Summer Family Handbook

www.KidsSafari.org

community education
BLOOMINGTON PUBLIC SCHOOLS

Directory

General Information, Registration & Billing:
952.681.6128
Email: KidsSafari@isd271.org

Kids' SAFARI Administrative Office
Community Education Campus – Suite 200
2575 West 88th Street, Bloomington 55431
www.KidsSafari.org

Ridgeview Elementary
9400 Nesbitt Ave S.

Valley View Middle School
Summit SAFARI and Extended Care only
8900 Portland Ave S.

Valley View Elementary
350 E 88th St.

Washburn Elementary
8401 Xerxes Ave S.

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Welcome to Kids' SAFARI Summer Programs

(**S**afe, **A**ge-appropriate, **F**un, **A**dventures in **R**ecreation and **I**magination)

Bloomington Community Education's Youth and Family Department would like to welcome your family to our summer programs. Kids' SAFARI summer programs include Early Camp SAFARI, Camp SAFARI, Summit and Extended Care.

This Summer Family Handbook also outlines what you may expect from Kids' SAFARI summer programs and what our programs expect from you in return. We hope your family's experience with us will be an enriching and positive one. Please know that Kids' SAFARI summer programs reserves the right to amend its policies and procedures at any time.

Position Statement

The focus of the Kids' SAFARI is on childcare and enrichment opportunities designed to meet the changing needs of children and their families. This is accomplished through creative learning experiences designed to increase social interaction. Our program is fee-based and administered by the Bloomington Community Education's Youth and Family Department.

Kids' SAFARI Philosophy

Our purpose is to lead children to discover friendship, independence, and confidence through a variety of activities and experiences. Children are encouraged to discover their talents and interests and to take pride in their accomplishments. The staff and program facilitate a warm and secure environment. The role of Kids' SAFARI summer programs, in cooperation with home, is to support the development of the whole child.

Students Eligible for Enrollment

Camp SAFARI accepts students entering kindergarten - completion of grade 5. Summit accepts students entering 5th-6th grade.
Early Camp SAFARI accepts 3-5 year olds who are currently in a Bloomington Community Education program.

Responsibilities of Program, Students and Parents/Guardians

Program's Responsibilities:

- Provide a safe, positive and enriching environment which meets the developmental needs of students.
- Provide caring staff who show genuine respect for students and provide positive role models.
- Keep parents/guardians informed through regular newsletters, flyers, email and verbal communication.

Student's Responsibilities:

- Be friendly.
- Be safe.
- Be honest.
- Be respectful.
- Have fun!

Parent/Guardian's Responsibilities:

- Observe the rules and policies of the Kids' SAFARI program and Bloomington Public Schools.
- Share concerns with staff members about your child's needs in the program.
- Listen to concerns of staff members about your child's behavior and work towards an agreeable solution to any problems.
- Keep your online account and emergency information complete and up-to-date.
- Inform site when your child will not be in attendance.
- Inform site if someone else will be picking up your child.
- Read the handbook, billing information, email and posted messages at the site.
- Abide by all contract obligations and keep financial account current.

Bloomington Public Schools has a Respectful Workplace policy. In short it states staff shall not engage in unprofessional or disrespectful behavior, or be subjected to unprofessional or disrespectful behavior from co-workers, parents/guardians, or people doing business with the District. The entire policy can be found on the district's website (bloomington.k12.mn.us School Board Policy 457). Family members are expected to model respectful and positive behavior when working with program staff either in person, on the phone, or via email. Any family member treating a staff member unprofessionally or disrespectfully may result in termination of the child's contract.

Kids' SAFARI summer programs registration begins online in March. Please visit our website for more information.
www.KidsSafari.org
Placement is available on a first come, first served basis.

Parent/Guardian Communication

The connection and communication between home and Kids' SAFARI is vital to the success of your child. Please feel free to share any information at any time that may affect your child's time with us at Kids' SAFARI.

There is a family log/notebook available at each site for parents/guardians to write important information regarding child pick-ups, absences, etc. This notebook will be checked daily. If you need to relay important *confidential* information regarding your child, please talk to program staff.

