids

School Age Child Care Discipline Policy

The Cardinal Kids program will handle misbehavior on an individual basis and will make every attempt to solve each situation fairly. One of the goals of our program is to help each child develop a sense of respect for themselves and for others. We strive to create a place that will encourage children to make positive choices for themselves and in their peer groups. Children will be encouraged to practice problem-solving skills daily. Staff members will act as a mediator, when possible, to help children learn the steps to conflict resolution. When a problem arises, steps will be followed:

Disrespect/disobedient to staff, bad language, damage or stealing Cardinal Kids property:

Step 1: Staff will give the child a **verbal warning** and discuss the problem with the child. Staff will explain to the child what the consequences, as listed in the steps here, will be for the unacceptable behavior.

Step 2: If the unacceptable behavior continues, **the child will be given a “time out”** (no longer than 15 minutes) and be required to sit quietly by him/herself. Staff will talk to the child and explain why he/she is sitting out and what can be done to avoid further consequences. Parents will be informed of the problem by the staff.

Step 3: **A behavioral form will be given to the parents on day of an incident** - a copy will be put in the child's file stating the issue. This form will also be used for suspension and termination from the program.

Step 4: The Cardinal Kids Management will **require a private conference** with parents/guardians to thoroughly discuss the child's misbehavior and possible suspension or expulsion from the program. The conference must occur within a few days.

Step 5: The student may be **suspended for 3 days** because of misconduct.

Step 6: **Before returning to the program, the parent/guardian and child will meet with management.** If the unacceptable behavior(s) cannot be consistently changed by the child within one week following the suspension, the Cardinal Kids' Supervisor will give the parents a written notice of dismissal. **If it is a physical violence offense, then the student will be removed from the program that day and terminated from the program.**

Step 7: Termination from the program. Child may re-enroll next school year with a probationary period of one month.

Physical violence or more serious discipline problems:

1. The parent(s) may be called in for a conference and the child will be temporarily suspended.
2. The parent(s) may be asked to withdraw the child from the Cardinal Kids program.

Behaviors that may warrant suspension include physical violence or the threat of physical violence towards staff or students, biting, persistent bullying or swearing, consistent disregard of staff direction and guidance, verbal harassment of peers or staff, and unauthorized departure from the grounds of the program.

The Cardinal Kids program reserves the right to terminate childcare services when a child exhibits repeated unacceptable behavior or is a danger to themselves or others without prior written notice.

EXAMPLE:

Cardinal Kids Incident Report Form

Staff member completing the report: _____

Today, _____, _____ exhibited some behavior that is not
Date students name

acceptable here at Cardinal Kids.

_____ refused to follow directions

_____ teased CK friends

_____ threw objects

_____ Used inappropriate language

_____ destroyed property

_____ disrespectful to staff

_____ Used physical aggression

_____ moved out of assigned area

_____ other _____

Description of what happened:

Action taken by staff: _____

Outcome/Plan to change negative behavior

Reported to Parents by: _____ Date: _____

I understand that if my child receives 5 incident reports with in a 30-day period, a meeting will be held to discuss a behavioral contract. If the behavior does not improve, your child can be removed from Cardinal Kids program until such time as the child can get their behavior under control. The Cardinal Kids program reserves the right to terminate childcare services when a child exhibits repeated unacceptable behavior or is a danger to themselves or others, without prior written notice of intent.

Parents Signature: _____ Date: _____

Students Signature: _____ Date: _____

Cardinal Kids

Summer Program

Summer **Cardinal Kids** is available once school is done for the school year and remains open until school starts in the fall.

The same rules and policies stated above will be enforced during the summer program; however, a separate registration is required.

Eligibility

Kids who are enrolled in pre-school in the fall through students who will be entering 5th grade in the fall, are eligible to attend the Summer Program at Cardinal Kids. **Kids who attend MUST be potty-trained.**

Meals

- If there is a summer meal program, free breakfast and lunch is provided.
- If there is not a summer meal program, parents are responsible for providing lunch.
 - Breakfast items are available for a fee of \$2.55/day.

Field Trips

During the summer months, the staff will be taking the children off of school property to go on walks, visit the parks, library, or other local activities, and out of town adventures. Information will be made available regarding any field trips and if there is a cost involved. We would like to pack the calendar with as many fun activities as possible. If we have the summer meal program, they will provide cold lunches for field trip days.

Other Activities

Cardinal Kids staff escort children to swim lessons, Kinder Camp, and other activities as needed, when staffing numbers are acceptable.

When **Cardinal Kids** staff escort children to other activities, these children are still under the care of **Cardinal Kids** and therefore will not be clocked out during that time. If a parent/guardian picks up and drops off, they can clock in/out at those times. Staff will not enter additional clock in/out times.

