



Inver Grove Heights
MINNESOTA

2020 Summer Kids R.O.C.K. Family Handbook

Welcome to Kids R.O.C.K.!

Kids R.O.C.K. is the place to be for a summer to remember and we are pleased you have chosen our program! We recognize that you have entrusted to us your most precious possession - your child. Your child's safety and happiness are our first priorities. To assist us in maintaining the high standard that you expect from us, please read this booklet carefully and keep it for future reference. This policy handbook is our way of letting you know what you can expect from us, and what we need from you.

Each week follows a fantastic theme that promises to engage and fascinate kids through a variety of hands-on activities, games, crafts, and much more! In addition to our great in-room activities, children will play outside at our awesome playground, swim in the water park, Library visits, and play large group games on our grassy field (or the gym on rainy days). Exciting field trips are planned as well (see field trip schedule for dates). **Field trips require additional fees and are optional (registration due no later than June 8).**

Be sure to check your email inbox on Thursdays for the Weekly Coordinator E-Newsletter beginning June 11th. This newsletter will feature more specific information on weekly activities, program updates, special events and announcements. It is very important you pay attention to these documents even if it is an "off week" for your child...keep in mind the newsletter includes information for the upcoming week(s).

Children will have the opportunity to sign up for swimming lessons, volleyball, theater, and basketball camps during the day while they are attending Kids R.O.C.K. Staff will walk them and pick them up from lessons/camps. *All lessons/camps require separate registration through Parks and Recreation as well as additional fees. Check www.invergroveheights.org for opportunities.* **We are not able to transport children to off-site lessons, camps or programs.**

Kids R.O.C.K. Philosophy

The Kids R.O.C.K. attitude and approach focus on creating an environment that is healthy and safe; where encouragement, laughter and joy are the norm. A recreational setting that provides unlimited opportunities for new experiences, while expanding physical and social skills, and individual growth and development.

Children are a vital part of our community. At Kids R.O.C.K., we aim to develop the child as a whole; while we provide a nurturing, supportive, and enriched environment in which children can exercise individual responsibility, social interactions and free choice to promote a healthy self-image and enhance the quality of a child's life and community.

Our emphasis on fun, encouragement and active participation helps develop the courage and confidence to try new activities, learn teamwork and sportsmanship. Every child will explore a variety of active and social games, water activities, outdoor adventures, and the arts while learning to accept new challenges as a chance to grow in the company of good friends and supportive staff.

This handbook is designed to answer common questions. Please address additional questions to the Kids R.O.C.K Coordinator or Recreation Coordinator. This handbook contains useful information regarding the daily operation of our program and parent expectations. Please keep this handbook for your records.

Kids R.O.C.K Contact Information

Website: <http://www.invergroveheights.org>

Parks and Recreation > Summer Camps > Kids R.O.C.K

Kids R.O.C.K Coordinator – Sabrina Mansur

Email: smansur@invergroveheights.org

Recreation Coordinator – Chelsea Swiggum

Phone: 651-450-2580 EXT: 2580

Email: cswiggum@invergroveheights.org

Schedule Changes –

krchanges@invergroveheights.org

Program Hours

Kids R.O.C.K. takes place Monday-Friday each week from June 8th to August 28th. The program is open 6:30 a.m. – 5:30 p.m.

Program Location

We ask that children be dropped off at the Veterans Memorial Community Center at 8055 Barbara Avenue, Inver Grove Heights, MN 55077 by 9 a.m. at the latest. We like to have our day in full swing by 9 a.m., so getting your child here by then ensures that they are a part of the action.

Room Locations: * Ages may vary depending on registration numbers.

- 5-7 yr olds – Earth
 - Community Room 3: Located next to the Senior Center, between the West Ice Rink and the Armory. Enter Door I and go left, it will be the first door on your left.
- 8-9 yr olds – Wind
 - Armory Room B: Enter Door I between the Community Center and Armory, take a right, and Room B is the second door on your right.
- 10-12 yr olds – Fire
 - Armory Room C: Enter Door I between the Community Center and Armory, take a right, and Room C is the first door on your right

Preview Night

We will be hosting a preview night on Wednesday, May 27th from 5:30pm-7:30pm. During preview night you have the opportunity to get your 2020 Kids ROCK T-shirt, meet your room staff, see the facilities and ask any questions you may have before your first day of Kids R.O.C.K. All participants who come to preview night and complete our designated activity will be added to a prize drawing!

