



# That's Community Ed!

## Esko Cool Kids Family Handbook

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### Welcome to Cool Kids!

Esko Public School in conjunction with Community Education, offers the Cool Kids program which is designed to meet the needs of children of working parents. Our primary purpose is to provide high quality care for children in pre-kindergarten through grade five. Cool Kids offers a fun, safe, caring environment that fosters recreational, social, educational and developmentally appropriate experiences that compliment your child's school day. This handbook pertains to both Fall and Summer sessions. Summer specific information can be found on page 15.

#### Program Standards

Community Education is part of the Esko School District and all district policies apply to and are followed by Community Education personnel. Cool Kids staffing and program standards are approved by the Esko Public School Board. School policies are determined by the school board. The Board of Education is elected by the people of this district and reflects their will and their authority. The determination of school policies rests solely with the school board. The superintendent and administrators execute these policies. The district reserves the right to change policies and procedures at any time. The Cool Kids staff meet the required qualifications and training and they dedicate themselves to making a positive difference in the lives of children. Cool Kids staff are under the direct guidance of the Cool Kids Coordinator and Community Education Director. The Cool Kids program maintains a 1 staff to 15 children ratio in K-5, and 1-10 ratio for Pre-K as recommended by the Minnesota School Age Child Care Alliance.

School Age Care programs run by school districts are exempt from licensing but are governed by the State Board of Education, MDE.

## Staff

In accordance with MN State Statute section 123B.03, all staff are required to have a background study done.

The Cool Kids staff consists of experienced and well-trained people who care about children. They provide successful experiences, safety, appropriate developmental tasks, and a caring environment. Staff members attend training throughout the year provided by the school district, community education, and other community resources.

Cool Kids staff always appreciates parental input. Please communicate with the staff about daily concerns, family illnesses, or anything that might affect how your child's day might go.

We also encourage parents to share any special skill, activity or occupation with children and staff. We want to model this program around the children and families. Any suggestions or ideas would be welcomed and appreciated.

### **According to MN State Statute 245H.14 our staff are required to be trained in...**

- First aid and Cardiopulmonary resuscitation annually.
- Sudden unexpected infant death.
- Abusive head trauma.
- Child development.
- Blood borne pathogens.
- We are required to have in service hours totalling 2% of our total annual hours.

### **Abuse Reporting (Mandatory Reporters):**

According to MN Statute 626.556, a professional or his or her delegate, who is engaged in the practice of... education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, liaison officer, or the County Sheriff..." An oral report shall be made immediately by telephone or otherwise...and shall be followed within 72 hours, exclusive of weekends or holidays, by a report in writing. For matters occurring within the family unit, concerned school personnel will contact the Children's Service Intake Worker - Carlton County Human Services at 879-4583.

Staff must promptly inform a building principal of all reports filed and documentation will be kept on file. Principals, counselors, and the school psychologist are available to assist in the process.

We follow District Policy 414.

### **Data Privacy:**

All staff must be familiar with the Data Privacy Act. No verbal or written information about a student's school performance should be shared except within the school district for educationally relevant reasons. As a rule of thumb, any data arising out of the education of a student which identifies a student, except for directory information, is private data. Directory information is defined as a student's name, date and place of birth, major fields of study, weight and height of athletic team members, etc. Care should be taken to ensure students cannot overhear private data shared in conferences or telephone calls with staff, students, or parents; care should also be taken so that students do not view other students' grades.

## Emergency Preparedness

According to MN State Statute 245H.15 Cool Kids has a written safety plan including...

- Fire related emergencies.
- Weather related emergencies.
- Intruder based emergencies.
- We follow the district's guidelines for fire and lockdown drills.
- In the event of an actual emergency, parents would be notified through the District communication site.

## Emergency Closing or Dismissal

If Esko schools are closed due to severe weather, or other emergency, Cool Kids will be closed. **If there is a 2 hour late start, we will open at 8:30 AM.** School Readiness and/or Discovery students who were already scheduled for the day may still attend as usual. You **must** email Cool Kids if your child will not be coming before the late start or you will be charged a No Call/No Show fee of \$25. **If Esko schools are closed early, parents must pick up 1 hour after school closes.** Please tune in to local radio and television stations for this information.