Swimming

Children attending the Cardinal Kids program are able to swim at the LeRoy pool at a special rate when they purchase a Cardinal Kids Swim pass. Please read the information page about the Cardinal Kids swim pass in this handbook. Swim time is 1:00-3:00 pm (days to be determined.) The LeRoy pool has a policy in place that a swimmer must be able to do the front crawl, not a dog paddle, **across the pool without stopping and back** if she/he wants to swim without a life jacket. The Cardinal Kids policy is that all non-swimmers will need to wear life jackets when in the pool in the shallow end during Cardinal Kids swim time. If your child does not want to swim other options will be available to them.

Summer Registration Activity Fee

There is a one-time activity fee per child for field trip expenses and other activity fees to cover entry fees, transportation, materials, etc. This will need to be paid by June 1st separately from normal billing as it goes to its own account. If you have more than one child attending and need to spread out the fees, please talk to the program director to make payment arrangements.

FORMS

These forms are required to register for the Cardinal Kids program and must be completed and returned prior to attending.

You may use the forms that are attached to this handbook.

Enrollment is considered complete when all forms in the registration packet are completed and turned in before the child starts the program and the family has met with the director.

Cardinal Kids reserves the right to delay any enrollment due to the need to increase staff or to gather additional information about the student.

[General Information](#)

[Child Health History](#)

[Discipline Policy](#)

[Cardinal Kids Agreement](#)

[Field Trip Agreement](#)

Cardinal Kids General Information Form

Child's Name _____ Date of Application _____

Date of Birth _____ Preferred Name/nickname: _____

Grade entering for school year application. _____ or Grade completed _____ for summer application

Parent/Guardian #1 _____ Relationship to child _____

Address _____

Place of Employment: _____

Cell phone _____ May we text you at this number? _____

Work Phone: _____ Email address _____

If we need to reach you during the school day, what number should we call? _____

Parent/Guardian #2 _____ Relationship to child _____

Address _____

Place of Employment: _____

Cell phone _____ May we text you at this number? _____

Work Phone: _____ Email address _____

If we need to reach you during the school day, what number should we call? _____

Family Doctor _____ Office phone _____

Family Dentist _____ Office phone _____

Emergency Information: In case of an emergency, please list who we should contact in order. Please also include two additional contacts other than parents/guardians who we can contact in case of an emergency.

1st person (parent) _____ phone _____

2nd person (parent) _____ phone _____

3rd person (friend/family) _____ phone _____

4th person (friend/family) _____ phone _____

Persons **NOT** authorized to take your child from Cardinal Kids:

Child Health History:

Does your child have a current immunization record on file at the school? Yes No

Do we have permission to access the record if needed? Yes No

Does your child have any special health needs or medical history that we should know about? Y N

Please explain_____

Does your child take any medication? _____ If yes, what kind? _____

If medication needs to be administered during the day, you must fill out a Medical Permission Form.

Other pertinent information about your child that would be helpful to our staff : _____

Medical Insurance_____ Policy #_____

I, _____, give my permission for the **Cardinal Kids** staff to take my child to the hospital or clinic in case he/she would require emergency care. It is my understanding that the staff will notify me or the persons named above, immediately if necessary emergency care is needed.

Signature_____ Date_____

This authorization is to be kept on file at **Cardinal Kids** at all times and updated annually.

Cardinal Kids School Age Child Care Discipline Policy –

Must be signed, returned & parent copy retained prior to attending.

The Cardinal Kids program will handle misbehavior on an individual basis and will make every attempt to solve each situation fairly. One of the goals of our program is to help each child develop a sense of respect for themselves and for others. We strive to create a place that will encourage children to make positive choices for themselves and in their peer groups. Children will be encouraged to practice problem solving skills daily. Staff members will act as a mediator when possible, to help children learn the steps to conflict resolution. When a problem arises, steps will be followed:

Disrespect/disobedient to staff, bad language, damage or stealing Cardinal Kids property:

Step 1: Staff will give the child a **verbal warning** and discuss the problem with the child. Staff will explain to the child what the consequences, as listed in the steps here, will be for the unacceptable behavior.

Step 2: If the unacceptable behavior continues, **the child will be given a “time out”** (no longer than 15 minutes) and be required to sit quietly by him/herself. Staff will talk to the child and explain why he/she is sitting out and what can be done to avoid further consequences. Parents will be informed of the problem by the staff.

Step 3: The CK Supervisor and /or Assistant Supervisor will **require a private conference** with parents/guardians to thoroughly discuss the child’s misbehavior and possible suspension or expulsion from the program. A parent will receive written notice to attend this conference. The conference must occur within a few days.

Step 4: The student may be suspended for 3 days if the misconduct continues after the conference.

