



# Birch Grove Community Service Program Handbook

*Updated 8/19/2023*

*Birch Buddies  
Saplings (School Year) Program  
Summer Saplings  
Campsite Kids*



<https://www.birchgroveschool.com/Community-Services>

9 Goodneighbor Hill Road, Tofte, MN 55615

[birchgrove@boreal.org](mailto:birchgrove@boreal.org)

218-663-0170

It is great to be a kid! These programs offered through *Birch Grove Community Services* celebrate the whole child. Your child will engage in *exploration* of the world around them, *observe and learn* with hands-on activities, and use their *imagination* to create and try new things. We provide activities designed to grow your child socially and in knowledge while providing a safe, fun and nurturing environment.



Please refer to the following pages for information on specific programs.

General Information For All Programs: 3-6

Birch Buddies: 7-8

Saplings School Year: 9-12

Summer Saplings: 13-15

Campsite Kids: 16-18

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Birch Grove Community School and Community Service #4145



# GENERAL INFORMATION for ALL PROGRAMS

## **Program Location**

All of Birch Grove Community Service programs are held at Birch Grove Community School located in Tofte, Minnesota. Participants will have access to the playground, tennis court, ice skating rink, warming hut, pavilion, and nature trails located at the Birch Grove. The Campsite is located in the woods behind the building.

## **Nondiscrimination**

Birch Grove Community Service is happy to serve all children and will not discriminate based on religion, sex, race, national origin, creed, or color. Everyone, including each staff member, is here to learn and have fun!

## **Staff**

Only qualified, experienced, and caring staff work in our programs! Our staff works hard to ensure that your child has a positive, productive and fun experience. Staff members will have CPR/First Aid certification and at least 16 hours of in-service training annually (depending on the program) with a focus on child growth, development, and behavioral guidance.

## **Attendance**

If your child will be absent on a scheduled day, please call and let staff know. We may have a child on a waiting list. We ask that you call and let us know if your child will be absent at least 24 hours in advance, as a courtesy. If your child is scheduled to attend, but is absent due to any reason, you will still be charged.

## **Participation Fees**

Birch Grove Community Service programs are funded by participation fees, grants, county/township support and fundraising. Birch Grove Community Service has set the participation fees with varied incomes in mind. Participation fees may vary from year to year. There is no registration fee for these programs. ALL programming needs to be pre-paid two weeks in advance - there are no exceptions. If your child is absent on a scheduled day for any reason, you will still be billed.

## **Financial Assistance**

Some families may need financial assistance. For families living in Cook and Lake Counties, options for assistance are listed below:

Cook County - Cook County Social Services: Childcare Assistance Program 218-387-3620

Lake County - Lake County Social Services: Childcare Assistance Program 218-834-8400



Pathway I - (Saplings and Summer Saplings only) Pathway I scholarships are available through Minnesota Department of Education. Applications are available on the Birch Grove website under the Community Services tab, [www.birchgroveschool.com](http://www.birchgroveschool.com). These scholarships are available for children 3 to 5 years of age. The program partners with 3 & 4 Star Parent Aware Programs that have shown a dedication to preparing children for Kindergarten. The Saplings Program continues to receive a 4 of 4 STAR rating from Parent Aware.

Additionally - Birch Grove Community Services may have a limited amount of scholarships available each year. To apply, please talk with a Community Service Coordinator. Preference for scholarships goes to children that are enrolled at Birch Grove School or a child that will be starting Kindergarten the following year. You will be asked to apply for the Childcare Assistance Program in your county prior to applying for a Birch Grove scholarship.

### **Billing**

All Birch Grove Community Service programs are pre-pay only and two weeks in advance. There will be no exceptions.

In addition, parents will be charged the full day rate for any day that the child is absent and for any reason, including a pre-planned vacation. Please be aware of this.

Any previous balances must be paid prior to the start of any program.

