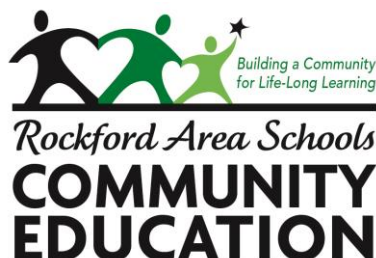


# Galaxy Kids Program



## 2017-18 Parent Handbook



Galaxy Kids Program is a program of the Rockford Area Schools Community Education Department.

## Introduction

Welcome to the Galaxy Kids Program! We are pleased that you have selected our program for your child. Galaxy Kids Program is a quality school-age care program offered for children in preschool through grade six. The goal of our program is to create a caring, quality, learning environment that will complement your child's needs.

Galaxy Kids Program offers your child choices for experiences in the areas of art and drama, music, sports, language arts/reading, group games, technology, community service, homework assistance, and quiet time. The children are encouraged to pursue their interests, develop confidence and independence, make new friends, and of course, have fun!

Galaxy Kids Program is sponsored by the Rockford Area School District 883 Community Education Department. Like all other district programs, we are governed by the policies and guidelines of the Board of Education.

This Parent Handbook is designed to inform you about our program procedures. Please read through the handbook carefully, paying special attention to the policies and schedules. Since the Galaxy Kids Program is housed in the Rockford Elementary Arts Magnet School (REAMS) building, it is important to familiarize yourself with the REAMS handbook. It is available on the Rockford Schools website under REAMS Office.

Please feel comfortable contacting us through phone calls, emails or stop-in visits. Our goal is to work in partnership with our families in order to provide the children with a safe and caring environment.

## Registration and Enrollment Information

Openings are determined on the basis of the number of adult staff-to-child ratio (1 Adult: 15 K-6 children and 1 Adult: 10 preschool children). When openings occur, parents/guardians of registered children are contacted for enrollment on the basis of: 1) the time slot indicated on the registration form, and 2) on a first-come basis for the time slot according to the date of registration.

Parents will register using the online registration form located on the Galaxy Kids Program website. Parents will pay a non-refundable enrollment fee at the time of registration. Your child is not registered until the fee is paid. If you are enrolling your child after the registration dates, you will need to work with the supervisor to determine an opening for your child within the program. Non-payment of previous Galaxy charges will result in a delay in enrollment until all fees are paid.

Please allow a minimum of three to five business days to process enrollments.

## Program Hours, Options, and Fees

Galaxy Kids Program operates Monday-Friday from 6:00am-6:00pm throughout the year. Galaxy Kids offers additional care on most non-school days, and has a school year program and a summer program.

School Year Fees	
Before School 6-8am	\$8.00/day
Preschool Care 8a-2:55pm	\$15.00/day
After School 2:55-6pm	\$12.00/day
1 hour, Before or After School	\$5.00/session
Non-School Day 6am-6pm	\$33.00
Activity Fee for field trip or on-site presenter	Cost of Activity
Summer Fees	
Full Day 6am-6pm	\$33.00/day
Weekly Rate	\$150.00/week
Activity Fee for field trip or on-site presenter	Cost of Activity
Partial Day 5.5 hrs (not available on field trip days)	\$23.00/day
Additional Fees as Needed	
Finders Fee	\$5.00
Late Payment Fee	\$25.00
Late Calendar Fee	\$25.00
Drop-In Fee	\$2.00 + cost of session
Registration Fees	
Registration (required fall and summer)	\$40.00 \$75 max/family
Early Bird Registration (required fall and summer)	\$35.00 \$65 max/family

*The program will be closed the following district holidays: Labor Day, Thanksgiving Thursday and Friday, Winter Break, Presidents Day, Good Friday, Memorial Day, the Friday after the end of the school year, week of Independence Day, and the week before the start of the new school year. Weather-related school closings are addressed in a separate section of this handbook.*

Care is billed monthly based on the days you indicate on your Calendar Form. Invoices will be available for payment on the 15<sup>th</sup> of the month prior to care. Payments are due by the 25<sup>th</sup> of the month prior to care being provided (i.e. September payment is due by August 25<sup>th</sup>). You will receive your invoice through Infinite Campus and payments can be made through your parent portal. Payments can also be made by cash or check. Galaxy Kids Program is a pay ahead program. If your payment is not received by the due date, care cannot be provided.