Parent/Guardian Permission
Upon registration, parents/guardians authorize the following:

- Permission for use of the name, photographs, video and quotes of your child(ren) for use at open house events, scrapbooks and orientation.
- Permission for use of the name, photographs, video and quotes of your child for the purpose of publicizing the program (for example: newspapers, flyers, brochures, internet, TV, etc.).
- Permission for your child(ren) to participate in neighborhood walking excursions.
- Permission for your child(ren) to take part in field trips on a day they will be in attendance.
- Permission for exchange of information between Bloomington Public School personnel and the Youth and Family Department whenever it would be beneficial for your child(ren).

Questions and Concerns
If you have a concern regarding the Kids' SAFARI program or a staff person:

1. Immediately set up a time to discuss it with the Youth and Family Coordinator (YFC) at your Kids' SAFARI summer program site.
2. If the issue is not resolved, contact the Program Manager at the Administrative Office.

Written grievances are to be submitted to the Administrative Office.

Enrollment & Registration

Registration information is available on our website at KidsSafari.org. Summer registration begins in March. Please visit our website for exact dates. If you do not have access to a computer you may go to the Community Education office for assistance. In order for registration to be complete, we require the following:

- Completed online contract, agreement to terms, and Family Emergency Information.
- Non-refundable registration fee of $40 for new students or $30 renewal for returning students, charged at time of contract approval.
- A valid and frequently checked e-mail address.

*Please allow a **minimum** of three business days to process contract requests.*

All policies are in effect once a contract is approved. Kids' SAFARI summer programs reserve the right to delay enrollment due to the need to increase staffing or gather additional information about a student. Kids' SAFARI summer programs may also deny or limit service due

to non-payment of current or previous charges for Kids' SAFARI and/or any Community Education programs.

CAMP/SUMMIT SAFARI CONTRACT OPTIONS

Consistent Schedule – Please contact the Kids' SAFARI office for current tuition rates and due dates.

May be 1-5 days per week and must be the same weekly schedule throughout the summer.

- Permanent schedule change requests representing a new consistent pattern of attendance require parents/guardians to request the change via email at KidsSafari@isd271.org or online through your account. You will be notified of acceptance/denial.
- A one-week written notice or online request is required for all schedule changes and incur a $10 per child contract change fee.
- Before summer programming begins parents/guardians are welcome to make changes to their schedule. However, please be aware if the schedule change request is received after the May registration due date, we are not able to accommodate schedule changes the first two weeks of Kids' SAFARI summer programs. Also, keep in mind there will be a $10 Contract Change Fee added to the invoice per child, per approved request. Please visit our website for due dates.
- Vacation credit is available for families with a Consistent Schedule contract with a one-week written notice to the Administrative Office, once per season for up to 5 consecutive days (not including weekends or holidays). Vacation days available are equivalent to your child's contact schedule.
- Credit is not available for non-attendance, including illness.
- If space is available, drop-in days may be added at the Drop-In rate.

Pick Your Days – please contact the Kids' SAFARI office for current tuition rates and due dates. Summer contracts must pre-schedule all days for the entire summer upon registration.

- Families who are unsure of the dates care is needed for summer may register for one day only to reserve space, then submit an exact schedule online for the entire summer on or before the due date in early May.
- All changes on or before the due date must be made via your online account.
- **No schedule changes (including swapping days) are permitted after the given due date.**
- Submitting any schedule after your initial registration is considered a contract change, and a $10 change of contract fee (per child, per change) will be applied to your next summer invoice.
- Credit is not available for non-attendance, including illness.
- Vacation credit does not apply to Pick Your Day contracts.
- If space is available, drop-in days may be requested and are billed at the Drop-In rate.

Drop-In – please contact the Kids' SAFARI office for current tuition rates

- Parents must submit a Drop-In request ***at least*** 48 hours (not including weekends) prior to the date needed via their online account. For an emergency drop-in (within 24 hours) please contact the site.

- Drop-ins are accepted as space allows – availability is not guaranteed. **Children may not attend until the request is approved online. If a child attends without an approved Drop-In request, families will be expected to pick-up the child immediately. Subsequent incidents may result in termination of Kids' SAFARI contract and care will no longer be provided.**
- Drop-in charges will be invoiced on the next billing cycle.
- Refunds are not available for cancellation of an approved drop-in date. Switching dates/times is not permitted.
- Credit is not available for non-attendance, including illness.
- Vacation credit does not apply to Drop-In days.