If you are having difficulty making payments, please speak to a Community Service Coordinator. Payment plans and other options can be explored.



### **Health Matters**

Please notify Birch Grove Community Services staff at 663-0170 if your child is ill and will not be attending the program.

Please do not send your child when sick – even if it is a special occasion that he/she doesn't want to miss. Your child probably won't enjoy themselves, and he/she may infect other children. Please assure your child that there will be plenty of other special occasions for him/her to experience another day when they feel better.

### **Children should be kept home if they have any of the following symptoms:**

- Fever over 100 degrees
- Impetigo
- Mouth sores
- Strep throat
- Tuberculosis
- Pink eye (suspected or diagnosed)
- Flu
- Unexplainable rash
- Severe cough
- Rapid or labored breathing
- Severe cold
- Vomiting
- Diarrhea
- Yellowish skin or eyes

- Head lice
- Illness of any sort where child is lethargic and/or listless

*A child that has vomited or had the flu, a fever, or anything similar, should not attend for 24 hours after their last episode.*

Parents must notify staff of any contagious condition. The staff will then determine the conditions by which the child may re-enter the program dependent upon state health policy and the individual circumstances of the case. Failure to report a diagnosed condition to the staff poses a risk to the children and adults in the program.

Every effort is made to reduce the communication of germs. High use areas such as tables and faucets are cleaned daily. While it is inevitable that children will experience some illness, we appreciate your assistance in keeping the spread of illness to a minimum! Staff will perform a visual check of your child each morning upon arrival.

If symptoms begin while a child is at a program, parents will be notified to pick up the child and the child will be able to rest in a quiet part of the room until parents/designated pick up arrive.

### **Medications**

We can only administer medication that is in the original container. A “Permission to Administer Medication” form must be filled out. Please see staff if you need a form.

### **Behavior**

We are committed to promoting learning within an environment of care and concern for one another! We celebrate and appreciate our individual differences and expect the following behavior:

- *Treat yourself, others, and property with respect!*

Positive behavior will be reinforced on a daily basis. Children will be recognized for positive behavior! If a serious behavior issue or repeated issues do arise however, the staff, parents and child will work together to resolve the issue. We want to work with you for the benefit of your child.

### **Items from Home**

We do not encourage bringing toys or unnecessary items from home. The programs have everything that your child will need! We do, however, allow a comfort item from home for rest/quiet time for the Saplings/Summer Saplings program. If a child brings a toy to play with, they will be expected to share it with everyone.

### **Termination**

If for some reason your child will be leaving mid-program, please give us as much notice as possible. This allows us to give children time to say good-bye and to talk with any families that may be on the waiting list.

We have qualified staff that are ready to meet any challenges that come up with students. If after every effort has been made, and we feel that we are not able to meet your child's needs, you will be given at least a two-week notice to find other programming that may be more suitable for your child.

### **Referrals**

Please refer these programs to other families. The more each program is used, the more likely it is that the program will continue to serve children and families in the community for years to come.

### **The BrightWheel Payment System**

The BrightWheel payment system allows you to pay your bill on-line with either a debit/credit card, or your bank account with paperless invoices and email receipts. Payments can automatically be withdrawn, or you can choose when to make your transactions. Invoices, totals and receipts can be found on this site, as well as year-end information for your daycare tax-deductions.



# **Birch Buddies**

K-5<sup>th</sup> Grade



*Birch Buddies in the 23-24 school year will be offered after school on Mondays, Tuesday, and Thursdays. This is subject to change depending on demand and staff availability.*

## **Participation**

To participate in this program, children must be currently enrolled in Kindergarten- 5<sup>th</sup> grade. Any outstanding fees from other BGCS programs must be paid in full prior to attendance at Birch Buddies.

## **Program Description**

Birch Grove Community Services has created Birch Buddies (BB), a before/after and non-school day program that is designed to provide a safe and fun environment for children outside the normal school year hours/days. (Non-school day care may, or may not be available depending on many variables. This availability will be determined at the start of the school year, or announced two weeks prior to each non-school day.)

