



That's Community Ed!

Esko Cool Kids Family Handbook

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Welcome to Cool Kids!

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

Program Standards

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

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

Staff

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

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

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

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

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

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

Abuse Reporting (Mandatory Reporters):

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

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

We follow District Policy 414.

Cool Kids Reporting Policy

A person mandated to report physical or sexual abuse or neglect occurring within a certified center shall report the information to the commissioner. Cool Kids must inform the commissioner within 24 hours of:

1. The death of a child in the program; and
2. Any injury to a child in the program that required treatment by a physician or advanced practice registered nurse.

Note: Cool Kids must use the Child Care Center Serious Injury and Death Reporting Form on the Certified Center web page to make a report.

Data Privacy:

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

Emergency Preparedness

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

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

Emergency Closing or Dismissal

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

Parent Emergency

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

Medications

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

- Exclusion of sick children and infectious disease outbreak control. Cool Kids must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. Cool Kids must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox.
- Immunizations. Cool Kids must require that by a child's date of attendance, Cool Kids must maintain or have access to a record detailing the child's current immunizations or applicable exemption.
- Administration of Medicine. We may administer personal prescriptions under the following guidelines:
 - We will not administer the first dose of any medication due to possible reactions.
 - For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during Cool Kids hours must be on file.
 - The medication will be stored in a safe, appropriate place with access restricted to the Cool Kids staff only.
 - Under NO circumstances shall Cool Kids personnel give aspirin, Tylenol, cough medicines, etc. without a physician's prescription and signed parent permission.
 - NO medication should be sent with the child – parents must deliver it personally. The medication must be in the original bottle, properly labeled. The medication cannot be improperly labeled in containers such as plastic bags or envelopes.
 - EPI-Pens must be dropped off by the parent the first week of school.

Cool Kids Administration of Medication Policy

Cool Kids must obtain written permission from the child's parent or legal guardian before administering prescription medicine, nonprescription medicine, diapering product, sunscreen lotion, and insect repellent.

Nonprescription medicine, diapering product, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

Cool Kids must obtain and follow written instructions from the prescribing health professional before administering prescription medication.

Cool Kids must ensure all medicine is:

- Kept in the medicine's original container with legible label stating the child's first and last name;
- Given only to the child whose name is on the label;
- Not given after an expiration date on the label; and
- Returned to the child's parent or legal guardian or destroyed, if unused.

Cool Kids must document in the child's record the administration of medication; including:

- Child's first and last name;
- Name of the medication or prescription number;
- Date, time, and dosage; and
- Name and signature of the person who administered the medicine.
- The documentation must be available to the child's parent or legal guardian.

Cool Kids must store medicines, insect repellents and dispersion products according to directions on the original container.

Illness or Emergency

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

Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child. In the event of an emergency, parents will be notified immediately and, if necessary, the child will be transported to a parent-specified hospital by the local emergency responders for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

Food Allergies

Cool Kids before admitting a child for care, must obtain documentation of any known allergies from the child's parent or legal guardian.

Cool Kids must maintain current allergy information in each child's record. The allergy information must include:

- A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and

- Procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

Cool Kids must inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, Cool Kids must inform staff of any change. Documentation that staff were informed of the child's current allergy information must be kept on site.

A child's allergy information must be available at all times including on site, when on field-trips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to a child.

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

Eligibility

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

Children with Special Needs/IEPs

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

Parent's To-Do List...

- Sign your child "In" & "Out" each day. This means walking your child to the Cool Kids room. Parents will need to sign their child/children out on the Ipad each night when they pick up.
- Let your child's classroom teacher know your child's Cool Kids schedule.

- Email Cool Kids and your child's teacher when your child will not attend a scheduled day at Cool Kids.
- Keep your child's enrollment information up-to-date to ensure your child's safety.
- Make sure your child is picked up by **6:00 pm** to avoid a late pick up fee.
- Adequately dress your child for indoor and outdoor play.
- Label your child's personal belongings.

Children's Clothing/Belongings

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

Registration Process

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

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

Hours of Operation (Fall 2026-2027)

Cool Kids is open 6:30 am – 6:00 pm.

Cool Kids AM Session: 6:30–7:45 AM

Cool Cubs: 6:30 AM –6:00 PM

Cool Kids PM Session: After School – 6:00 PM

Begins September 8th. Kindergartners do not start at Cool Kids until their first day of school, September 10th. Days we close early or all day in 2026–2027 are **Closed:** October 15th and 16th, November 26th and 27th, December 24th – January 1st, January 18th, January 25th, February 15th, March 22nd–26, May 31st, June 9th **Early Release** – days we close at 12:15: October 21st and 28th, December 23rd, February 10th and 17th, June 8th..