## Parent Emergency

You must sign up for the Esko Public schools' electronic notification system, an essential tool for notification and communication. Within minutes of an emergency, school officials can use the system to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. It can also be used to notify you of a school closing due to inclement weather. **Cool Kids does not call parents in case of a school emergency or early release due to weather. We rely on this system to inform parents.**

**If you need assistance with setting up a profile, please contact Sam Engen at 879-3361 and she will assist you. If you do not have access to a computer please feel free to come to the school to use our facilities.**

## Medications

### According to MN State Statute 245H.13 Health and Safety Requirements...

- Exclusion of sick children and infectious disease outbreak control. We must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. We must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, or scabies, impetigo, ringworm, or chicken pox.
- Immunizations. By a child's date of attendance we must maintain or have access to a record detailing the child's current immunizations or applicable exemption.
- Administration of Medicine. We may administer personal prescriptions under the following guidelines:
  - We will not administer the first dose of any medication due to possible reactions.
  - For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during Cool Kids hours must be on file.
  - The medication will be stored in a safe, appropriate place with access restricted to the Cool Kids staff only.
  - Under NO circumstances shall Cool Kids personnel give aspirin, Tylenol, cough medicines, etc. without a physician's prescription and signed parent permission.
  - NO medication should be sent with the child – parents must deliver it personally. The medication must be in the original bottle, properly labeled. The medication cannot be improperly labeled in containers such as plastic bags or envelopes.
  - EPI-Pens must be dropped off by the parent the first week of school.

## Illness or Emergency

In an instance of severe illness or injury, the staff will bring your child to the nurse, if it is during school hours, and will notify parents. At other times, staff will make an evaluation and contact parents. **DO NOT** bring a sick child to Cool Kids. **A sick child must be fever/vomit-free without medication for 24 hours before returning to child care or preschool programs.** The site is not equipped to handle sick children. You must email Cool Kids and also notify the Winterquist office when your child is sick and won't be attending the program, or the No call/No Show fee will be billed to you.

Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child.

In the event of an emergency, parents will be notified immediately and, if necessary, the child will be transported to a parent-specified hospital by the local emergency responders for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

## Food Allergies

If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on the Cool Kids Enrollment Form. Please be specific about possible reactions. You should send an Epi-pen for severe reactions. Please consider sending snacks with your child or provide a list of approved snacks so we can accommodate them better.

## Eligibility

- Children must be enrolled in our School Readiness program.
- Children must be able to use the toilet and clean themselves independently. This includes being able to communicate with staff their need to go, dressing and undressing themselves and physically using the toilet.
- Children should not be wearing diapers or pull-ups, as we do not have adequate facilities or training for changing diapers. Please notify staff regarding any concerns in this area.
- Recurring bathroom accidents will require a parent meeting with Cool Kids Coordinator and Community Education Director, and could lead to potential discontinuation of services.

## Children with Special Needs/IEPs

- Every effort will be made to accommodate children with special needs.
- We can not provide one-on-one care for students.
- Parents must schedule a meeting with the program coordinator to provide information about the child and devise a plan for Cool Kids to meet the needs of the child prior to enrollment.
- If the family expresses a need for accommodations for their child to participate in Cool Kids or Cool Kids staff determines special accommodations are needed for participation, Cool Kids will work with the family to come up with a plan to help the child succeed in the program. Items to consider:
  - The student's ability to function in an environment of 50-90 kids.
  - The student's ability to function on the playground without individual supervision.
  - The student's ability to function with a staff to child ratio of 1:15.
- Accommodations that are agreed upon will be outlined in a document to be shared with the family and entered into the child's record at Cool Kids.
- It is important that our program is assessed to determine if we are able to provide the best care for every child.

## Parent's To-Do List...

- Sign your child "In" & "Out" each day. This means walking your child to the Cool Kids room. Parents will need to sign their child/children out on the Ipad each night when they pick up.
- Let your child's classroom teacher know your child's Cool Kids schedule.
- Email Cool Kids and your child's teacher when your child will not attend a scheduled day at Cool Kids.
- Keep your child's enrollment information up-to-date to ensure your child's safety.
- Make sure your child is picked up by **6:00 pm** to avoid a late pick up fee.
- Adequately dress your child for indoor and outdoor play.
- Label your child's personal belongings.