The program will include a snack opportunity (children need to bring their own if they choose) and planned activities by the BB staff. Activities/interactions may include: outside time, gym time, on-going art projects, and hands on activities that are exciting to young children. At 4:45, activities/interactions will be quiet and relaxing until close at 5:00.

Special Birch Buddy programs lasting 4-6 weeks will be available in the 23-24 school year such as: Birch Buddies ~ *SKATE!*, Birch Buddies ~ *DANCE!*, and Birch Buddies ~ *HIKE!*

Homework help: Homework help may be available to your child on an as needed basis during program hours. Licensed teaching staff may be available to assist children in understanding **how** to complete homework assignments; however, students/parents are responsible to see that assignments are completed. If your child needs help in understanding how to complete homework assignments, please contact a Community Service Coordinator or staff member.

Tutoring: Tutoring may be available during program hours for an additional fee. To make arrangements, please contact a Community Service Coordinator or staff member.

## **Program Availability**

Birch Buddies is available every day that Birch Grove Community School is in session (please see the school calendar at [www.birchgroveschool.com](http://www.birchgroveschool.com)). Exceptions will be announced in advance. Please see the school calendar for specific dates. If the school is closed due to weather, this program is closed as well.

## Fees

School Days:

Mondays, Tuesdays, and Thursdays

3:15pm-5:00pm \$5.

A late pick-up fee of \$1 a minute will be charged. Please be respectful of our staff and be on time to pick up your child.

Non-School Days: (If offered in the 23-24 school year)

Half Day rate 0-4.99 hours \$17.50

Full Day rate 5-10 hours \$35.00

## Pick up policy

You are responsible for signing your child out daily. If someone other than a parent is picking up a child, we ask that you please let staff know in writing. If staff is not familiar with this person, the non-parent will be asked to show photo identification prior to picking up a child. We have the safety of our participants in mind! We strongly urge you to pick up your child in a timely manner. Children remaining at the program after 5:00 will be charged an additional late fee of \$1.00 per minute. Please be respectful of staff as they are anticipating clocking out at 5:00 and have personal plans of their own after work.



## Bus Passes

When your child is enrolled in the BB program, please be sure to send a note in Take Home Folders to your child's teacher indicating your child's schedule. If the schedule is consistent, you need only send one note indicating what the regular schedule is. You must then send a bus pass to school if this regular schedule changes.

Mistakes Happen!! If there is ever any question as to where your child should go (miscommunication, a forgotten bus pass, etc.), and we can't contact you, staff will always send your child to the after-school program versus sending children home on the bus (not knowing if anyone is home). If the school is responsible for the error, you will not be charged for the after-school care that particular day.

## Supplies Needed:

- ❖ Sufficient warm clothing for the season so that we can go outside and expend some energy!
- ❖ An extra snack or two set aside for after school. The children are always hungry!

## Calendar

The BB calendar will run on the same calendar as Birch Grove Community School. Please let us know if you need a copy of the calendar. The calendar can be found on the school website at [www.birchgroveschool.com](http://www.birchgroveschool.com). If your child is not present at school, we will assume that they will not attend the after-school program.



### **All Day Birch Buddies (If offered in the 23-24 school year)**

An all-day Birch Buddies program may be offered on non-school week days. There must be a minimum number of children to run the all-day Birch Buddies and advance sign-up is required. If you register for a non-school day, and your child does not show up, you will still be charged. If you did not register and your child shows up, you will be charged an additional \$20 if there is room to accommodate your child.

### **Bad Weather Closure**

If Birch Grove Community School is closed due to weather, the BB program will be closed as well. If Birch Grove is closing early, the BB program is canceled. School closings are posted on Facebook, the school website. Also, home and cell phone numbers listed on your child's enrollment paperwork will be included in the school voice messaging system - this is a recorded message that will reach you at home or work to notify you of any closings/late starts/early releases. You may also call the Birch Grove Community School office at 663-0170 to check on the status of the program if the weather looks questionable.