Program Fees

Non-refundable, annual registration fee per child: \$40

Flat rate for preschool Cool Cubs care:

\$125 weekly, for 38 weeks

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

\$50 weekly, for 38 weeks

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

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

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

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

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

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

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

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

Scheduling

Cool Kids AM Session: 6:30–7:45 AM

Cool Cubs: 6:30 AM –6:00 PM

Cool Kids PM Session: After School – 6:00 PM

Schedules are due in Eleyo 7 days prior to needing care. If your schedule is not done in Eleyo you will not have care for that week, but will still be charged the flat rate of \$50.

In the event your schedule changes....

Absent Notification: – The safety of your child(ren) is our primary concern. **Please email Cool Kids before your child is scheduled to attend if they will not be coming.** For those who attend after school, we must receive communication before the end of the school day. You may email at any time. If we are not here, we will get the message first thing in the morning. ***The elementary office cannot call to inform us of absences. The classroom teachers are also unable to call us if your child is absent.** If your child is scheduled to be at Cool Kids and does not come to us, we must look for them. This takes time and takes staff away from the other children. Our staff

usually has at least 70 kids to check in after school and we need to know where they all are. **Email to Cool Kids is the best form of notification so please send us an email if your schedule changes for any reason.**

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

*****ATTENTION:**

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

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

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

After 10 minutes: Call parent/guardian

After 15 minutes: Call emergency contacts listed for child

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

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

Release of Children

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

Cool Kids and Physical Premises Free of Hazards Policy

Cool Kids must ensure:

- The areas used by a child are clean and in good repair; and
- The furniture and equipment is structurally sound and is appropriate to the ages and size of a child who uses the area.

Cool Kids must ensure hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child.

Cool Kids must safely handle and dispose of bodily fluids and other potentially infectious fluids by:

- Using gloves

- Disinfecting surfaces that come in contact with potentially infectious bodily fluids; and
- Disposing of bodily fluid in a securely sealed plastic bag.

Cool Kids offers:

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

Cool Kids seeks to provide a quality program where:

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

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

Supervision

Cool Kids staff must supervise each child at all times. Staff are responsible for the ongoing activity of each child, appropriate visual or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. Staff must intervene when necessary to ensure a child's safety. In determining the appropriate level of supervision of a child, staff must consider: (1) the age of a child; (2) individual differences and abilities; (3) indoor and outdoor layout of the child care program; and (4) environmental circumstances, hazards, and risks.

Cool Kids Transporting Children Policy

Cool Kids staff does not transport children in the care of our program. Any and all transportation to field trips is done on a school sanctioned bus with certified drivers. If this should ever change, Cool Kids would adhere to the following policy: Cool Must must ensure that the driver of the vehicle holds a valid driver's license, appropriate to

the vehicle driven. Cool Kids must comply with all seat belt and child passenger restraint system requirements under sections 169.685 and 169.68

Behavior

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

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

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

Behavior Guidance

Cool Kids must ensure that staff and volunteers use positive behavior guidance and do not subject children to:

1. corporal punishment, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking;
2. humiliation;
3. abusive language;
4. the use of mechanical restraints, including tying;
5. the use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm; or
6. the withholding or forcing of food and other basic needs.

Cool Kids Transportation Policy

Cool Kids staff does not transport children in the care of our program. Any and all transportation to field trips is done on a school sanctioned bus with certified drivers.

If this should ever change, Cool Kids would adhere to the following policy: Cool Kids must ensure that the driver of the vehicle holds a valid driver's license, appropriate to the vehicle driven.

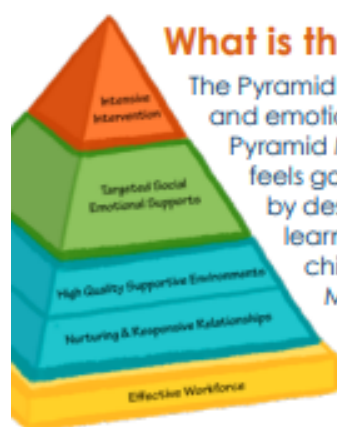
Cool Kids must comply with all seat belt and child passenger restraint system requirements under sections 169.685 and 169.686.

Cool Kids Behavior Expectations



Research¹ has shown that the skills your child needs to be successful in the future are social and emotional skills!

The more socially skilled children are, the more likely they are to succeed in school. Because this is so important for your child, we are using the Pyramid Model in our program.