## Children's Clothing/Belongings

Children should be adequately dressed each day for indoor and outdoor activities. Cool Kids follows the same policy regarding outerwear as the Elementary School. Outerwear should be labeled with the child's name. The program is not responsible for lost or stolen articles. For younger children, please send an extra set of clothing. Please do not allow your child to bring any toys, games, or electronic toys. For preschoolers please remember to send indoor shoes during the wintertime.

## Registration Process

To register your child for Cool Kids, you will need to read all of the materials in this handbook and complete the following before your child may attend:

- \$40 annual registration fee per child.
- Any past due balances with Esko Community Education are paid in full.  
(*This may include past due balances for School Readiness or Cool Kids bills.*)
- ALL registration materials listed above are complete.

## Hours of Operation (2023-2024)

Cool Kids is open 6:30 am – 6:00 pm. Begins September 5th, 2023. Kindergartners do not start at Cool Kids until their first day of school, September 7th. Days we close early or all day in 2023-2024 are **Closed**: October 19th and 20th, November 23rd and 24th, December 22nd-January 1st, January 15th, January 22nd, February 19th, March 25th-29th, May 27th. **Early Release** – days we close at 12:15: October 4th, October 11th, December 21st, February 7th, February 14th, June 4th.

## Program Fees

Annual registration fee per child: \$40

### Flat rate for preschool Cool Cubs care:

\$125 weekly, for 38 weeks

### Before & After School (K-5) Flat Rates:

\$50 weekly, for 38 weeks

\*No Call/No show fee – When a child does not attend a scheduled day and we receive no communication from parents regarding absence \$25

To avoid No Call/No Show fee, email Cool Kids staff when your child will not be attending for any reason **before** they are scheduled to arrive. Parents who have more than 2 No Call/No Shows in one month will have their child care suspended.

\*Drop-In fee – child attends without being scheduled, or days added within the 7 days prior to care needed \$25

\*Late Pick-up/Early drop-off fee (before 6:30 AM/after 6:00 PM) \$10 first minute-\$1 per minute after 1<sup>st</sup> minute

\*Refunds are NOT issued for absences, illnesses, quarantines or suspensions from scheduled days or weather-related closures.

**If your payments are not made within the 30 day grace period you will be charged a \$50.00 late fee. If your payments are not made and you go over 60 days, you will automatically be sent to collections and your child care will be discontinued. If you are sent to collections you will be charged an extra 20% to your bill for collection fees.**

Invoices will be made available to pay online. A convenience fee is added to all credit card/debit card payments. Cash or check will be accepted during Community Education Office hours or through the mail. Community Education hours are:

- Monday 12:00-4:00
- Tuesday 12:00-4:00
- Wednesday 8:00-4:00
- Thursday 12:00-4:00

## Scheduling

Schedules are due in eleyo the Monday prior to the week of care. If your schedule is not done in eleyo you will not have care for that week, but will still be charged the flat rate of \$50

In the event your schedule changes....

**Absent Notification:** - The safety of your child(ren) is our primary concern. **Please email Cool Kids before your child is scheduled to attend if they will not be coming.** For those who attend after school, we must receive communication before the end of the school day. You may email at any time. If we are not here, we will get the message first thing in the morning. **\*The elementary office cannot call to inform us of absences. The classroom teachers are also unable to call us if your child is absent.** If your child is scheduled to be at Cool Kids and does not come to us, we must look for them. This takes time and takes staff away from the other children. Our staff usually has at least 70 kids to check in after school and we need to know where they all are. **Email to Cool Kids is the best form of notification so please send us an email if your schedule changes for any reason.**

If your child is signed up for an after school club and will not be attending Cool Kids after the club, you must remove that day in eleyo at least 7 days prior.

### \*\*\*ATTENTION:

If you have a regular schedule (a set number of days per week that your child regularly attends) and you repeatedly call to cancel, you are at risk of losing your child care spot to a family that is on the waiting list.

In the event that you will not be able to pick up your child on time, notify the Cool Kids staff immediately of the alternate arrangements. A late pick-up fee of \$10 for the first minute and \$1 each additional minute after 6:00 PM will be assessed. In addition, the following will happen:

**Attempt to Contact Time Frame:** If you are late in picking up your child, the following procedure will be followed:

After 10 minutes: Call parent/guardian

After 15 minutes: Call emergency contacts listed for child

After 30 minutes: Call the police. If you are more than thirty minutes late and we are unsuccessful in reaching you or an emergency contact person, the police **will** be called for further assistance.