Summer Extended Care – *for students attending Summer School or Extended School Year (ESY)*

Students registered for Summer School or Extended School year can attend Extended Care at Valley View Middle School. Please contact the Kids' SAFARI Administration Office to request an Extended Care form.

Transportation to Camp SAFARI sites will not be available. When Summer School is not in session, students will attend Camp SAFARI at their registered site, or Summit SAFARI at Valley View Middle School.

ESY students will do the same, however, the weeks ESY is in session, students may attend their regular Kids' SAFARI summer programs site or Extended Care on Monday and Friday. Please note, even though Extended Care takes place at Valley View Middle, students enrolled in the above-mentioned programs may not attend Summit SAFARI during these weeks.

If your child is registered for Summer School or ESY and requires Extended Care:
After your child's contract is received you will be sent an email with a form attached that you will need to complete, sign and return to the SAFARI Administrative Office via:

Email	**Fax**	**Mail/Bring** to Community Education
KidsSafari@isd271.org	952.681.6101	2575 W 88th St, Suite 200 Bloomington, MN 55431

Please Note: Extended Care forms must be completed and returned so that your child's location for attendance is correct for their safety.

Early Camp SAFARI Contract Option

Consistent Schedule – Please contact the Kids' SAFARI office for current tuition rates and due dates.

We only offer a 5-day, full day option at this time.

- Vacation credit is available for families with a Consistent Schedule contract with a one-week written notice to the Administrative Office, once per season for up to 5 consecutive days (not including weekends or holidays).
- Credit is not available for non-attendance, including illness.

Financial Policies

Program Fees
Charges are generated through your online account. Payment is due in *advance* of service whether or not your child is in attendance. Monthly invoices will be emailed around the 25th of the month. Auto Pay will be processed on the 5th of the following month. Total balance due must be paid on or before the 20th of the month to avoid a $20 late fee. *No refunds or credits are given for absences, including illness.*

Payments
- Payments are not accepted at the Kids' SAFARI summer programs sites.
- VISA, MasterCard, Discover and American Express are accepted via online payment.
- Check or Money Order: Make payable to ISD #271 and send it via USMail or bring it to our Administrative Office.
- Auto Pay: Families may sign up with a credit card or ACH for a monthly Auto Pay via the online account. The Auto Pay will be charged on the 5th of the month.
- Cash: If you wish to pay in cash, please pay at our Administrative Office, you will be provided with a receipt. Exact amount only; no change is available.

Late Payments
Kids' SAFARI is a non-profit, self-supporting organization and needs your prompt payment to meet expenses. A $20 late fee is applied to any unpaid balance not received by the 20th of each month. Kids' SAFARI reserves the right to discontinue or limit service due to failure to meet payment obligations as defined by the contract. Accounts in default are placed with a collection agency, and incur all costs relative to collection including legal and collection agency fees. Families who have been in collection with ISD #271 will be required to use a credit card for their Kids' SAFARI account.

Receipts
Families manage their own accounts online. This includes printing any necessary receipts.

Vacation Credit
Vacation credit is available to families with a Consistent Schedule contract with one-week's *written* notice to the Administrative Office, once per summer, equivalent to the child's weekly Consistent Schedule, for up to 5 consecutive days within a two-week time frame. Children may not attend the program during the requested time off. If your child arrives you will be charged the drop-in rate, and the vacation credit will be voided.

Contract Revision Fee (*$10 per child, per change*)
Schedule changes representing a new pattern of attendance require a one-week written notice to our Administrative Office and incur a $10 charge per child, per change. Requests must be approved before the change can begin.

Declined Payment
Those with an established pattern of declined payment will be required to change their contract to the "Pick Your Days" option and must pay the entire month's bill upon approval of the submitted schedule.

NSF Checks
Bloomington Public Schools uses Advantage to electronically recover any insufficient fund checks returned to the school district along with a $30 state allowed fee. If repayment is not made within 5 business days of notification, Kids' SAFARI summer programs services may be suspended. To reach PayTek directly please call customer service at 1.877.479.1500. Families will be required to use a credit card for payment for any future transactions if they have previously given ISD #271 an NSF check.