Family Expectations

What Kids R.O.C.K. Expects from Families

- Check the “sign in” area for new information, reminders, handouts, and registration deadlines.
- Parent Logbook: if your child has any lessons, camps, special instructions for the day, etc. please be sure to record that in the Parent Logbook. Staff will be using this as an added reference throughout the day.
 - Example: at drop-off, if you find yourself telling staff “Susie’s dad is picking her up at 1:30 p.m. today”, staff will ask you to write that in the Parent Logbook.
What this will do is remind staff to tell Susie to grab her gear and bring it to their next activity.
- Communicate any concerns about your child to the staff. They are there to help.
- Listen to staff members’ concerns about your child’s behavior, and cooperatively work toward an agreeable solution to any problems.
- Talk to the staff or contact the Kids R.O.C.K. office if you have a question, concern, suggestion, or compliment. We value your feedback!
- Have children dressed appropriately for both indoor and outdoor activities. **Children must wear or bring a pair of tennis shoes with them to the program every day for gymactivities!**
- Do not allow children to wear clothing that promotes tobacco/alcohol or that has objectionable language or graphics.
- Encourage children to help clean up the toys and other equipment before they leave for the day.
- Be prompt in picking up your child or children. The program closes at 5:30 p.m. A late fee will be added to any pick-ups that occur after 5:30pm.
- Be courteous to all program staff. If you have a concern about staff or the program, please contact the Recreation or Kids Rock Coordinators and allow us to come up with an appropriate solution. We ask that you remember that our staff is made up of human beings and may be prone to the occasional human error. The best way to address these situations is calmly and with an open mind. We really want to see our families and this program succeed and the best way to do that is by working together to consistently improve with eyes wide open. Thank you in advance for your understanding!

Parent Sign-In/Sign-Out

Every day that your child comes to Kids R.O.C.K. the parent or guardian is required to enter the building with their children in the morning and sign in with the room's sign-in sheet. The staff assumes responsibility for the children once they are signed in. When picking up your child, the parent or guardian is required to enter the building again and sign their child out. In addition to your signature, we will also ask to see your ID upon pick up of the child to verify that you are indeed one of the persons appointed to pick the child up at the end of the day.

Please note that you WILL be asked to show ID even if you have been coming everyday for years. It is possible that staff member has not met you yet and we will always error on the side of caution when it comes to your child's safety. As instructed / required by their direct supervisor, staff WILL ask you to go back to your vehicle to retrieve your ID, rain or shine.

Parents must give authorization in writing if someone new is picking up their child. Please do not ask children to come to a waiting car or send them with another Kids ROCK sibling to sign him/her in. Parents are required to come into each specific classroom to sign in/ out, children may not enter or exit alone.

Be aware that the road in front of the building is a one way (West to East) and serves as a cross walk from the parking lot to the building. Be mindful of any pedestrians when driving through and mind your speed.

We close daily at 5:30 p.m. If you are late, there is a \$3 fee, for every five minutes you are late picking up your child. Any late fees will be deducted from your account the next business day. Unfortunately, we will not accept checks or cash to cover late pick up fees.

If you need to add someone to your list of people authorized to pick up your child, you must do so by emailing [Sabrina at smansur@invergroveheights.org](mailto: Sabrina at smansur@invergroveheights.org) and we will add to the list. Your child's safety is our top priority and wish to see that they are in good hands as they leave our program.

Registration/Payment

Contract Agreement Calendar: All Contract Agreements must be completed in full by May 15. If you are unaware of your summer plans at the time of submission, circle 'schedule forthcoming' on the Contract Agreement; it is then your responsibility to follow-up with your attendance dates by **May 15**. If attendance dates are not submitted by May 15, registration is voided.

- Payments will be made bi-weekly; accounts will be debited according to the following schedule. A family's monthly payment will be divided equally.
 - June care: Billed May 30 and June 15
 - July care: Billed June 30 and July 15
 - August care: Billed July 30 and August 15

There will be a \$30 fee for any payment which does not go through as a result of a closed account, insufficient funds etc. by the agreed due date.

SCHEDULE/BILLING CHANGES

Any changes to your schedule need to be communicated to the following email address: krchanges@invergroveheights.org

Communicate to this address regarding...