If you have picked up your child late more than once, or if you cancel your child's schedule on a consistent basis you are subject to discontinuation of child care.

## Release of Children

Cool Kids will only release children to the parent or person authorized on your emergency pick up list. They must be at least 16 years old to sign out your child. Please call (218) 655-5010 or email [coolkids@esko.k12.mn.us](mailto:coolkids@esko.k12.mn.us) to inform us if someone other than you will pick up your child/ren. If a parent or other person appears physically/emotionally impaired to the extent that the staff is concerned that the child is at risk of danger, the staff person will call other people listed on the emergency list. If no one can be reached, we may need to call 911.

## Cool Kids offers:

- Educational and Recreational theme-based activities
- Audio, Visual & Hands-on play and learning experiences
- Physical Activity – Gym, Outside
- Manipulative & Sensory Play
- Quiet/Homework Time
- Food Service Breakfast and Lunch Program
- Morning and Afternoon snack provided by Cool Kids.
- Technology
- Skill Building
- Games
- Free Choice, Creative Play

## Cool Kids seeks to provide a quality program where:

- Kids can be kids.
- The atmosphere is comfortable, relaxed, happy, and busy.
- The environment is conducive to a wide-range of opportunities both active and passive.
- There are a variety of age-appropriate activities and choices offered.
- The activities offered provide children with educational, social and recreational experiences.
- Individual differences are respected and valued.
- Staff are flexible and responsive to meet the needs of all children enrolled.
- There are clear and consistent rules enforced that ensure safety.
- Kids learn to resolve conflicts in a positive and effective manner.
- Parents are well informed about the program and feel comfortable with their choice of childcare.
- Families find the program to be flexible and affordable.

We provide age appropriate activities by splitting our kids into groups by age. We typically split out as PreK & K, 1st & 2nd, and 3rd-5th.



## Behavior

**Esko Public Schools Policy 514 expressly prohibits bullying, and outlines the procedures and regulations for bullying prevention and intervention, including:**

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for the act in accordance with school district's policies and procedures. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. There will still be a charge for days your child is suspended from the program. The school district may take into account the following factors:

- The developmental and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

## Cool Kids Behavior Expectations

Please see attached behavior policy plans, one for PreK-2<sup>nd</sup> grade and one for grades 3-5. It is the goal of the Cool Kids program to guide children to be happy, responsible, cooperative participants in the program. We use positive, nonthreatening techniques that help the child become responsible for his/her actions. The child should also respect the rights and feelings of others. Cool Kids follow the ASSERTIVE DISCIPLINE plan the Esko Public School has implemented:

- Be prompt and prepared.
- Respect authority.
- Respect the rights of others.
- Respect property.
- Display a concern for learning.
- Display appropriate social skills.
- Ipad's are for homework only at the designated homework table. No internet available.