What is the Pyramid Model?

The Pyramid Model is a framework for supporting the social and emotional development of our children. The goal of the Pyramid Model is to create an environment where every child feels good about coming to school. This is accomplished by designing classrooms that promote engagement in learning and by building positive relationships among children, families, and staff. In our use of the Pyramid Model, our classroom staff will work together to ensure that all children understand behavior expectations, receive instruction in social skills, and those who are struggling receive individual support.

The Pyramid Model illustrates that the foundation for helping children develop social and emotional skills is nurturing and responsive relationships and high quality environments. The middle of the Pyramid, teaching of social and emotional skills, is provided to all children with some children receiving additional teaching and support. The top of the Pyramid shows that a few children will need the foundation, the middle AND individualized intervention to address challenging behavior.

To use the Pyramid Model, our program established a leadership team that will provide ongoing support to our staff and families. Our leadership team looks forward to sharing some of the important work we are doing, including teaching program-wide expectations, partnering with families, training staff in teaching strategies, providing classroom coaching to help teachers implement, and using data for decision-making. Stay tuned for ongoing updates about the Pyramid Model in our program!

¹ Jones, D. E., Greenberg, M., & Crowley, M. (2015). Early social-emotional functioning and public health: The relationship between kindergarten social competence and future wellness. *American Journal of Public Health*, 105, 2283-2290.

What is gained by using the Pyramid Model?

FAMILIES

- Receive information on how to help promote children's social and emotional skills
- Team with teachers to help children grow and learn
- Receive support for preventing and addressing behavior problems

TEACHERS

- Are effective in helping children learn social and emotional skills
- Strengthen classroom management skills
- Have information and resources to support families

CHILDREN

- Increase their social and emotional skills
- Improve in their readiness for kindergarten

Cool Kids Behavior Slip
***to be signed and returned to Cool Kids**

In an effort to reduce suspensions from our program, we have implemented The Pyramid Model. This model is a process for developing a behavior support plan for children with behavior that challenges adults and makes things like classroom transitions, communication, and making friends in the classroom difficult. The goal of the process is to provide support for the child, so they are successful in their early education and care environment. It is a collaborative team process made up of you, teachers, and anyone else who is currently supporting the child. The team will go through a set of steps to develop a plan to prevent challenging behavior from occurring and promote the child's use of social, emotional, and behavioral skills. We have take home kits available for families wanting to work on these skills at home as well. This form serves as documentation of behavior. Receiving multiple slips will lead to a team meeting to address concerning behaviors and develop a plan to support the student.

Name _____

Date _____

Today, I chose a behavior at Cool Kids that violates our behavior policy:

☐ Be Kind

☐ Be Safe

What Happened: _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Staff Signature and date when returned _____

If a student requires 3 of these behavior sheets sent home, our Pyramid Model leadership team will begin the process of intervention with the student. The leadership team consists of the Cool Kids Coordinator, Early Learning Coordinator, Community Education Director and ECFE Parent Educator.

The process begins by collecting data regarding time and frequency of behaviors. The team will begin by examining the environment in our program to see if there are changes we can make to help prevent the behavior.

If we are unable to implement changes to help prevent the behavior, we will create goals and teach the child alternative behaviors to replace the undesirable behavior. Once the new skills are taught, we will reinforce those skills with the student until they are consistently using new behaviors.