# The Saplings Program

Ages 3-5

## **Program Description**

Our Sapling program is designed to socially and academically prepare children for Kindergarten, while providing a safe, fun, and play based environment for them. The program serves all children that enroll in both Cook and Lake County. We believe if we work as a team, we can ensure that your child has a quality experience that will benefit him/her for years to come! This program runs under a daycare license and has a long-standing status of a 4 of 4 STAR RATING from Child Care Aware.

The foundation of the Saplings curriculum is the Minnesota Early Learning Standards. Together with that we weave in other developmentally appropriate activities and practices to create a comprehensive well-rounded curriculum.

## **Program Availability**

Our Saplings program is unique to Cook and Lake Counties, and is available to 3-5 year olds. The program has been designed to be flexible and fit the needs and wants of parents, children, and families. We have worked hard to ensure that your child will have a quality program that is available five days a week with hours that will accommodate your busy schedule! The Saplings program is open:

Mondays \*8:00 a.m. to 3:15 p.m.

Tuesdays \*8:00 a.m. to 3:15 p.m.

Wednesdays \*8:00 a.m. to 3:15 p.m.

Thursdays \*8:00 a.m. to 3:15 p.m.

Fridays \*8:00 a.m. to 3:15 p.m.

Drop offs may be able to occur between 7:00-8:am if staffing allows. Check to see if this option is available. Also, some years we may be open until 5:00pm. Check to see if this option is available.

## **Fees**

Half day rate: 0-4.99 hours \$18.50

Full day rate: 5-10 hours \$37.00



## **A Typical Day at Saplings!**

Though it might vary slightly, a day in our Saplings program would be structured as follows:

7:00 - 8:45	Arrival and free play
8:45 - 9:15	Welcome and morning circle
9:15 - 10:00	Centers - art, hands-on math, active play, literacy
10:00 - 10:20	Bathroom break, snack
10:20 - 10:50	Morning recess
10:50 - 11:15	Literacy circle, table time
11:15 - 11:45	Free play, individual instruction

11:45 - 12:00	Clean up, bathroom break
12:00 - 12:30	Lunch
12:30 - 12:45	Quiet books and story time
12:45 - 1:00	Afternoon circle
1:00 - 1:20	Afternoon recess
1:20 - 1:40	Math and numbers table time
1:40 - 1:45	Bathroom break
1:45 - 2:15	Rest time
2:15 - 2:30	Afternoon snack
2:30 - 2:45	Theme related project
2:45 - 3:00	Free play
3:00 - 3:15	Loading on the buses
*3:15 - 5:00	<b>After school programming with K-5 may be available some years, check to see if it is available.</b>



### Lunch and Snacks

Every Monday, Tuesday, Thursday, and Friday a nutritious hot lunch is offered for the cost of \$3.00 per ticket. Parents/guardians can either purchase a lunch ticket for these days or send a cold lunch. A monthly hot lunch menu is available on the website ([www.birchgroveschool.com](http://www.birchgroveschool.com)).

Milk is also available to complement your child's cold lunch. Milk tickets are available for .50 and should be pre-paid.

On Wednesdays all Saplings need to bring a cold lunch from home.

Sapling children enjoy two snack times each day. In the morning, it is a group snack provided in house, often corresponding to the day's theme. You may occasionally be asked to contribute a box of crackers toward this. In the afternoon, the children have a snack of something left from their lunch or something specifically packed by the parent.

### Transportation

Parents or guardians are responsible to arrange transportation to and from the Saplings program. Transportation *may be* available for your child using Birch Grove Community School's bus routes. To see if this is an option for your family, please call Birch Grove Community School at 663-0170 for more information.

