

# Lil' Eagles & Eagle Kids

## Parent Handbook

School Year 2018-19

(Revised 8/9/2018)



### Mission Statement

Lil' Eagles/Eagle Kids exists to provide coordination of individual family resources and the resources of the Eden Valley-Watkins Public Schools in meeting the developmental needs of elementary children. Children are gently encouraged to discover their individual strengths and unique talents. We believe each child possesses a marvelous capacity to learn. Learning is best accomplished in a place emotionally secure, physically safe, and fun!

**Community Education Office**  
298 Brooks Street North  
Eden Valley, MN 55329

**Community Education Director:**

Kris Latcham 320-453-2900 x1139

Cell: 320-493-9812

[klatcham@evw.k12.mn.us](mailto:klatcham@evw.k12.mn.us)

**Lil'Eagles/Eagle Kids Coordinator**

Theresa Booth

Center: 320-453-3039

[tbooth@evw.k12.mn.us](mailto:tbooth@evw.k12.mn.us)

## Welcome!

Dear Parents,

The staff would like to take this opportunity to welcome you to Lil' Eagles/Eagle Kids. We all share a common goal – to ensure the success of children in our communities by creating a fun, trusting, safe atmosphere where our children are encouraged to pursue their own interests, develop friendships, grow in confidence, and independence, and learn respect for themselves through educational and recreational activities and offering opportunities for children to share ideas and feel valued. This common goal is what Lil' Eagles/Eagle Kids is all about.

This handbook outlines the expectations of our program. We hope it will be helpful and we welcome your suggestions for future handbooks. Please be aware the Lil' Eagles/Eagle Kids program reserves the right to amend policies at any time. It is recommended you reference the parent handbook on current administrative policies pertaining to your child's enrollment or check with the Lil' Eagles/Eagle Kids Program Coordinator for policies pertaining to the care of your child.

You and your family are encouraged to visit our center prior to the first day of enrollment to give our staff, and your child an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

We hope your family's experience with Lil' Eagles/Eagle Kids will be an enriching, delightful experience. We welcome you to our family!

Thank you,  
Theresa Booth, Coordinator and  
The Lil' Eagles/Eagle Kids Staff

### **Lil' Eagles**

Eden Valley-Watkins Lil' Eagles is a self-supporting, non-profit, all day childcare program. We serve all children ages 3 years-Pre-K and do not discriminate enrollment of children on the basis of race, creed or national origin.

### **Eagle Kids**

Eden Valley-Watkins Eagle Kids is a self-supporting, non-profit, school age childcare program. We serve all children in grades Kindergarten-6<sup>th</sup> and do not discriminate enrollment of children on the basis of race, creed or national origin.

### **Program Locations**

The Lil' Eagles as well as before school care is held at 187 Cossairt Avenue, next to Eden Valley City Hall.

**Lil' Eagles Phone 320-453-3039**

Eagle Kids is held at the Eden Valley Elementary School in Room #114. Pick up will be from door #2 by the elementary track. Summer location is at the Eden Valley-Watkins High School in Rooms #101 & #102. Pick up will be from door # 8 on the northeast side of the building.

**Eagle Kids Cell Phone 320-699-0696**

## Our Philosophy

*We believe...*

A child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. Drawing upon their training and experience, our staff will create an appropriate educational environment providing for positive learning milestones, guiding children from one developmental, and cognitive level to another while leading to an increased sense of competence and independence. We respect each child's need for love, security, acceptance, warmth, and stimulation.



## **General Information**

### **Student Requirements**

As a Community Education program, Lil' Eagles/Eagle Kids student requirements are designed to ensure all children are receiving the quality care they deserve, in a safe and pleasant environment. To ensure these programs are operating as designed, Lil' Eagles/Eagle Kids student requirements must be followed.