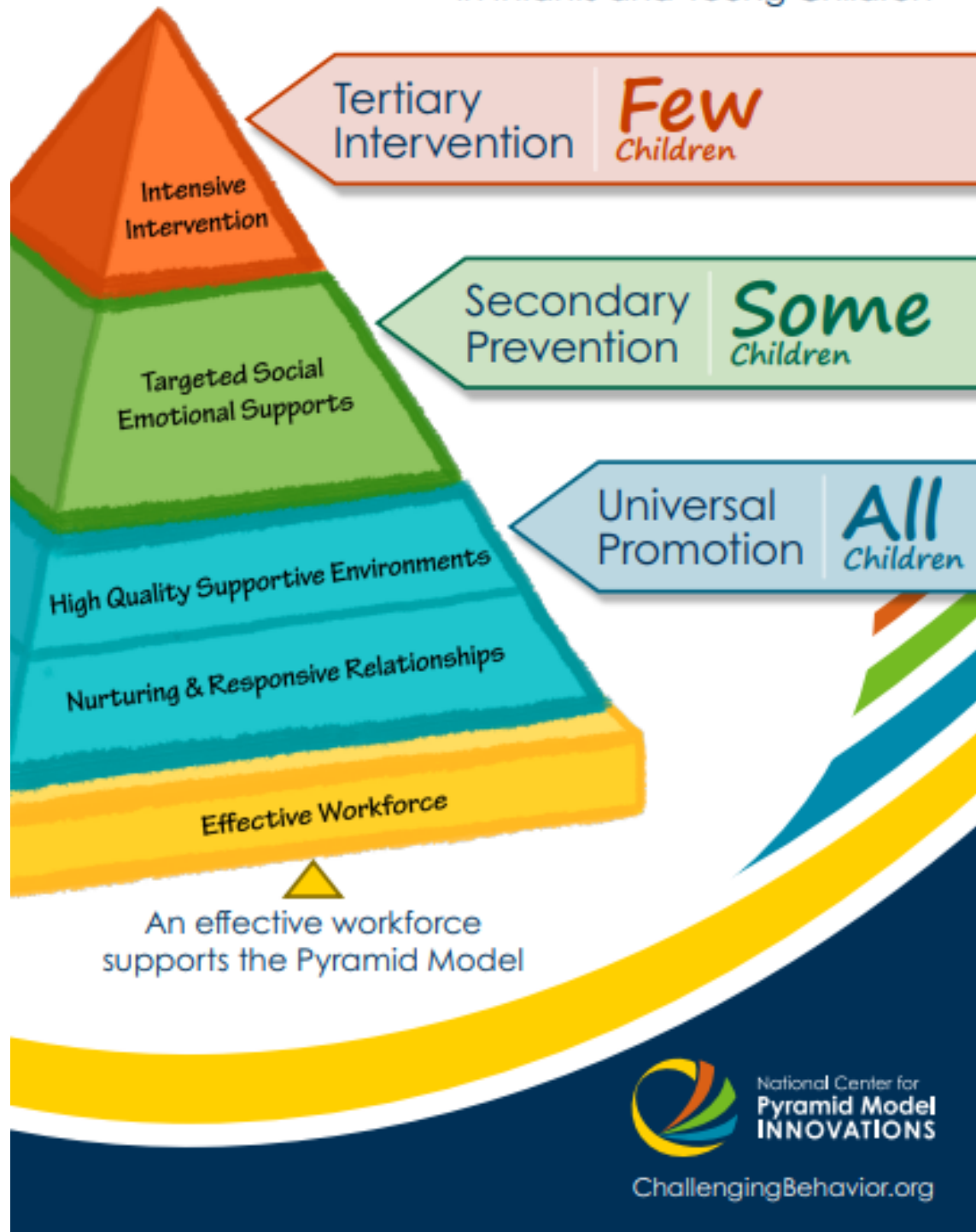
There may come a time when parent involvement is required. If the process explained above is not producing results, a leadership meeting including parents is requested to find out if the same behaviors are being seen in the home. The leadership team will provide materials to the family to duplicate the process being used in our programs to provide consistency for the child.

Occasionally, students will need additional services provided by Early Childhood Special Education teachers, and the leadership team will refer those students to the appropriate staff when needed. Families are notified when this intervention is requested by the team.

We have home kits available of the resources we are using from the Pyramid Model. Please ask if you would like to check one out. For more information about The Pyramid Model, please visit: <https://challengingbehavior.org/>

The Pyramid Model

for Promoting Social-Emotional Competence
in Infants and Young Children



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

Summer Cool Kids Registration Process

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

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

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

Hours of Operation for Summer

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

- Cool Kids first day of Summer 2027 care will be: June 10th
- Cool Kids will be closed on July 5th
- Cool Kids last day of Summer Care 2027 will be August 20th

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

Wednesdays are field trip days – all teachers go on the field trip. Please have your child to Cool Kids by 9:00 AM.

If a child receives a behavior slip due to their behavior on a field trip, they will not be able to participate in the field trip the following week.

Please send a cold lunch & water bottle daily, as well as sunscreen. We will provide morning and afternoon snacks.

Summer Program Fees

- Daily rate of \$40.00, with a required 3 full day minimum charge of \$120 per week based on program dates. June 10th–August 20th
- Field Trip Fees are extra and automatically added onto your invoice.
- Late pick-up fees are \$10.00 for the first minute past 5:30 pm and \$1.00 every minute past 5:31 pm (see pg 6)
- *No Call/No show* \$25 (see pg 6)
- *Drop-In fee \$25 (see pg 6)
- *Refunds are NOT issued for absences, illnesses, quarantines or suspensions from scheduled days.

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

If you do not pay your bill, your child's care will be discontinued until the balance due is paid in full. (see pg 8)