Transportation for special trips may take place. Parents will be notified in advance of any field trips and permission slips are sent home for signatures.

## Drop off/Pick up policy

Parents/Guardians are responsible for signing their child in and out daily. If someone other than a parent is picking up your child, please let staff know in writing. The non-parent will be asked to show photo identification prior to picking up a child. We have the safety of our children in mind!

Please do not bring your child to the program prior to the program opening time, and we strongly urge you to pick up your child in a timely manner. There will be charged a late fee of \$1 per minute.

## Rest and Quiet time

Rest/quiet time will occur daily. Children will each have their own labeled sleeping/resting mat. While children are not required to sleep, we feel that it is important that children have an opportunity to rest. Children are encouraged to bring a small comfort item from home for this time. It could be a blanket, a stuffed toy, or whatever helps your child feel comfortable!

## Potty Training

Children who attend Saplings must be potty trained (or wearing pull-ups, but are able to use the toilet). Occasional accidents are expected and acceptable. Parents should send wipes and extra pull-ups and a change of clothing as needed.

## Forms

All enrollment forms are required by the state. Please fill them out completely and return them in a timely manner, including Immunization Forms. We must have a copy of your child's immunization record on file. Please be sure that we have an up to date record prior to your child's attendance.

## Supplies Needed:

- ❖ Sufficient warm clothing for the season, as we go outside in all but the most extreme weather.
- ❖ Please make sure your child has a pair of inside shoes to keep in the classroom all winter. We use inside shoes to reduce the spread of snow and water on the carpet in the winter. Please send shoes that your child can take off and put on with minimal assistance. Children are not allowed to be in "stocking foot" in the classroom.
- ❖ Please dress your child in comfortable clothes they can work in without worry of soiling. Please do not dress your child in really good clothing. Staff makes every effort to use washable materials and smocks, however in the process of working/creating your child is probably going to get some materials on his/ her clothing.
- ❖ School bus riders must wear appropriate outdoor clothing on the bus.
- ❖ Sometimes projects get messy, sometimes accidents happen, so each child needs a seasonally appropriate, full change of clothes kept on site.
- ❖ A lunch with a healthy drink and healthy snacks. All students will need a cold lunch from home on Wednesdays. On Mondays, Tuesdays, Thursdays and Fridays, they need either a cold lunch or \$3.00 for a hot lunch ticket.
- ❖ A container of disinfectant wipes and a box of tissues for classroom use.



## **The Saplings Calendar**

The Saplings program follows the same calendar as Birch Grove Community School. Copies of the calendar are available in the school office and on the school website at [www.birchgroveschool.com](http://www.birchgroveschool.com)

Saplings may be offered on non-school days. Check to see if this is available. If it is, you must register your child for non-school day care in advance. If you register for a non-school day, and your child does not show up, you will still be charged. If you did not register and your child shows up, you will be charged an additional \$20 if there is room to accommodate your child.

## **Bad weather closure**

If Birch Grove Community School is closed due to the weather, the Saplings program will be closed as well. If Birch Grove is closing early, the Saplings program will close early. School closings due to bad weather are posted on Facebook, the school website, and calls are made through Bright Arrow - Auto Calls (home and cell phone numbers listed on your child's enrollment paperwork). This is a recorded message that will reach you at home or work to notify you of any closings/late starts/early releases. Telephone calls will be made to both the home and work place of parents to notify them of the early closing. You may also call the Birch Grove Community School office at 663-0170 to check on the status of the program if the weather looks questionable.

We practice fire drills regularly. Sapling children walk out with a teacher and meet the rest of the BGCS children on the grass across from the front of the school. The Saplings also practice all other drills with the K-5 children.

## **Contact Information**

The school main line is (218) 663-0170. The extension for the Saplings room is 21. For child related questions or comments, please speak directly to the Sapling teacher or leave a voice message on the classroom phone.

