

New York Mills Before and After School Child Care Contract 2023-2024

MONDAY - FRIDAY BEFORE SCHOOL: 6:30 AM - 8:10 AM AFTER SCHOOL: 3:00 PM - 5:30 PM

CHILDCARE COORDINATOR/ AM PROVIDER: Bev Witt

PM Provider: Marissa Witt

Phone: Child Care Office: 218-385-4209

Elementary Office: 218-385-4208

District Office: 218-385-4201

E-MAIL Address: childcare@nymills.k12.mn.us
*This email address will be our main form of communication with you! Please make sure to provide us with your email address on the contact form.



DEADLINE IS AUGUST 31 ST. 2023

ADDRESS:

NYM Child Care
Independent School District #553
209 Hayes Street, PO Box 218
New York Mills, MN 56567







NYM Child Care 2023-2024

PLEASE READ VERY CAREFULLY

WHO QUALIFIES TO USE: Children who are Pre-K through 6th grade and enrolled in the New York Mills School District.

DATES and TIMES: Monday-Friday 6:30 a.m. - 8:10 a.m. and 3:00 p.m. - 5:30 p.m. Please contact us as soon as possible if you need childcare earlier or later than the posted hours.

Calendars will be sent home to each family. Please fill out the calendar to the best knowledge of the days and times your children will be attending childcare. To be adequately staffed, we will need a calendar from every childcare family. We can make adjustments accordingly but do require a completed calendar to be turned in.

MEALS: Before school child care students will attend school-provided breakfast. There will be snacks provided for after-school child care.

CLOSED ON THESE DAYS: We are closed on holidays and no school days. When childcare hours are affected by weather-related cancellations, that information will be included in the school district announcement/message. Please make sure your preferred phone number to get those calls is on file with the school office.

We strive to provide a secure and wholesome environment for your child to spend his/her time. By combining our energies, we can provide an environment that enhances the development of positive and appropriate attitudes and behavior. We have some basic expectations of our parents and children that are listed below for you to be aware of and to support for our program to be successful.

COST and BILLING:

- * \$3.00 per hour, per child. There will be a flat fee of 1 hour. Time will be calculated to the nearest
- ★ If a child/children are not picked up by 5:30 p.m., you will be charged a late fee of \$5.00 per child for every 5 minutes you are late. This is enforced STARTING AT 5:31 P.M.
- * Billing is ONCE a month.
- ★ Please make checks payable to ISD #553 and turn them into the district office or mail them to the school. If payment is not paid by the next billing period, there will be a surcharge of \$10.00. In addition, if payment is not received by the <u>2nd billing period</u>, your child <u>will not be able to attend childcare until the bill is paid in full</u>. If at any time you need to set up a payment plan or have issues paying your bill in full, please contact the district office and make arrangements that will keep you in good standing to continue childcare. Also, your school childcare bill for the school year has to be <u>paid in full</u> before your child can attend childcare in the summer of 2024.
- ★ Important: If a child is marked on the calendar as attending and they do not show without prior notification, they will be marked as a "no show/no call" and billed for an hour for each child. It is important we know of any changes being made to the childcare schedule. We will provide monthly calendar sheets for you. They can be found in the black metal six file folder on the sign-in/out table in the Multi-Purpose room where childcare is held.

★ Drop-Ins: We understand that you may need to have your child at childcare outside of a scheduled day or due to an unforeseen emergency. We do allow drop-ins as long as the student has a Registration and Emergency Contact Form on file with Child Care. If you are calling for childcare you need to call the night before or before 2 pm the day of. If you call after 2 pm your child will not be able to attend that night. Billing rates are the same as above.

SOME SPECIFICS:

★ ILLNESS - If your child is sick, he or she cannot come to Child Care. We will call you to pick up your child if they are sick.

* CLOTHING - We will be spending time outside when the weather is permitting. Please make sure

your child has the proper clothing for the seasonal weather.

* SHOES OR SANDALS - Footwear is a MUST at all times. It is a good idea to have tennis shoes daily.

* WATER BOTTLES - You may provide your child with a water bottle that they can leave in their lockers or backpacks for the school year with their name on it. We have a water bottle refill station in the hallway that they may use to fill their water bottles.

★ ELECTRONICS - * No electronic toys or cell phones/tablets are allowed in child care.* If they are

seen, they will be removed and given to the parent/guardian at pickup. No warnings.

EXPECTATIONS - CHILD WILL:

★ Show respect for self and others.

★ Follow directions when given by all staff.

