



2023-2024

Minnewaska Area Schools **LAKER LEGENDS HANDBOOK**

ENGAGE EVERY STUDENT, EVERY DAY!

What is Laker Legends?

Minnewaska Laker Legends Childcare Program is designed to be a safe, welcoming, and enriching environment where children are able to be cared for during summer months. Laker Legends offers a fun environment, professional staff, structured and unstructured play time, gym time, outdoor play, creative learning, social and emotional growth, STEAM and field trips. Enrichment, physical activities, and crafts are planned to fit all students' age level and ability. Field trips and special activities will be planned as a regular part of this program. Laker Legends child care is offered 7:30 AM to 5:30 PM, for children 4 years old through 5th grade (must have turned 4 years old by 1/01/2023 and potty trained).

Start date May 30, 2023. Last day of Care August 18, 2023.

CLOSED Monday July 3rd, Tuesday July 4, 2023

Behavior Expectations

We expect the children and parents to be respectful of everyone, just as the staff respects them. We believe in a positive method of discipline related to acceptable standards of behavior and courtesy. As with all Minnewaska Area Schools Community Education programs, Laker Pride is enforced along with all district rules and policies:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

Parents must take responsibility for their children's behavior as they participate in any community school activity. When children disrupt the activity they are involved in, the opportunity to participate will be forfeited. If a child needs to be sent home, whether due to illness or behavior, a parent/guardian **MUST** pick up their child ASAP. Late fees will accrue after 45 minutes.

Discipline Procedures: Failure to abide by the general rules of behavior shall result in:

1. **Prompts and redirection** to help guide appropriate behavior throughout the day
2. **Verbal Warning to parents/ guardians** (after prompts and redirection to

child through the day does not change his or her behavior)

3. Being Sent Home

- child refuses to follow groups activities (whether at the school or in the community)
- choosing to harm others or themselves
- choosing to harm property
- threatening to do any of the above behaviors

4. Loss of privileges (e.g.:group activities or field trips) Child will not be allowed to attend Laker Legends on the day of the next scheduled group activity or field trip

5. Parent/Staff meeting- meeting to plan appropriate action for child/ren, which will include suspension or termination from the Laker Legends Childcare Program.

All behaviors and procedures will be documented.

Immediate Suspension: For the safety of all children in the program, the Laker Legends Childcare program reserves the right to immediately suspend and/or terminate any child who:

Threatens or attempts to cause physical injury to self or others.

Threatens or attempts to cause destruction of property.

Leaves the designated Minnewaska Area School area or activity area with the intent to run away or hide from staff.

Suspension length will be determined on a case by case basis.

Discontinuance of Service: The Laker Legends Childcare Program strives to meet the needs of all children enrolled, however sometimes our program is not the best fit for a child. Children must be able to function in an active and stimulating environment. We are not able to care for a child who is unable or unwilling to follow Laker Legends Childcare guidelines or Minnewaska Area Elementary School Laker Pride policy (e.g. wandering/running out of designated areas, acting out against others, destruction of property, hurting others verbally or emotionally). We are also unable to care for a child who demonstrates behavior that harms other children, staff, or self (e.g. throwing objects at others, striking out with intent to harm, exploding temper that has potential of causing physical injury).

Dismissal of a child from the Laker Legends Childcare Program may also occur due to the following:

- The parent refuses to follow program procedures/requirements outlined in this handbook.
- The child is unable to follow the rules.
- There is sufficient evidence that the child is a threat to persons and/or property of the program.
- The parent fails to pay program charges in a timely manner.
- The child is not picked up due to behaviors or illness.
- Physical aggression towards another child resulting in a medical visit.

Special Needs

Any special need such as medical concerns, allergies, medications, or special services your child may receive during the school day needs to be discussed with Laker Legends Staff so they can determine a plan to meet your child's needs during programming hours. The goal is for all children to be able to independently participate in the program. Every effort will be made to accommodate children with special needs. Staff and parents/guardians will meet to determine if the program is an appropriate placement for the child. Each case will be evaluated on its own circumstances.

Billing Laker Legends Summer Care Rates

Weekly Rate (5 days per week)	\$150/ per child
Part Time Rate Weekly Rate (3 days per week)	\$100/ per child
Drop In Rate (Part Time students only or consistently scheduled) \$35 / per	

child. An unscheduled drop in will not be accepted.
Late Pick Up Fee \$5 for the first 10 minutes after closing. \$1 per minute after the 10 minutes have passed.
Late Payment \$15/week

Laker Legends Childcare opens its doors at 7:30 am. Care will not be provided until doors are unlocked at 7:30am. Parents will need to physically sign their children in/out each day.

Late Payment Fee: Weekly payments are due by Monday for the current week of care. Payments made after that time will accrue a \$15 late charge.

Laker Legends childcare is a prepayment program. Minnewaska Area Community Education uses paperless billing and you can access your account online at <http://www.minnewaska.reg.eleyo.com/child-care/1/school-ages-child-care> Minnewaska Area Community Education reserves the right to discontinue or limit participation in the program due to nonpayment.