***If making a cash payment, be sure to put the cash in an envelope with your family name and the amount on the front of the envelope. Please place the envelope in our locked payment box at Galaxy Kids Program.***

## Calendar Forms

Galaxy Kids Program is dedicated to providing flexible care options to all students. Families will choose their schedule each month by filling out a monthly Calendar Form. Calendar Forms are due one month in advance (i.e. Calendars for care in September are due by August 1<sup>st</sup>). Children must be enrolled for a minimum of 8 days per month. If you need care less than 8 days per month, you will register using the Drop-In option. You will be charged for care for each day indicated on your Calendar Form.

## Drop-In Care

The drop-in option is available for families who discover they are in need of care less than 8 days per month or for families who need to add days to their current schedule. There is an additional charge of \$2.00 above the regular fee. Families have the option to register as drop-in only. These days can be accommodated based on space and staff availability. The extra care fee is due within 5 business days of care being provided. Drop-in request forms are available on-site only. If the day needed is a field trip day, there will be an additional activity fee. Drop-in care may not be available on certain field trip days. No refunds are available for canceling a requested drop-in date.

## Additional Fees

**Finder's Fee:** \$5.00 if your child does not come to Galaxy after school and the buses are delayed while searching.

**Late Payment Fee:** \$25.00 will be applied to your account if your payment is not received by the due date. If a family is unable to make payment by the due date, contact the supervisor to discuss payment arrangements. If no payment or contact is made within 7 business days of the due date, child care may be terminated. Your family will be unable to sign up for any other Community Education offerings until the account is paid in full.

**Late Calendar Fee:** \$25.00 will be applied to your account if your Calendar Form is not received by the due date. If you have questions on your schedule or Calendar Form, please contact the supervisor before the date the Calendar is due. If you no longer need care, please submit a Contract Change Form in place of the regular Calendar Form.

Financial assistance may be available for qualifying families through state or county funds. Contact Wright or Hennepin County Human Services based on your county of residence. Written authorization from the county must be received by Galaxy before a child can begin care. If financial assistance is cancelled, you will be responsible for all expenses incurred. Families receiving assistance must assume responsibility for fulfilling county requirements such as providing child care schedules, submitting timely reports and making payments not covered by the assistance

program in a timely manner. If co-pays and remaining care payments are not made in a timely manner, Galaxy Kids Program reserves the right to end care until your balance is paid in full. Parents participating in financial assistance programs are responsible for checking their Parent Portal and paying the remaining balance due after assistance payments are applied.

## Contract Cancellation/Withdrawal

If you need to withdraw your child from Galaxy, we require a ten business day written notice. If you withdraw your child without the required written notice, you will be billed tuition for the rest of the required time. Re-enrollment will be dependent on space availability and cannot be allowed until any outstanding balance is paid in full. There is a \$5 Contract Change Fee for all Contract Changes.

**You are responsible for all costs incurred for your contracted days, whether your child attends or not, unless we have received a contract change or withdrawal with sufficient notice.**

## Which Form to Use

You will need to fill out forms for the following: to withdraw from the program (Contract Change Form), and if your child will be attending a tutor/camp/class of some type (Activities Schedule Notice). These forms are located on the Galaxy page of the district website. Please refer to the turn-in times noted on each form. We appreciate advance notice of any changes to your child's schedule.

## Illness and Absence from Program

If you have signed up your child for a day to attend the Galaxy Kids Program and your child is ill and unable to attend, we ask that you call us as soon as possible. To call your child in sick, please call the Rockford Attendance Line at 763-477-7525 and select Option 4. You will be charged for the day. However, if we need to locate where your child is because you have not notified us, we will also charge a Finder's Fee. Please do not depend on the child's teacher to notify us. This is not their responsibility.