## **Conferences**

Conferences will be held once yearly for enrolled Saplings students. If you have any issues during the year that you would like to address, feel free to set up an appointment with your child's teacher. It is sometimes difficult to talk in depth with the teacher when dropping off or picking up your child. It is for this reason that we encourage you to set up an appointment - this way, you will have concentrated time to discuss your child and any issues that may concern you.

## **Early Childhood Screenings**

Childhood screenings are available from the county that the child resides in. We can help to initiate this process if needed.





# Summer Saplings

Ages 3-5

The Summer Saplings program, in June, July and August, is an outdoor/nature themed program that is a summer extension of the school year Saplings program. The weekly curriculum includes indoor and outdoor activities, structured and free play, art projects, science experiments, music, stories, cooking, and much more. Each week there will be a new theme.

Summer Saplings may be combined in the early am and the late pm with the Campsite Kids program when enrollment numbers call for it. During the main part of the day however, Summer Saplings will be separate from the Campsite Kids program.

## **Program Calendar**

Summer Saplings starts in early June and ends late August. The program is closed on the 4<sup>th</sup> of July.



## **Program Availability**

The Summer Saplings program is unique to Cook and Lake Counties and is available to 3-5 year olds. The program has been designed to be flexible and fit the needs and desires of parents and children. We have worked hard to ensure that your child has a quality program that is available four days a week with hours to accommodate your schedule! The Summer Saplings program is open 7:00 - 5:00, M-TH, with the exception of the 4<sup>th</sup> of July. Drop offs between 7:00am-8am need to be pre-arranged.



## **Fees**

Half day rate: 0-4.99 hours \$18.50

Full day rate: 5-10 hours \$37.00

## **Lunch and Snacks**

You will need to pack a nutritious lunch, several snacks, a beverage and a water bottle daily. There is NO microwave available in the summer - you have to send a lunch that does not need to be heated. Children will be hungry from an active day! Please do not send pop, candy or gum. Cooking meals over a bonfire or on the grill is a part of this program, and there is no need to send a lunch on these days. If you are not sure if it is a bonfire or grill day, send a lunch with your child.

## **Transportation**

Parents/guardians are responsible to arrange transportation to and from the Summer Saplings program. Consider carpooling! We can get you in touch with others in your area that are attending this program.

## **Drop off/Pick up policy**

You are responsible for signing your child in and out daily. If someone other than a parent is picking up a child, we ask that you please let staff know **in writing**. The non-parent will be asked to show photo identification prior to picking up a child if the staff is not familiar with the non-parent adult. We have the safety of your child in mind!

Please do not bring your child to the program prior to 7:00, and we strongly urge you to pick up your child in a timely manner. Children remaining at the program after 5:00 will be charged an additional late fee of **\$1.00** for every minute after 5:00pm.

## **Rest/Quiet time**

Rest/quiet time will occur daily. Children will each have their own labeled sleeping/resting mat. While children are not required to sleep, we feel that it is important that children have an opportunity to rest. Children are encouraged to bring along a comfort item for this time... it could be a blanket, a stuffed toy, or whatever helps your child feel comfortable!

## **Potty Training**

Children who attend Summer Saplings must be potty trained (or wearing pull-ups, but able to use the toilet). Occasional accidents are expected and acceptable. Parents should send wipes and extra pull-ups to the program. Please leave a change of clothing on site if it is possible that your child would have an accident.

## **Forms**

All enrollment forms are required. Please fill them out completely and return in a timely manner, including immunization forms. We must have a copy of your child's immunization record on file. Please be sure that we have an up-to-date record prior to your child's attendance to the Summer Saplings program.

## **Sunscreen and Bug Spray**

The children will be spending a lot of time outdoors. We **HIGHLY** recommend that you send sunscreen every day! If you leave the sunscreen in your child's backpack, it can't be forgotten at home. We do not share sunscreen, so if you want your child to be protected from sunburn, you must send labeled sunscreen every day. We may also venture into areas where bugs may be thick. If you send bug spray, we will see that it gets applied to your child.