The expectations of each child involved in our programs are as follows:

- Participate in group time, crafts, outside time
- Stay with the group at all times (playground, classroom, gym etc)
- Treat other students with respect (verbally and physically)
- Treat Lil' Eagles/Eagle Kids staff with respect (verbally and physically)
- Use appropriate language
- Keep their hands and body to themselves
- Be respectful of the school, classroom, toys, and equipment
- Follow Lil' Eagles/Eagle Kids rules
- Children must be toilet trained

### **Parent's Checklist**

- ✓ Get to know program staff- Please ask for feedback on your child's day and check your family file daily for staff communication
- ✓ Sign your child in and out daily and complete schedule for the next week
- ✓ Read the Parent Handbook and understand the program policies
- ✓ Label ALL personal belongings
- ✓ Notify the site if your child will be absent for any reason
- ✓ Model respectful behavior when dealing with staff and students
- ✓ Provide written notice if there is a change in schedule or withdraw from program by filling out appropriate paperwork.
- ✓ Pay all fees incurred upon receipt of your invoice.

### **Parent Involvement**

We believe in a strong partnership between parents and staff. Lil' Eagles/Eagle Kids has the following avenues of parental involvement to encourage parental input on decision-making and planning, and to facilitate communication among parents and staff.

1. Parents may request a conference at any time with the Program Coordinator to discuss their own child or the program in general.
2. We always like to know what you think. If you have a question, concern, or suggestion, please leave a note, talk to the staff, or call the Program Coordinator at anytime. We will send out evaluation surveys from time to time to get feedback on how we're doing.
3. Newsletters and announcements are distributed to parents in individual family files and via email.
4. Parents are ALWAYS welcome at Lil' Eagles/Eagle Kids! You're welcome to join the children for breakfast, or snack, go along on any field trips, or just come and spend some time with us!

## **Staff/Child Ratio**

Our goal for the adult to child ratio at Lil' Eagles is 1:10 and Eagle Kids is 1:15 for all children.

## **Eagle Kids Hours**

Hours: 6:30 AM-6:00 PM Monday-Friday

Non-School Day Hours: 6:30 AM-6:00 PM

These are our staffed hours. Late fees will be assessed if care is needed past 6 p.m. for emergency or extenuating circumstances. If earlier care is needed, please contact the program coordinator to discuss possible solutions that may include an extra fee.

**In the event of inclement weather, Lil' Eagles/Eagle Kids care will be available at the Lil' Eagles location. In the event of school closing or late start care will be provided at the Lil' Eagles Center.**

\*If school is closed, we ask that you contact the Lil' Eagles/Eagle Kids number(s) or Community Ed line if you do not want your child to attend. We will plan to be open to those who need care and will remain open until all children are safely picked up by parents or authorized adults.

\*If school should be released early because of inclement weather, the Eagle Kids program will be offered at Lil' Eagles. Please notify us if you need your child to go home instead of coming to Eagle Kids.

## **Child Abuse & Neglect**

Under Minnesota State Law, all professional staff who work with children are required to report all suspected physical, emotional, sexual abuse or neglect of children to the authorities.

## **Toys from Home**

At Lil' Eagles/Eagle Kids we strive to provide a wide variety of toys, games, crafts and activities to fit all age groups and gender. We ask that toys are not brought from home unless they are being donated. This policy is an attempt to keep from having lost, stolen or damaged personal items.

## **Registration and Enrollment**

### **Registration Process**

All children must be registered in order to participate in the Lil' Eagles/Eagle Kids program. The registration fee is a one time family fee of \$75 and must be paid at time of registration. Registration fees are non-refundable. A new registration form must be filled out for the School Year and Summer Program sessions. Parents are responsible for updating their account information. Registration materials are available on the Lil' Eagles/Eagle Kids webpage through Community Ed: [www.ev.w.k12.mn.us](http://www.ev.w.k12.mn.us) Click on the Community Ed icon and locate the Eagle Kids or Lil' Eagles tab.

### **Enrollment Information**

Children who are at least 33 months old and toilet trained through 6<sup>th</sup> grade in the fall may enroll in our program(s).

Lil' Eagles/Eagle Kids is not designed to provide long term 1:1 assistance for students. If a child receives 1:1 student support in the classroom or has a behavior plan developed, the Lil' Eagles/Eagle Kids Coordinator must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. **The child's start date may be delayed so the Coordinator can hire additional staff with the skills necessary to meet the child's needs.** *(Because this is not a school or state funded program, additional fees may apply and will be the parent/guardian's responsibility if extra staffing is needed.)* Information regarding a student's needs will not be used to prohibit a child's enrollment in the Lil' Eagles/Eagle Kids program, unless it is determined that significant assistance which is beyond our program capabilities would be needed.