Step 5: If the unacceptable behavior(s) cannot be changed by the child within one week following the suspension, the Cardinal Kids’ Supervisor will give the parents a written notice of dismissal, allowing them one week to make other arrangements for the child.

Physical violence or more serious discipline problems:

1. The parent(s) may be called in for a conference and the child will be temporarily suspended.
2. The parent(s) may be asked to withdraw the child from the Cardinal Kids program.

Behaviors that may warrant suspension include physical violence or the threat of physical violence towards staff or students, biting, persistent bullying or swearing, consistent disregard of staff direction and guidance, verbal harassment of peers or staff, and unauthorized departure from the grounds of the program.

In order to re-enroll in the next school year or summer program, the child must demonstrate an ability to keep his/her behavior under control.

The Cardinal Kids program reserves the right to terminate childcare services when a child exhibits repeated unacceptable behavior or is a danger to themselves or others, without prior written notice of intent.

We have read the Cardinal Kids Discipline Policy and we understand that the Cardinal Kids staff will adhere to this policy.

Parent/Guardian Signature

Child’s Signature

Date

Cardinal Kids Agreement

1. I understand that I am responsible for monthly payments of contracted fees. A statement will be furnished by the 10th of the month via email. Paper copies are available upon request. I understand that these payments are due by the 20th of the month. I understand that if I am unable to pay the full amount owed, I need to speak with the program director about payment arrangements. I also understand the late payment policy, and if my bill is not paid in a timely fashion, childcare can be terminated until my bill is paid in full.
2. I understand the fee schedule for the cost of care. I will receive the drop-in rate unless I provide a calendar with scheduled times for the month in accordance with the daily care policy. I understand a minimum fee of one hour will be charged for any time less than one hour that a child spends at the **Cardinal Kids** program. The time over one hour will be rounded to the nearest quarter hour. My child will also remain checked-in to the program during any activities they are escorted to/from by staff.
3. I agree to text or call the Cardinal Kids Cell Phone at 507-460-6438 to cancel a scheduled time in accordance with the cancellation policy. I understand if I do not comply with the cancellation policy, I will be charged for that scheduled time along with any no call/no show fees.
4. I understand the illness policy and that I will be charged for my child/ren's schedule after 3 ill call occurrences during the school year or 2 ill call occurrences during the summer program.
5. I understand the program hours and agree to drop-off/pick-up my child/ren and check them in/out at the scheduled times. If I do not pick-up by closing at 6:00pm, I will be assessed a late pick-up fee. For protection of my child/ren, a staff person must see the person bringing and picking them up.
6. I agree to notify staff if anyone, other than those authorized, is planning to pick up my child on a particular day.
7. I give my permission to the Cardinal Kids staff to take my child/children off school property to take walks, visit the parks, library or go on other field trips. I understand I will be notified of dates & times of field trips that may have an additional fee.
8. I agree that Cardinal Kids will NOT be responsible for loss or damage of any personal belongings.
9. I give my permission for my child/ren to be included in pictures and publicity connected with the Cardinal Kids program.

I have read, I understand, and I will do what is listed above in this agreement.

Signature_____ Date_____

Cardinal Kids

Field Trip Agreement

Cardinal Kids enjoy going on fun and educational field trips during the summer months. Some places to visit include parks, playgrounds, movie theaters, pools, sporting events, environmental centers, and more.

Important Field Trip Information

1. All children must pre-register one week in advance by parent or guardian to ensure proper staffing ratios and to take care of advance reservations. Registration forms will be given in advance for each field trip.
2. All children must arrive one half-hour prior to the scheduled departure time.
3. Children may be required to wear a Cardinal Kids t-shirt for the trip.
4. If your child comes to Cardinal Kids on a field trip day, they must attend the field trip. (Cardinal Kids staff will NOT be in the building. Staff will be attending the field trip.)
5. The Cardinal Kids program reserves the right to withhold any child from a field trip if that child is working through behavioral issues one week prior to the field trip day. If this situation occurs, parent/guardian will need to find alternative day care for that day.

Special Swimming Days (not at LeRoy Community Pool)

1. Cardinal Kids may visit indoor/outdoor water recreation facilities on occasion.
2. Your child will need to bring a swimsuit, towel, sunscreen, and a change of clothes in a labeled bag.
3. Lifejackets, swim shoes, and goggles may or may not be allowed, depending on the specific rules of the pool. Staff will let you know when these items are permitted.
4. No pool toys or floaties please.
5. Children must change out of wet clothing after water activities.

We have read the Cardinal Kids Field Trip Agreement, and we understand that the Cardinal Kids staff will adhere to this policy.

Parent/Guardian Signature

Child's Signature

Date