Cool Kids Discipline Plan: Grades 3-5

Behavior	Step 1	Step 2	Step 3
<p><b>Mild Behaviors</b> Behaviors that demonstrate a lack of respect for the feelings of other IE: name calling, mocking, put downs, rude gestures (eye rolling, dirty looks, sighing), taunting and related behaviors.</p>	<p>*Staff has a conversation with student about behavior</p> <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Child writes Fix It plan</li> <li>• Staff documents incident &amp; parents sign</li> <li>• Staff talks face to face with parent about behavior &amp; goes over Fix It plan and student, staff &amp; parents sign &amp; date</li> </ul>	<p>*Staff has conversation with student about behavior</p> <ul style="list-style-type: none"> <li>• Time Out 2-5 minutes</li> <li>• Review Fix It Plan with staff</li> <li>• Logical consequence (loss of privilege in the activity for the day-going up the slide the wrong way/no slide for the day)</li> <li>• Staff documents the incident in the binder</li> <li>• Staff talks face to face with parent about behavior and go over Fix It plan and student, staff, and parent sign &amp; date</li> </ul>	<p>*Removal from program area</p> <ul style="list-style-type: none"> <li>• Removal from program for the rest of the day. Staff calls parent to come &amp; pick up child from program.</li> <li>• Letter of apology written by student</li> <li>• Personal Behavior Plan developed by student, parent, and Coordinator</li> <li>• Incident reported to Elementary Principal</li> <li>• Staff documents incident in binder</li> <li>• Staff talks face to face with parent about behaviors, Review Fix It plan &amp; all parties sign &amp; date</li> </ul>
<p><b>Moderate Behaviors</b> Behaviors that may cause injury IE: damaging property, rough play, exclusion, gossip/spreading rumors, insults, negative written notes, negative behaviors toward a specific person, and related behaviors.</p>	<p>Anyone with moderate behaviors should have a Fix It plan in place</p> <ul style="list-style-type: none"> <li>• Review Fix It plan</li> <li>• Removal from program for the rest of the day, staff call parents to pick up child</li> <li>• Letter of apology from child</li> <li>• Personal Behavior plan developed by student and parent. Return to Coordinator.</li> <li>• Staff documents in binder</li> <li>• Staff talks face to face with parents, goes over Fix It plan and all parties sign and date</li> </ul>	<ul style="list-style-type: none"> <li>• Review Personal Behavior plan</li> <li>• Removal of program for the rest of the day plus 1 day. Staff call parent to pick up child from program</li> <li>• Incident reported to Elementary Principal</li> <li>• Staff documents incident in binder</li> <li>• Parents and Coordinator must meet before the child can return to the program</li> </ul>	<ul style="list-style-type: none"> <li>• Child is removed from the program for a minimum of 5 program days. Staff call parent to pick up child.</li> <li>• Staff documents incident in binder</li> <li>• Parents, Coordinator, and Director must meet before child returns to the program</li> </ul>
<p><b>Severe Behaviors</b> Behaviors that cause injury IE: biting, harassment,(racial, ethnic, gender, or religious), stealing, hitting, kicking, punching, repeated/chronic failure to comply with rules, spitting, vandalizing, verbal or written threats, slapping, grabbing, hair pulling, kneeling, damaging property, and related behaviors.</p>	<p>Student with severe behaviors should have a Personal Behavior Plan in place already</p> <ul style="list-style-type: none"> <li>• Review Personal Behavior Plan</li> <li>• Removal from program for remainder of day plus 3 program days. Staff calls parents to pick up child.</li> <li>• Report incident to Elementary Principal</li> <li>• Staff documents incident in binder</li> <li>• Parent and coordinator must meet before child can return to program</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of program for the rest of the day plus 9 program days. Staff calls parents to pick up child</li> <li>• Staff documents incident in the binder</li> <li>• Parents, Coordinator, and Director must meet before child can return to the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Child is removed from program for a minimum of 27 program days</li> <li>• Staff documents incident in binder.</li> <li>• Parents, Coordinator, Director, and Elementary Principal must meet before child returns to program</li> </ul>

\*\* Behavior is categorized as mild, moderate, or severe. Each incident in a category requires moving up a step in consequence.

Cool Kids "Individual Behavior Plan"

To be filled out by student & parent the evening of the event and returned to Cool Kids

Name\_\_\_\_\_

Date\_\_\_\_\_

I chose a behavior at Cool Kids that violates our behavior policy.

What I did\_\_\_\_\_

Because I have violated the behavior policy multiple times, and I did not follow my Fix It plan, the next time I break behavior rules, I will

\_\_\_\_\_ Not participate in group play for the rest of the day

\_\_\_\_\_ Time Out for 10 minutes and verbal apology to all people affected including \_\_\_\_\_ other kids in the program

\_\_\_\_\_ Time Out for 20 minutes and write a letter of apology to all people affected including other kids in the program/ The letter will be read aloud to the group.

I will also choose a better behavior when I am feeling \_\_\_\_\_(fill in feeling at time of rule violation)

The behavior I will choose when I feel this way is\_\_\_\_\_

Student Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Staff Signature\_\_\_\_\_ (sign when returned)

Date signed by Staff\_\_\_\_\_



Cool Kids "Fix It" Plan

Name \_\_\_\_\_

Date\_\_\_\_\_

I chose a behavior at Cool Kids that violates our behavior policy.

What I did\_\_\_\_\_

In the future I am going to make better choices. When I feel like I am going to break a behavior rule, I will choose to do this instead-

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If I continue to violate the behavior rules in Cool Kids, I know I will be put on an individual behavior plan which could lead to suspension from the program.