## Sign-In and Sign-Out

Parents are required to sign their child(ren) in and out every day. Sign your name and the time of day and make sure a Galaxy staff member knows you are taking your child. This is a safety measure. Always call Galaxy if a person designated on your information form will pick up your child. If you want someone not on your information form to pick up your child, you must let staff know this in writing. All persons not recognized by staff will be asked for photo identification. Be sure we have current phone numbers where you can be reached during your child's time at Galaxy in order for us to verify that you are aware of this change.

## Unauthorized Pickup

If you do not want your child's other parent or grandparent to pick up said child, you must give us a copy of a court order with that information.

## Sibling Pickup

If a parent sends a sibling to pick up child from Galaxy, the sibling must be at least 12 years of age and must be listed on the parent information form as someone who can pick up the child. The sibling must either be known to staff or have a picture ID.

## Meals

Breakfast is provided on school days through the district hot lunch program. Breakfast may be purchased through the REAMS office. You must contact the supervisor to set up an account if you do not have one. We will be taking the children to the lunchroom before the start of the school day. Please check the district menu, and if you do not want to participate in the breakfast program for that day, you are welcome to send a breakfast snack with your child. On non-school days a breakfast snack will be provided through the Galaxy Program.

Lunch is provided on school days through the District 883 hot lunch program. Lunch may be purchased through the REAMS office. You must contact the Galaxy supervisor to set up a lunch account if you do not have one. Milk will be available for purchase to supplement lunches brought from home.

### 2017-18 LUNCH AND BREAKFAST PRICES

Breakfast \$1.70

Elementary Lunch \$2.50

Middle/High Lunch \$2.75

Adult Lunch/2nd Lunch \$3.50

Milk \$.55

For more information regarding your child's lunch account, payment methods, and eligibility for free or reduced price meals, contact 763-477-9165. Please see District Policy 730R in the District Student/Parent Handbook.

Cold lunch is necessary to bring on all non-school days and during the summer program unless otherwise stated. When sending a bag lunch with your child/children, families are responsible for ensuring that the contents of your child's/children's lunch are appropriately packed and cooled, especially if sending a milk product or a perishable food item. We ask that you do not send pop to drink.

Afternoon snacks are included in the tuition fees and will be served each day at 3:30pm. Please check the monthly menu on our webpage to see what is being served each day. During the summer program, a breakfast snack will be served at 7:45am each day. Breakfast snacks are included in your tuition fees during the summer.

## Health and Safety

**Please keep your child's emergency information current.**

Registration and emergency information is kept at our program for each child.

**In case of illness a child should not attend Galaxy Kids Program if ANY of the following symptoms occur:** Fever above 99 degrees, severe cold, undiagnosed rash, vomiting, diarrhea, sore throat, upset stomach, body aches or head lice.

Galaxy Kids Program follows District Policy 516 in regards to Health and Safety in the District Parent/Student Handbook.

If a child should become ill with any of the symptoms described above, Galaxy Kids Program staff will contact a parent/guardian and request that the child be picked up from the program **within one hour** of being contacted. If a parent/guardian cannot be reached, a program staff member will get in touch with an emergency contact as listed on your Parent Portal. To avoid the spread of germs and for the benefit of the ill child, a child displaying any of the above symptoms will be asked to rest in a quiet area away from other children while waiting. Your child/children may not return to Galaxy Kids Program until she/he has a written doctor's notice, has not vomited or had diarrhea for 24 hours, or has been on medication for at least 24 hours.

Please note: Because head lice is terribly contagious and extremely difficult to eradicate, Galaxy Kids Program reserves the right to check each child's head upon arrival and may refuse to care for any child who shows any evidence of lice infestation.