- Changes to your child's schedule
- Changes to your credit card information
- Also, questions in regard to billing
- *Please do not send any schedule changes directly to Sabrina.*

Schedule changes are allowed according to the following schedule:

- June Changes: Due May 26
- July Changes: Due June 23
- August Changes: Due July 23

Children Expectations

Items from Home

In order to keep our rooms as clean and organized as possible throughout the day, we would like to ask that your child only brings one bag to Kids R.O.C.K. each day in addition to their lunch box/bag. It is important for each child to bring the necessary items for the day. Every child is encouraged to bring a water bottle, sunscreen (that they will need to apply to himself/herself), tennis shoes, and a jacket (if necessary), in addition to a bagged lunch. Our rooms are equipped with a variety of age- appropriate games and activities for the children to enjoy. We have a **NO TOYS FROM HOME POLICY**. This also includes electronic devices (i.e. cell phones, iPod, tablets, etc.) Cell phones must be kept in their bag and only accessed with prior approval from staff.

If a child has brought a toy from home and staff sees it, we will ask them to put it back in their bag, or hold on to it for them until they are picked up at the end of the day.

Kids ROCK staff and the VMCC are not responsible for lost or stolen items.

Behavior

- Respect yourself and others.
- Be responsible for your actions.
- Respect the property of others and the program.
- Use acceptable language.
- Use appropriate physical contact.
- Follow the instructions and directions of the Kids R.O.C.K. staff.
- Behavior is not expected to routinely require one-on-one supervision.
- Have an open mind and be willing to engage in activities.

Discipline

Each room will have their own strategies and activities in place to deal with children behavior problems. The staff of each room will figure out what works best for their age level. However, if a severe or persistent problem arises, we do have formal disciplinary actions in place. The first offense will result in verbal warning with an explanation of their misbehavior. If a second offense occurs, we will ask that a parent or guardian meets with the coordinator and a classroom staff at the end of the day to discuss the incident at length. If a third offense occurs, parents/guardians will be notified by Kids R.O.C.K. staff/Coordinator to determine more strict disciplinary action. *We reserve the right to remove a child from the program at any point for violent and or overtly disrespectful behavior, regardless of which number offense it is.*

Calendar Notes

Lunch

Children must come prepared with a bag lunch from home each day. Lunches will be stored in the homerooms. *We do not have access to microwaves or refrigerators so please do not pack anything that needs to be microwaved or refrigeration.* Do not forget to pack any necessary silverware your child may need for their meal.

Lunch times are at the discretion of the lead staff for each class but will occur between 11am and 1pm. Each group will also get one provided snack per day, the exact time to be determined by each group's staff!

Library

Each Friday groups will be walking to the library. Children can check out books only if they have their library card with them. If your child does not have a card they will still walk to the library. Our staff is not responsible for registering your child for a library card or helping your child pay late fees while at the library.

Summer Academy ISD 199

If your child will be attending Summer Academy through ISD 199, you are responsible for notifying the coordinator prior to the first day of the program. Staff will walk them to and from the bus. Staff are not able to transport children to off-site lessons, camps or programs. This program is not sanctioned by Kids R.O.C.K.

Swim Times

Every Monday and Thursday each group will get a chance to visit the water park in the VMCC. **On swim days, children must remember to bring their swimming suits and a towel, lifejacket (optional).** We also encourage you to pack a plastic bag where these can be stored after swimming. Swimming times for each group are as follows:

- 5-7 Group 1:00 – 2:00 p.m.
- 8-9 Group 2:15 – 3:30 p.m.
- 10-12 Group 2:00 – 3:30 p.m.

**Aquatic activities are subject to change and dependent on facility availability.

All participants will be required to be swim tested on their first day of swimming. This will be done by VMCC aquatic staff. Your child may be required to wear a lifejacket based on their swim abilities.

A color-coded wrist band system will be in place for swimmer's safety. Wrist bands are determined by VMCC aquatic staff through a swim skills test.

Swimming Lessons

Kids R.O.C.K. attendees who participate in swimming lessons will be escorted to and from their lessons. It is the parent's/guardian's responsibility to inform staff of when his/her child has lessons. We are not responsible for missed lesson if staff was not made aware of that lesson. Please have your child here at least 20 minutes prior to his/her lesson time (child is registered for an 8:30 a.m. lesson, please plan drop off in their homeroom by 8:10 a.m.). Please do not take your child directly to swimming lessons – if so, we will not know to pick your child up. These same procedures apply to other camps that occur onsite. See aquatic registration information for upcoming learn to swim sessions. Register for swim lessons and specialty camps through the IGH online registration system at www.invergroveheights.org/register.