* Respect and consider others' feelings.

* Respect the personal belongings of others, property, and equipment of the school. This includes helping clean the play area of items used.

EXPECTATIONS - CHILD WILL NOT:

★ Argue or talk disrespectfully to the Childcare Staff.

* Bully another child in any form; push, kick, hit, tease, or name-call of another child or staff. This can lead to the dismissal of a child from Child Care.

★ Use any form of poor language such as screaming or negative words.

★ Leave the program area without permission from the childcare staff. This is a safety issue.

★ Wrestle, play tackle football, do TaeKwonDo, or any activity that requires a coach.

- ★ Play with balls in the hallways, trophy case areas, or the Multi-Purpose Room. If anything is broken by disobeying this expectation, the parent/guardian of the child will be responsible for the cost of that item.
- * Run in the school.

CONSEQUENCES:

 \star If a child chooses not to follow the rules, they will receive a break away from others at childcare, which means the child will spend some time with an adult or by themselves using items from the calm down bin.

igstar We will work through behavior issues with the Superintendent as necessary, as well as with the parent/guardian. We will not be able to provide childcare services to anyone that puts the safety and well-being of others at risk.

Please feel free to ask any questions. Please fill out the attached forms and return the completed forms to the office. The top pages are for your reference.

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NYM Child Care Program 2023-2024 Registration and Emergency Form



ı. Child Name	2. Child Nan	ne	_
3. Child Name	4. Child Nan	ne	_
Parent/Guardian-One:			_
Email Address:			
Phone #'s (HOME)	(CELL)	(WORK)	_
Place of Work:			
Mailing Address for Billing:			
Parent/Guardian-Two:			
Email Address:			
Phone #'s (HOME)	(CELL)	(WORK)	
Place of Work:			
Mailing Address for Billing:			
Where can a parent/guardian be (Parent/Guardian One)	reached if not at home?		
(Parent/Guardian Two)			
List two neighbors or nearby rel be reached:	atives who will assume to	emporary care of your child if you c	:annot
1. Name		Phone #	
O. Nome		Phone #	

In case of an accident or serious illness, I reque If they are unable to reach me, I hereby author below and follow his/her instructions. If it is in staff may make whatever arrangements are nec	mpossible to contact the physician, the Childcare
Name of local physician/clinic	
Phone #	
List any dietary restrictions, allergies, physical conditions, and others that the Childcare staff child/children have one or more of these conditions come to Child Care.	conditions, behavior conditions, health should be aware of. <u>IMPORTANT</u> : If your tions, please call to set up a meeting first before
	The shild/shildren will only as home with
Persons AUTHORIZED to pick up your child/child the people on this list. If you send someone elsis not on this list, the child will not leave child.	nildren: (The child/children will only go home with se to pick up the child/children and his/her name care.)
1	Relationship to the child:
Phone Number:	
2,	Relationship to the child:
Phone Number:	
	Relationship to the child:
Phone Number:	
	Relationship to the child:
Phone Number:	
Persons NOT AUTHORIZED to pick up your c	
2.	
3	
My child/children and I understand all the rul Program and agree to abide by them.	les and requirements of the NYM Child Care
PARENT/GUARDIAN'S SIGNATURE	DATE

I have read all of the information included and agree to the terms of NYM Child

I have informed my child/children what is expected of them while attending NYM Child Care and they agree to do their best and understand the consequences when they don't.

PARENT/GUARDIAN'S SIGNATURE:
CHILD SIGNATURE:
CHILD SIGNATURE:
CHILD SIGNATURE:
CHILD SIGNATURE:
My child is allowed to use hand sanitizer during child care: YES () or NO () My child is allowed to use lotion when hands are feeling dry during child care: YES () or NO ()
Any questions or concerns?
Any extra notes after reading this?
Date:
Office Use Only:
This contract was received by:
by: Date://

Picture Form for Childcare:

Throughout the school year, we will be taking photos in the before and after school program. These photos could possibly be used for art projects and classroom activities. Pictures may also be used on the school website.

- <u>Please note</u>: Names of students will <u>NOT</u> be published with photos. This is a decision that I have made to protect the identity of the students.
- Please complete the form below to grant permission to include your child's photo.
- Please check ONE of the following.

Date: ____/___

Return this form with your registration to NYM Child Care.

I grant permission for my child's picture to be used for school activities and the school website.
I do not grant permission for my child's picture to be used for school activities and the school website.
Child/Children's Name:
1.
2
3
4.,
Parent/Guardian Signature: