

# North Shore Community School Kids & Co

**Program:** Kids & Co is a partnership between parents, children and staff. Kids & Co is a service that provides safe care and activities to benefit children, their parents and the community.

**Admission:** Open to all kindergarten through sixth grade students that are enrolled at North Shore Community School. **A note, phone call or email must be sent for your child to attend Kids & Co.**

**Time/Location:** 3:00 pm until 6:00 pm (Early release 1:00 – 6:00 pm) in the cafeteria/gymnasium

**Fees:** Hourly rate is \$3.00 – half hour is \$1.50. Minimum charge is for one hour.

**AFTER SIX CHARGE!!** *Our school staff have other obligations. Please make every effort to pick up your children on time. There will be a surcharge for pickup after 6:00 pm*

**Payment:** Kids & Co is a self-contained program, operating only on the fees paid by the parents. ***It is essential that fees be paid promptly.*** We ask that parents pay every two weeks in full; cash or check payable to: NSCS Kids & Co. We will bill via email unless you request paper.

**Signing Out:** ***You must sign your child out in writing each day.*** If anyone, other than yourself, will be picking and signing for your child, please notify the front office.

**Absence:** Please notify the front office (218-525-0663 ext.100) if your child will not be attending on their scheduled day. For the safety and protection of your child, any change in the schedule requires a written note, email, or phone call to the front office. Kids & Co is responsible for the after school care of your child; please help us do that by informing us of any change in plans.

**Snow Days:** If school is cancelled (School Messenger), there **will not** be Kids & Co that day. If school is cancelled once it is in session, Kids & Co will be available for up to two hours after school closes.

**Typical Schedule:** After each child is signed in, they have free time for about 15-20 minutes. If weather permits, we take the children outside for at least 20-30 minutes each day. A snack is provided around 4:00. If your child has special dietary needs or allergies, you are welcome to send an alternative snack with them. Please alert the front office if you do not want your child to eat the provided snack.

## North Shore Community School Kids & Co. Registration/Information Form

Student Name	Sex	Birthday (MM/DD/YY)	Teacher

Parent/Guardian \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_ City/ST/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

**Please do not pick up your child without signing out and reporting to a staff person.** KIDS & Co staff must be aware if anyone other than yourself will be picking up your child. List below the names of persons (other than parents) authorized to take your child from the program.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

List any persons **not** authorized to take your child from the program.

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**Notes on custody/guardianship:** Please contact the office and provide us with any legal documents you feel the staff should have, such as custody agreements or visitation/pick-up at school by non-custodial parent.

Does your child have any special needs (medical or otherwise)?

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Any additional information that would be helpful for us?

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# North Shore Community School Kids & Co

## Discipline Policy

It is the policy of the Kids & Co program to maintain an orderly environment. This policy is designed to implement procedures that protect the rights of each individual participant, the staff and the school facilities.

### **Children are expected to abide by the following rules and regulations:**

1. Children should show proper concern for the school and equipment.
2. Children should exhibit respect for personal property of the program and other children.
3. We do not tolerate any type of physical fighting.
4. Any degrading conduct including abusive, threatening, profane or obscene language or conduct that degrades people because of their race, religion, ethnic background or physical/mental handicap is prohibited.
5. Children are prohibited from using, possessing, distributing or being under the influence of alcohol, drugs or tobacco products.
6. Children will exhibit respect for all Kids & Co personnel and other children at all times.
7. Children should not bring any candy or pop to Kids & Co.

### **Violations of the above rules and regulations will result in disciplinary action as follows:**

1. Child will be informed of misbehavior and parents will be notified.
2. Continual problems: Parents will be notified to pick up the child immediately with a one week suspension to follow.
3. Further discipline problems will result in suspension for the school year.

**PARENTS: PLEASE DISCUSS THE ABOVE RULES WITH YOUR CHILDREN, SIGN AND RETURN THIS DISCIPLINE POLICY AGREEMENT FORM.**

We have discussed this policy with my parents and I understand the Kids & Co rules.

Child's signature \_\_\_\_\_ Date \_\_\_\_\_

Child's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you,  
NSCS Kids & Co Staff