Student Signature\_\_\_\_\_

Staff Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Date Signed (parent)\_\_\_\_\_

# Green & red Choices

Families,

I'm so excited to share our behavior management system with you! We use Green and Red Choices in our classroom. It is a positive approach to behavior and a universal support for all students in the classroom to teach students the expected behaviors.



Green choices are good behaviors, worded in a positive way. They are the choices we want students to make such as listen, use kind words, and have a calm body. Green is a symbol for go, keep going and red is a symbol for stop.

USING POSITIVE LANGUAGE GOES A LONG WAY! It builds a caring community where students feel loved and safe so they are able to learn and grow!

We will be teaching green choices (aka expected behaviors) through books and activities all year long. Making green choices is HARD! Each behavior is paired with a visual support. We have a Green and Red Choices Chart for visual support in our classroom.

Green and red choices focus on the choice rather than the child. If a child makes a red choice, a teacher or another student may point it out quietly or simply ask if that's a green choice. The child can change their behavior and make a green choice.

## TRY USING POSITIVE, green Choice language at Home

Say ...

- Walking feet.
- Inside voice.
- Hands to yourself.
- Let's work as a team.
- Use kind words.
- Put it in the trash/recycle can.
- Can you share or trade?
- Is that a green choice?
- You look upset. Can I help you?

Instead of ...

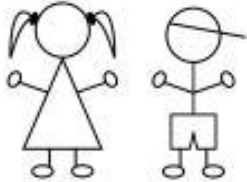
- No running.
- No yelling.
- No pushing.
- Stop fighting about it.
- Stop saying mean things.
- Stop throwing it on the ground.
- Don't take the toy.
- Why are you doing that?!
- Stop the tantrum.

Thank you for all your help and support!

Name: \_\_\_\_\_

# Way to glow!

My teacher is proud of me  
because...



- I was a good friend
- I worked hard
- I was a good thinker
- I was kind
- I kept myself and friends safe
- I was respectful

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

# Room to grow

Today my choices disrupted  
learning when...

- I did not follow directions
- I talked out of turn
- I refused to do my work
- I was not kind
- I hurt someone
- I was disrespectful

## My Consequence was...

- I took a thinking break
- I apologized
- Other: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please Return**

Our door is always open. Feel free to drop by our Cool Kids program any time. If you have concerns, complaints, or problems with our program, please call the Community Education Office at 879-4038 or the Cool Kids direct line at 655-5010, or email at [coolkids@esko.k12.mn.us](mailto:coolkids@esko.k12.mn.us).

## Summer Cool Kids Registration Process

To register your child for Summer Cool Kids you will need to read all of the materials in this handbook and complete the following before your child may attend Cool Kids:

- Pay the \$40 Registration fee
- Schedule Request in eleyo
- Your child must be entering Kindergarten in the fall
- Any past due balances with Esko Community Education are paid in full.

*(This may include past due balances for Kindergarten, School Readiness, or Cool Kids bills.)*

## Hours of Operation for Summer

Cool Kids is open 6:30 am – 5:30 pm. Monday-Friday

- Cool Kids first day of Summer care will be: Date TBD
- Cool Kids will be closed the week of the 4th of July: Dates TBD
- Cool Kids last day of Summer Care will be: Date TBD

The Community Ed office is open 8:00 am -1:00 pm Wednesdays

Wednesdays are field trip days – all teachers go on the field trip. Please have your child to Cool Kids by 9:00 AM. Please send a cold lunch & water bottle daily, as well as sunscreen. We will provide morning and afternoon snacks.

## Summer Program Fees

- Daily rate of \$40.00, with a required 3 full day minimum charge of \$120 per week.
- Field Trip Fees are extra.
- Late pick-up fees are \$10.00 for the first minute past 5:30 pm and \$1.00 every minute past 5:31 pm (see pg 6)
- \*No Call/No show\* \$25 (see pg 6)
- \*Drop-In fee \$25 (see pg 6)
- \*Refunds are NOT issued for absences, illnesses, quarantines or suspensions from scheduled days.

*\*\*Parents who have frequent late pick up, no call/no show or drop in charges may have their child care discontinued.*

*If you do not pay your bill, your child's care will be discontinued until the balance due is paid in full. (see pg 7)*