## **Supplies Needed:**

- \*\*A backpack that can contain the necessities (lunch, water bottle, sunscreen, bug spray, etc.)
- \*\*Sunscreen (labeled with your child's name). If you don't send it, we will assume you do not want it applied to your child.
- \*\*Bug spray (labeled with your child's name). If you don't send it, we will assume you do not want it applied to your child.



**\*\*Sufficient clothing.** We suggest dressing in layers, so children can remove layers if they become too warm.

**\*\*Please send shoes that your child can take off and put on with minimal assistance.** Shoes that are comfortable for walking, running, and climbing. Shoes that you don't mind if they get dirty.

**\*\*Please dress your child in comfortable clothes they can work and play in without worry of soiling.** The children will be getting dirty this summer, so please send your child in clothes they can have fun in without the worry!

A seasonally appropriate change of clothes (shirt, pants, underwear, and socks) sealed in a Ziploc bag and clearly marked with child's name. This labeled bag is to remain in his/her cubby in case of accidents, spills or messy play.

Parents also need to provide pull-ups and wipes for those children who need them. Let the summer staff know when you are working on potty training and we will work with you on it at Summer Saplings as well!

### **Contact Information**

The main line is (218) 663-0170 for Community Services. The extension for the Saplings room is 21. You may talk with/leave a message for the summer staff. Messages are checked in the morning, at lunch time, and at the end of the day.





# Campsite Kids

K-5<sup>th</sup> Grade



Campsite Kids is a nature themed summer program that runs June - August for K-5<sup>th</sup> grade (must have completed K) from 7:00 am to 5:00 pm. Campsite Kids takes place in the woods behind Birch Grove – a paved bonfire area, camp chairs, picnic tables, a hammock circle, forts, and trails provided! We have a storage shed full of supplies and activities! It's going to be a great summer! You can find more information on this program at [www.birchgroveschool.com](http://www.birchgroveschool.com) under Community Service Programs/Campsite Kids.

The weekly curriculum includes mostly outdoor activities: hiking, structured and free play, art projects, outdoor skill building, science experiments, music, stories, bonfire cooking, walking field trips and much more. Each week there will be a new theme. In the event of rain or inclement weather, the program will be held indoors at Birch Grove.

This is an active program that will require participants to be self-aware, respectful, follow directions, be physically active, and behave appropriately. The safety of all participants is a high priority, as well as ensuring that the program is a positive experience for ALL of the children in the program. There may be days planned that might be beyond your child's abilities (hiking quite a distance or fire starting, for example). Be sure to know what activities are planned and whether or not your child will enjoy them, or if they would be able to participate safely and appropriately.

## **Program Calendar**

Campsite Kids is a nature themed program that starts in early June and ends late August. The program is closed on the 4<sup>th</sup> of July.

Campsite Kids may be combined in the early am and the late pm with the Saplings program when enrollment numbers call for it. The main part of the day however, Campsite Kids will be separate from the Summer Saplings program.

## **Program Availability**

Campsite Kids is unique to Cook and Lake Counties and is for children K-5<sup>th</sup> grade (must have completed Kindergarten). The program has been designed to be flexible and fit the needs and desires of parents and children. We have worked hard to ensure that your child has a quality program that is available four days a week with hours to accommodate your schedule! Children can be picked up or dropped off at any time on their scheduled days.



## **Fees**

Half day rate: 0-4.99 hours \$18.50

Full day rate: 5-10 hours \$37.00

## **Lunch and Snacks**

You will need to pack a nutritious lunch, several snacks, and a water bottle daily. Extra emphasis on a water bottle! There is NO microwave available in the summer – you have to send a lunch that does not need to be heated. Children spend many hours each day in the summer outside in all sorts of weather. Children will be hungry from an active day! Please do not send pop, candy or gum. Cooking meals over a bonfire or on the grill is a part of this program, and there is no need to send a lunch on these days. If you are not sure if it is a bonfire or grill day, send a lunch with your child.