**Galaxy Kids Program staff is authorized to administer prescription medication that is received only in its original prescription bottle.** Program staff are authorized to administer prescription medication only to those children that have a completed prescription medication permission form signed by the parents/guardians on file with the program and school. During the regular school day, the school nurse will be in charge of administering the medications.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol. Please notify staff if you are sending cough drops with your child in order for us to monitor their use and ensure the child's safety when participating in active play.

**If a child has a minor injury, the attending staff person will treat the injury and inform the parents/guardians via phone call or through our accident/injury report form.** If a serious accident should occur, the staff will contact the

parent/guardian and call 911. If emergency treatment is necessary, the child will be taken to Buffalo Emergency Care and the parent will be responsible for all medical expenses.

Preschool/kindergarten students should bring the following for daily use: blanket for nap time and an extra set of clothing and underwear in case of accidents. Please put the extra clothing in a storage bag labeled with the child's name and kept in his/her backpack at all times. Notices will be sent home if extra clothing was used or if you need to take the blanket home to wash. We take precautionary measures to maintain the blankets here as well.

## Insurance

Medical insurance coverage for the Galaxy Kids Program is the responsibility of the parents.

## Child Guidance/Behavior Management

**Galaxy Kids Program is dedicated to creating a positive and encouraging classroom community by implementing positive behavior guidance techniques with all children. Our goal is to teach children positive ways of dealing with conflict while maintaining a safe and caring environment for each child. Galaxy Staff follow the School Discipline Policy 506 from the District Student/Parent handbook.**

Our program staff use developmentally appropriate language to help children make desirable choices, to become cooperative persons who are responsible for their own actions, and who respect the rights, feelings, and property of others. Staff members are committed to being positive role models, employing positive, non-threatening techniques, and consistently acknowledging and encouraging positive behaviors and attitudes.

### **The basic expectations for students to remember are:**

1. We respect ourselves, others and property
2. We behave in a safe and orderly way.
3. We act as responsible citizens.

### **Unacceptable Behaviors:**

- Any violations of the District Disciplinary Policy
- Violations of listed basic expectations.

### **Examples of unacceptable behaviors include, but are not limited to:**

- Physical aggression
- Drugs, alcohol, tobacco or weapons used or in possession on the premises.
- Destruction of property.
- Unsafe activities such as leaving the area without permission, behavior which endangers others, etc.
- Behaviors that disrupt activities and/or other program participants.

### **Consequences for Unacceptable Behaviors:**

- Loss of Galaxy privileges or activities.

Positive conflict resolution between all parties involved and program staff.

- Meeting with Galaxy staff and other children involved.

Positive redirection.

- If behavior is severe, parents will be contacted to pick up their child immediately.

- Suspension from the program from 1-5 days.

- If negative behaviors are continuous, parents will meet with program staff for a conference. Behavior improvement action steps will be developed and signed by child, parent, and program staff.

- If there is no improvement using the new behavior plan, parents will be notified to discuss possible disenrollment from the program.

Galaxy Staff will notify enrollees, as well as parents, of any violations and resulting disciplinary actions. The Galaxy staff will document this notification on a behavior report and give a copy to the Galaxy supervisor.

We follow district policies 506 and 525 for all violent and severe behaviors from the District Student/Parent Handbook.

For additional information regarding students with disabilities, please see the Americans with Disabilities Act. <https://www.ada.gov/>

**Program staff will meet with the Community Education Director and other appropriate district staff regarding decisions that need to be made due to severe discipline.**

## Communication

It is important to program staff that all information pertaining to activities reach you. Galaxy Kids Program staff will provide you with information by using the following communication tools:

1. Parent Handbook
2. Face-to-face communication at arrival and departure times
3. Parent information board, website and email updates
4. Program flyers and memorandums

If you should have questions or concerns pertaining to Galaxy Kids Program at any time do not hesitate to approach staff directly or contact us by telephone. If our program staff is unable to assist you immediately, a staff person will get back to you with an answer as promptly as possible. You can reach Galaxy Kids Program staff Monday through Friday from 6:00am-6:00 pm at the following telephone number: Galaxy Kids Program 763-477-7555.