Withdrawal from the Program
Withdrawal from the Kids' SAFARI summer programs require a one-week *written* notice to the Administrative Office. The weekly program fee will be charged for one week following the date in which the Billing Department receives written notice. Payment in full is due upon withdrawal.

Fee Assistance
Kids' SAFARI summer programs are a provider with Hennepin County Child Care Assistance Program which enables families who qualify to obtain financial assistance for childcare. Please call Hennepin County at 612.348.5937 for more information. Parents are responsible for reading and understanding all Hennepin County guidelines and procedures.

Attendance Policies & Procedures

Sign In/Out Procedures
A parent/guardian must sign your child in every morning and out every afternoon via an electronic system, which automatically timestamps your signature. Failure to comply may result in termination of your contract.

Authorized Pickups
During online registration for Kids' SAFARI, please name all persons authorized to pick up your child and anyone who is *not* allowed to pick them up. In order for us to legally stop a non-custodial parent from taking a child, a copy of the current court order must be on file at the Kids' SAFARI summer site. Staff cannot physically stop a parent from taking a child at any time.

You must inform the staff in advance, preferably in writing, if someone other than an authorized pickup will take your child. We ask you to remind the authorized person that site staff will ask for picture identification if we do not already know him or her. We will accept your child's verification regarding identification if needed.

Absences
If your child will be absent on a day they are scheduled to attend, please call your Kids' SAFARI summer site by 9:00am. Credit is not available for any absence.

Late Arrival/Early Departure
A late arrival is after 9:00am, and an early departure is anytime prior to 3:00pm. Please notify your site in advance if your child will arrive late or depart early. On field trip days you must notify the site before 9:00am to avoid a $5.00 finders fee.

Late Pick-up Procedures
Kids' SAFARI summer programs end promptly at 6:00 PM.
Our procedures are as follows:

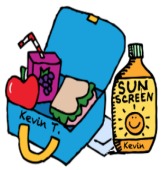
1. A late fee of $1.00 per minute per child will be assessed beginning at 6:00 pm (according to our electronic sign in/out system).
2. If we have not heard from a parent/guardian by 6:15 PM, the emergency contacts will be called.
3. If we have not heard from a parent/guardian or emergency contact by 7:00 PM we will notify the Bloomington Police Department.

It is understood that conditions beyond one's control exist (inclement weather, etc.). If these conditions arise you must notify the site as soon as possible to make arrangements for *someone else* to pick up your child. ***Continued late pick up will result in termination of your contract.***

Program Closings
Every attempt will be made to avoid closing once Kids' SAFARI summer programs are in session. Due to unforeseen circumstances, the district may decide to have an early release, or cancel planned activities on the basis of current or predicted weather conditions. In the event the program closes mid-day, your child will need to be picked up immediately. It is imperative that you have an action plan to assist your child in handling an early dismissal from Kids' SAFARI summer programs. Tuition which encompasses any closing is non-refundable.

Program Information

Each day, children should bring the following, labeled with their name:



- **Backpack:** please send a change of clothes for your child.
- **Sunscreen:** A sunscreen with SPF of 30 or greater is required anytime your child is outside. Please send a bottle of sunscreen labeled with your child's name. Site staff are not allowed to help children apply it. Insect repellent is optional.
- A **water bottle**.
- **Tennis Shoes:** Children should wear tennis shoes for playing in the gym and outside.

Daily Activities
Children's play is often active and messy. Please dress your child in comfortable play clothes and shoes intended for running and climbing.

Weekly Activities
Kids' SAFARI summer programs staff plan a summer full of engaging opportunities. Every week, grade level groups will participate in activities that may include:

Tactile, hand-on activities	Active play and team games
Drama, creative play, imagination	Music and rhythm
Science exploration and experiments	Literature and story time
Environment and outdoor education	Arts and crafts
Creativity and self-expression	Team building and leadership

Problem-solving, mind games and trivia

In addition, each site may also participate in Youth Service Learning and volunteering, on-going art projects, or guest speaker(s).

Outdoor Activities
Outside play is an integral part of children's developmental learning, health and well-being. Students must be prepared to go outdoors every day. Kids' SAFARI summer programs staff will assess the weather conditions to determine if activities will be carried out as planned. If your child is unable to go outside due to health conditions, please talk to staff.