Optional programming

Parents may choose to have their child(ren) participate in Summer Recreation for the month of June at Minnewaska Area High School at additional cost. Summer Recreation runs only in June Monday-Thursday 9:00 am - 12:00 pm. Summer Recreation offers students the opportunity to participate in a variety of sports and enrichment activities that will increase knowledge and teach cooperative learning all while having fun outdoors. Your child(ren) will be transported to and from if you choose to participate. If you choose to have your child(ren) participate, this means that your child(ren) will attend Summer Recreation every day that it is offered while they attend Laker Legends in the month of June.

Children must be registered for Laker Legends for the entire summer in order for Laker Legends to accommodate students attending summer school.

Location

The program will be held at Minnewaska Area Elementary School. Please drop off/pick up your child at the main entrance.

Emergency Planning

Program staff will strive to be prepared for emergencies. They will bring a backpack which will contain first aid supplies, emergency contacts and child information, weather radio and flashlight, and will have a cell phone available at all times. There will always be a staff member on site trained in CPR/First Aid. Laker Legends will only swim at beaches or pools where there is a lifeguard on duty. Laker Legends follows the same guidelines as Minnewaska Area Schools.

Sign In and Out Procedures

You, or authorized persons, must personally come into the building to sign your child in and out every day. Failure to do so is a breach of contract. At registration, the name of all the persons authorized to sign for your child must be provided in writing. Requests to add a person to the authorized pick up list must be done in writing via email. We will not accept telephone calls for authorization.

If a legal guardian of the child is NOT authorized to pick up the child, we need a copy of the court order. This includes court orders dictating parenting time changes that may fall within the Laker Legends program times. If an unauthorized person attempts to pick up your child, the parent/guardian will be called. Law enforcement will be called if the situation warrants. Proper ID may be required before a child is released.

Attire and Equipment

Each day we will engage in physical activity either outside, in the gym or on field trips. We suggest comfortable, casual clothes that are weather appropriate. Sneakers, tie shoes, or sandals with backs are preferred. Flip flops are not recommended.

Parents must send 3 bottles of sunscreen and 1 optional bug spray for their child. Laker Legends staff may assist with application of sunscreen and bug spray, as needed. Parents can opt to pay \$25 per child to the Laker Legends program for sunscreen to be provided for them.

Children's Electronic Devices & Valuables: We require children to keep all electronic devices and other valuables at home. Laker Legends is not responsible for personal property lost, stolen, or damaged.

Guests

Guests (students or friends not currently enrolled in the Laker Legends Program) will **not** be allowed to attend any session of the program, due to liability and staffing.

Health Policies

Laker Legends follows the Minnewaska Area Schools regarding health guidelines. Your child should not come to Laker Legends if they have any of the following symptoms, or have had them within the last 24 hours:

1. If a student has had a fever of 100° or more, the student should stay home 24 hours after the temperature has returned to normal without the use of fever reducing medication.
2. If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
3. If a student has any rash, check with the family physician before sending him/her to school with a diagnosis.

Administration of Medication: If your child requires prescribed daily medication during Laker Legends hours, a parent/ guardian is required to come to the Elementary School to administer. Laker Legends does not have licensed health staff on site; however there will always be one staff member on site that is trained in basic First Aid and CPR.

Emergency Medical Care: Parents will be called in the event a child requires emergency care. If a parent is unavailable, emergency contacts will be called. In the event no one can be reached and it is an extreme emergency situation, emergency personnel will be contacted. Note: Minnewaska Area Schools does not carry insurance on students.

Communication with Parents

Communication with parents will be provided through email and the Seesaw app. Seesaw will be used to update parents about field trips, special events, and program reminders. Site leaders will carry a cell phone and have student emergency contact information on all field trips and outings. We welcome

parent involvement and feedback. Please feel free to contact our staff about opportunities to help or become involved in our community. Program cancellations due to weather or building emergencies will be decided by the Director of Community Education. You will receive notification as soon as possible in these situations.

Withdrawal

A written notice is required to withdraw from the Laker Legends Childcare program. Written notice must be given two weeks in advance. In the event appropriate notice is not received, you will still be responsible to pay any outstanding invoices. If you withdraw your child from the Laker Legends Childcare program and then later re-enroll your child, you will need to complete a new registration and pay any outstanding balance on the account.

Absences

It is the responsibility of the parent/guardian to notify Laker Legends staff that their child will be absent. Please email lakerlegends@isd2149.org or send a message via SeeSaw. Please note: this program is billed on a weekly rate regardless of absence.

Lunch/Snacks

A hot lunch will be provided for all students, although students may bring a cold lunch from home if they choose. Lunch will be eaten at the elementary school around 12:15-12:30 p.m. A morning snack and an afternoon snack will also be provided.

For questions regarding the program,
please contact Magan Andersen and Amanda Sayles at
lakerlegends@isd2149.org



Laker Legends Childcare 2023 Parent Handbook Signature Page

After reading the handbook, please sign the appropriate lines below.

We, the parent(s)/ guardians of

Have read and understand the contents of the Parent Handbook.

We agree to follow the policies outlined in the Parent Handbook.

The Parent Handbook is not an enrollment contract.

Signature of
Parent(s)/Guardian

Date