Safety and Health

Severe Weather

If the city of Inver Grove Heights experiences severe weather (i.e. the sirens go off) we will take all children into the designated severe weather safe zones.

Building Closings

If the Veterans Memorial Community Center is unexpectedly unable to open or closes for any reason, we will notify parents and guardians immediately

- Closes before drop-off time (6:30-9am) a notice will be posted on entry doors.
- All Kids R.O.C.K. programs will be cancelled for the remainder of the day if the closing lasts past 9 a.m.
- Closes after drop-off times (after 9am) parents will be notified via phone and city website.

Sick Children

There will be an area for your child to rest until they feel well enough to participate in program activities. Parents/guardians will be called if a child vomits, has a temperature over 100, or if they feel too ill to stay for the day. We cannot provide Ibuprofen or Tylenol to attendees. If your child needs any medication, make sure you have the proper medical forms and signatures completed before enrolling your child. (In addition, all Kids R.O.C.K. staff are First Aid certified to help with various issues that may arise.)

Please DO NOT bring your child if they are sick, have lice (any nits present), or any other malady that would put them or other children in harm's way. All children must be symptom-free for 24 hours.

Injuries or Accidents

While we try to keep children as safe as possible here at Kids R.O.C.K. accidents and injuries may happen. In case of a minor injury, staff members will perform the necessary First Aid procedures and parents will be notified at pick up. Parents will be notified immediately if any major/ serious injuries occur.

Field Trip Procedures

Registration

Kids R.O.C.K. will go on a field trip approximately every other Wednesday (see field trip schedule for specific dates). These trips cost an additional fee and therefore are entirely optional. If you do not wish to send your child on the field trip, they will stay back at the VMCC with Kids R.O.C.K. staff. **If you do choose to allow your child to go on the field trip, make sure your registration and fee is turned in by the deadline of June 8th.** Many of the places we will be going need exact numbers and therefore we cannot allow late or day/week-of registrations. Please make sure to check the sign in area and newsletters for information regarding field trips and registration deadlines.

** See field trip schedule on last page.

Behavior Expectations

All Kids R.O.C.K. onsite behavior expectations and disciplinary procedures apply to Kids R.O.C.K. field trips. We are lucky to get the opportunity to use the owner's facilities and expect that our children will show these places the utmost respect on our visits. Children will be required to stay with their chaperones and check in at the appropriate times during the field trips.

Am I ready for a fun filled day at Kids ROCK?
What to bring to K.R.- Checklist:

Daily:

- ___ Tennis shoes
- ___ My Lunch
- ___ Water bottle with name (optional/ encouraged)
- ___ Positive attitude

Swimming Day:

- ___ Swimming suit
- ___ Towel
- ___ Plastic bag for my wet clothes
- ___ Life Jacket (If needed)

Field Trip Days:

- ___ 2020 Kids R.O.C.K. T-shirt
- ___ Tennis shoes
- ___ I'm at Kids R.O.C.K. at or before 9am
- ___ Swim gear (for waterpark trips)

Library Days

- ___ Library Card
- ___ Books that need to be returned
- ___ Tennis shoes

2020 Field Trip Schedule

****The field trip schedule is still under construction.****

Below is our tentative schedule and plan. More details will be available no later than March 31st. All registered families will receive an email from the Recreation Coordinator with final field trip information once it has been finalized. Thank you for your patience as we continue to prepare for the upcoming season.

Fees for each trip will vary between \$10-\$20. We try to provide a variety of field trip opportunities and pricing points. *Factors that may determine our fees include: Entry, Travel, Parking, Food.*

Date:	Time:	Trip:	Fee:	Deadline to register:	Special Notes:
Wednesday, June 17 th				June 8 th	
Wednesday, July 1 st		Elite Gymnastics		June 8 th	
Wednesday, July 15 th		Highland Aquatic Center		June 8 th	
Wednesday, July 29 th		Grand Slam		June 8 th	Lunch Provided
Wednesday, August 12 th		Science Museum		June 8 th	Bag lunch to be eaten at the museum