Toys and Personal Belongings
Kids' SAFARI summer programs are not responsible for lost, stolen or broken personal belongings. Please leave toys at home. Occasionally, Kids' SAFARI summer programs will have a special day where they are allowed. You will be notified when these special days are scheduled.

Lost and Found
Please label all of your child's belongings so they can be returned if lost. Any items that are unclaimed by late August will be donated to a local charity.

Video/Computer Games
Kids' SAFARI summer programs acknowledge the importance of technology in developing children. We allow children to play computer and video games at times. Please contact your child's site with any questions.

Weapons Policy
In accordance with school district policy, Kids' SAFARI summer programs take a zero-tolerance position on the possession, use, or distribution of weapons, toy weapons or pretend weapons of any kind. Please refer to school board policy 501 on the school district's website bloomington.k12.mn.us Students in possession of any type of weapon may be subject to suspension, termination, or other disciplinary action deemed suitable.

Field Trips
Camp SAFARI and Summit SAFARI will go on field trips throughout the summer. Each child is given a Kids' SAFARI T-shirt on their first field trip day. At least one field trip or special event is scheduled for each week. Children **must** wear their shirts for all field trips except for pool days. If you wish to purchase an additional T-shirt for $10 see site staff.

Field trips usually occur between 9:30am and 4:00pm. *All children are expected to accompany the group on the field trip as alternate care is not available.* Children need to be at the site before the bus departs for the activity. Picking up and dropping off from a field trip/pool location is not allowed. Anyone who is unable to stay for the duration of the field trip may not attend Camp SAFARI/Summit that day.

Children are responsible for carrying whatever they bring along. We recommend that lunches be sent in a disposable bag on field trip/pool days. If our destination is a pool, children need to bring their swimwear, towel and bottle of sunscreen. Please make sure that all items are clearly labeled with their name.

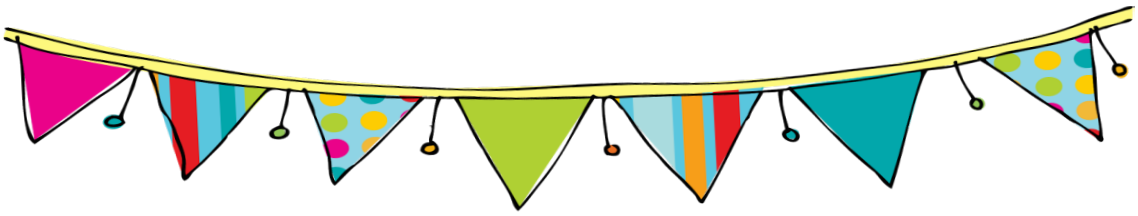
Behavior Management

We maintain appropriate behavior through clear consistent guidelines, consequences and positive staff interaction. When dealing with inappropriate behavior we utilize parent/guardian assistance and school staff. If a child displays a pattern of consistent inappropriate behavior, Kids' SAFARI summer programs reserve the right to evaluate whether the child can best be served by our program, and to suspend any child based on program or school district policies or inappropriate behavior. In the case of a suspension, a discussion and/or mandatory meeting will take place between the parent/guardian, child (if appropriate) and staff before the child can return to our program. Tuition credit or refund is not available for suspension from our program.

Accommodation Process

Kids' SAFARI is committed to providing a safe, healthy atmosphere for the students we serve. If your child needs a special accommodation please call one of our Inclusion Coordinators at 952.681.6105 or 952-681-6127. We will provide all reasonable and appropriate accommodations to any student within the existing Kids' SAFARI programs. We are committed to working with the student's family to determine appropriate accommodations. If a student displays a behavior which jeopardizes the safety of themselves or others the staff will contact the student's parent/guardian and request that, for the safety of their child and others, the student be removed from the program for a predetermined amount of time. When a student has persistent difficulty being a part of the existing Kids' SAFARI program, the following steps will be taken to promote their success:

1. The student's behavior will be observed and monitored by Kids' SAFARI staff. Information will be gathered from the student, his or her family and school personnel.
2. A plan and timeline for inclusion will be developed. All involved parties will be expected to sign, date and comply with a behavior plan. A child may be removed from the program until a signed plan is in place. Changes will be made to the plan if determined to be necessary.
3. Occasionally, the existing Kids' SAFARI program will not be the best environment for the student. If all integration efforts have been exhausted within the existing timeline and have not been successful, the Kids' SAFARI accommodation team will evaluate the ability of the program to serve the student. If it is determined that the program can no longer accommodate the student the child's contract will be canceled.