## Field Trips

During non-school days, especially the summer program, Galaxy Kids Program will be attending field trips. It is essential to arrive with adequate time before departures as Galaxy Kids will not delay a departure to wait for late arriving children. Please do not send additional money with

your child unless informed that you may do so. On the days of field trips, no other on-site care will be available. [As a reminder, children will need to bring a cold bag lunch/drink for ALL field trips.](#) Parents/guardians are responsible for contacting program staff by 8:00 AM if a child/children are unable to attend a field trip. You will pay for the field trip if you have signed up your child on your monthly Calendar Form.

We will also take walks to the Rockford Public Library during the summer program. You will receive a monthly schedule of our visits. It is important that your child have a valid library card in order to attend. This only applies to students entering grades 1-6 as we do not take preschool and kindergarten students. To see which days your child will be attending, be sure to check our website or the on-site parent bulletin board for the schedule.

## Severe Weather

**School Closing:** Galaxy Kids Program will be CLOSED if school is closed for the day.

**2-Hour Late Start:** Galaxy will OPEN at the regular time. If the decision is made to close school, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.

**Early Dismissal:** If school is dismissed early, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.

**After School Activities Cancelled:** If after school activities are cancelled, Galaxy will remain OPEN regular hours depending on the severity of the weather conditions. Invoices will be adjusted in the event these weather-related events occur and a child's time at Galaxy is extended.

Announcements will be made on the district website at [www.rockford.k12.mn.us](http://www.rockford.k12.mn.us), local radio and TV stations as well as phone call notice to district families.

During summer session, Galaxy Kids Program will maintain the following inclement weather policies:  
If inclement weather occurs and poses a risk for children and program staff, Galaxy Kids Program may close. Program staff will contact you to inform you of the program closing. Supervision will be provided up to 2 hours after the closing announcement.

We follow District Policy 806 Crisis Management for all Emergency Situations from the District Student/Parent Handbook. This manual can be found on the Rockford Schools website at [www.rockford.k12.mn.us](http://www.rockford.k12.mn.us). Click on District and then District Policies.

## Cell Phones and Electronic Devices

Galaxy staff members plan activities that are designed for students to be actively involved with other Galaxy kids during their time in the program. Bringing personally owned electronic devices to Galaxy is discouraged. Galaxy is not responsible for lost, broken, or stolen items of this nature. Student use of district-owned technology is closely monitored. Students must follow guidelines for appropriate use of devices such as iPads. Galaxy will not allow photos to be taken of staff or other students. Posting photos on social media will result in a conference with parents and further disciplinary action. Please see District Policy 506 and 524R in the District Student/Parent Handbook.

## Energy Curtailment

During the summer months Rockford Area Schools participate in a program called Excel Energy Peak Control, which means we are obligated to shut down the majority of electricity in our district. The school district works with Excel to make the best use of available power during these limited power use times. To keep our kids cool and safe, we may bring them to the Community Center Field House on these days. The hours of peak control vary with each control period.

These days only take place in our district on odd numbered days when the heat index is high. If it is an even numbered day, we are allowed to operate as usual unless there is an extreme emergency.

## Sunscreen

Children will have the opportunity to go outside each day that weather permits. It is important that you put sunscreen on your child each day. The students are allowed to keep this in their backpacks to re-apply throughout the day. We ask that you supply this for your children at all times.

## Data Privacy

This notice is being given to you to make you aware of your rights with any family information that you provide to Galaxy Kids Program. The information we request on your registration forms is important for us to be able to serve your child. Certain information, such as emergency and health information, is required by the MN Department of Human Services to have on file. All information provided to Galaxy Kids Program will be kept in confidence and made available within our program to our staff only. If your services are subsidized, fully or in part, we are required to allow access by the funders of your services to your records if requested. Please see policy 515 in the District Student/Parent Handbook.