## **Transportation**

Parents/ guardians are responsible to arrange transportation to and from the program. Consider carpooling! We can get you in touch with others in your area that are attending this program.

## **Drop off/Pick up policy**

You are responsible for signing your child in and out daily. If someone other than a parent is picking up a child, we ask that you please let staff know in writing.

The non-parent will be asked to show photo identification prior to picking up a child if the staff is not familiar with the non-parent adult. We have the safety of your child in mind! Children can be picked up or dropped off at any time on their scheduled days.

Please do not bring your child to the program prior to 7:00, and we strongly urge you to pick up your child in a timely manner. Children remaining at the program after 5:00 will be charged an additional late fee of **\$1.00** a minute after 5:00pm.



## **Reading/Quiet/Rest Time**

Reading/ Quiet/ Rest time will occur daily. Children may bring books from home, but books from the Campsite Kids program and from the school library will be available. We feel that it is important that children have an opportunity to rest as well as read each day. 30 minutes per day is dedicated to reading!

## **Forms**

All enrollment forms are required prior to attendance. Please fill them out completely and return in a timely manner.

## **Sunscreen and Bug Spray**

The children will be spending a lot of time outdoors. We **HIGHLY** recommend that you send sunscreen every day!! If you leave the sunscreen in your child's backpack, it can't be forgotten at

home. We do not share sunscreen, so if you want your child to be protected from sunburn, you must send labeled sunscreen every day. We will also regularly venture into areas where bugs may be thick. If you send bug spray, we will see that it gets applied to your child.

### Supplies Needed:

- \*\*A backpack that can contain the necessities (lunch, water bottle, sunscreen, bug spray, etc.)
- \*\*Sunscreen (labeled with your child's name). If you don't send it, we will assume you do not want it applied to your child.
- \*\*Bug spray (labeled with your child's name). If you don't send it, we will assume you do not want it applied to your child.
- \*\*Sufficient clothing. We suggest dressing in layers, so children can remove layers if they become too warm.
- \*\*Shoes that are comfortable for walking, running, and climbing. Shoes that you don't mind if they get dirty. No flip-flops!!!!
- \*\*Please dress your child in comfortable clothes they can work and play in without worry of soiling. The children will be getting dirty this summer, so please send your child in clothes they can have fun in without the worry!
- \*\*Regardless of age: An extra pair of clothes and a towel should be kept at school. If the weather is hot, we will be getting wet, if the weather is muddy, we will be getting muddy, and we will be doing some amazing things with art!

### Please Do Not Send:

- \*\* Cell phones, laptops, iPads, hand held video games of any sort. If your child brings any type of electronics, staff will hold them until the end of the day and return to parents upon pick-up.
- \*\* Flip-flops! Do not send your child in flip-flops (or any open, slip on shoes). Most physical activities are hard to manage in flip-flops. The campsite in the woods is full of sticks, brush, roots, rocks, and a fire pit. Foot injuries are much more likely to happen with this type of foot ware, and we would like to avoid any potential injuries. PLEASE send tennis shoes/hiking boot type of foot ware. Children will be examined upon drop off and will not be able to participate if they are wearing flip-flops and will need to go home and return with appropriate foot ware for the program. High heeled shoes/fashion boots are also not appropriate foot ware for the program.



**Campsite Kids Contract:** The Campsite Kids contract must be signed by parents/guardians and the child(ren) that will be enrolled in the program. Enrollment will not be complete until this contract is signed by both parties.

### Contact Information

You may call (218) 663-0170, ext. 21 to the Saplings room, to talk with/leave a message for the summer staff. Messages are checked in the morning, at lunch time, and at the end of the day.