Medical Information & Policies

Immunizations
Kids' SAFARI summer programs must maintain or have access to records detailing the child's current immunizations or applicable exemption prior to the first day of attendance. Any student currently not enrolled in Bloomington Public Schools must submit immunization information to the Kids' SAFARI office prior to the first day of attendance.

Special Health Conditions
It is the parents'/guardians' responsibility to inform Kids' SAFARI summer programs upon enrollment, or at appropriate times, of any special health conditions and/or needs such as asthma, severe allergies, diabetes, seizures, heart conditions, etc. so that we can provide for appropriate care. Please notify staff if your child is on any medication that might cause side effects. Parents/guardians are welcome to review snack choices for allergy concerns and are free to send an alternative snack from home for their child.

Illness
Bloomington Public Schools and Kids' SAFARI summer programs are committed to providing an environment in which students can thrive. Please keep your child home if they are feeling ill and/or have any of the following symptoms: fever of 100 degrees or higher, diarrhea or vomiting within the last 24 hours, an undiagnosed rash, inflamed eyes, severe cold or sore throat.

A student may return to Kids' SAFARI summer programs after:

- Temperature is normal for 24 hours.
- 24 hours after the last occurrence of vomiting and/or diarrhea.
- 24 hours of treatment at home or under a physician's care.

If a child becomes ill at a Kids' SAFARI program we will isolate the child with proper supervision and notify the parent/guardian listed on the student's account to immediately pick up your child. If you cannot be reached, the staff will contact the emergency contacts listed on your child's account.

Please notify Kids' SAFARI summer programs if your child develops a communicable disease. Information about confirmed contagious diseases will be posted at the site the same day we are notified to inform parents/guardians of possible exposure.

Medications
By law we are not permitted to give any medication, including over the counter medication, **without a doctor's order**. Kids' SAFARI summer program staff can administer medication only if the following conditions are met:

1. A medical permission form is signed by the ***parent/guardian and doctor*** and on file with Kids' SAFARI summer programs. Forms are available upon request and may be faxed to the site when completed.
2. Medication is brought in the original container clearly marked with your child's first and last name, directions and dosage.
3. Staff are informed of possible side effects.

We are not permitted to give expired medication. Any unused medication will be returned to the parent/guardian or destroyed.

Allergies
Upon registration, a parent/guardian must complete the allergy information form, which includes a description of the allergy, avoidance techniques, description of reaction and how to respond to the allergic reaction.

Injuries
Kids' SAFARI summer programs make every effort to maintain a safe environment. Staff are trained in First Aid and CPR. If your child becomes injured at a Kids' SAFARI summer program the staff member's first duty is to provide first aid, second is to notify parents/guardians. Emergency information must be completed online when registering for Kids' SAFARI summer programs. Please keep this information current.

Accident Reports
If a student has a minor injury that requires first aid you will be notified when you pick up your child. If a student receives a serious injury, which may require medical attention, the staff will call the parent/guardian to arrange an immediate pick up.

If a student is involved in an **emergency situation** the staff will call 911 and then a parent/guardian or an alternate listed on the child's account will be contacted as soon as possible. The emergency response personnel will evaluate needs and/or treatment, which may include transport to a medical facility per their agency protocols. The parent/guardian will be responsible for all charges for medical care.

Child Abuse or Neglect
School district employees are mandated reporters and are required by law to report any suspected cases of child abuse or neglect.

Energy Plan
Kids' SAFARI summer programs work in partnership with the building and district custodial staff to provide a safe and healthy environment for your children throughout the summer. On days when energy curtailment is necessary and restrictions on usage are in effect, our ability to maintain a comfortable temperature inside the entire building is limited. Our priority is to maintain a safe environment for your children and closely monitor their health, so our staff will use creative measures to achieve the highest level of comfort possible inside the building.