## Financial Policies and Procedures

Families will be charged fees based on individual family admissions and agreement form. Parents are responsible for all charges incurred. Additional fees may apply for special field trips and activities.

### **Tuition**

Tuition will be charged on a weekly basis and **payment is due upon receipt of the invoice.** Invoices are generated each Monday following care. If payment is not received within a week of billing, the Lil' Eagles/Eagle Kids programs have the right to cease care until accounts are paid in full.

<b>Lil' Eagles Rates</b>	<b>Eagle Kids Rates</b>
5 days a week \$161	Before School \$3 a day
4 days a week \$128	After School \$9 a day
3 days a week \$95	1 Full Day (no school day) \$22
2 days a week \$62	Half Day Rate(anything under 5 hrs) \$18
1 day a week \$33	2 Hour Late Starts \$6
Half Day Rate (anything under 5 hrs) \$18	
25% Eden Valley-Watkins District Staff Discount	
Lunch can be provided for all day care at an additional \$2 charge per meal	
One Time Family Registration Fee of \$75	

### **Late Pick-Up Fee**

Parents are expected to pick up their child by 6:00 p.m. For the benefit of an anxious child, please call if you anticipate that you will be later than your expected arrival time. A \$1.00 per minute, per child, fee will be charged if picking up after 6:00 p.m. Please remember that our staff also have families and other responsibilities to attend to. After three infractions of this policy your family may be asked to make other care arrangements.

***\*You WILL be charged if your child is scheduled to come to Lil' Eagles/Eagle kids and we do not receive 24 hour notice (with the exception of illness) that your child is not going to be there.\****

### **Payments**

If tuition has not been paid by the Friday following the invoice, a \$5 late fee will be added and you may be asked to find alternative care. A \$5 late fee will be added on a weekly basis, until all fees are current. Days that your child is scheduled to be in attendance, but missed due to illness, will not be charged to your account. Lil' Eagles/Eagle Kids will be available on days that students are scheduled off due to conferences, staff development, or holiday break. Care will not be provided if minimum required scheduled attendance is not met. Cost per day will be determined by the activities planned. **Eden Valley-Watkins Community Education reserves the right to discontinue or limit the program due to an individual's nonpayment.**

## **Automatic Payments**

Tuition payments can be made by mailing your check to the Community Education office at 298 Brooks St. N. Eden Valley, MN 55329 or by handing your payment to a Lil' Eagles/Eagle Kids Supervisor when picking up or dropping off your child. Paying by credit card is also an option if the credit card information is provided to us.

Automated payments will automatically be deducted weekly for the previous week on Monday morning. If you would like to participate in the automated payment option, please complete the Credit Card Payment Authorization form. Lil' Eagles/Eagle Kids is a non-profit/self-supporting organization which relies on your prompt payment.

## **Year End Financial Information**

The federal tax ID number and total tuition paid to date for the calendar year will be emailed out by January 31<sup>st</sup>. If you prefer a hard copy, please let us know.

## **Financial Assistance**

We do accept financial assistance through the State of Minnesota (for the county your family resides in). Written authorization for families receiving financial assistance from outside agencies must be received by the Lil' Eagles/Eagle Kids Coordinator. If financial assistance is cancelled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume the responsibility for fulfilling county requirements (provide information and child care schedules, submit timely reports, and make payments not covered by the financial assistance program).

## **Uncollected Checks/Outstanding Balances**

Lil' Eagles/Eagle Kids charges a \$30 processing fee for all payments returned from the bank. If a check is returned, you must make a cash, money order, or credit card payment within 3 days of notice. Failure to make payment on uncollected balance could result in termination of child care services. Any outstanding balance over 60 days will be forwarded to the Eden Valley-Watkins School District Business Office for collection.

## **Dependent Care/Flex Reimbursement Forms**

Forms must be signed by the Coordinator or Community Ed Director for verification and signature. Lil' Eagles/Eagle Kids staff are not authorized to sign.

## Schedules & Absences

### **Schedule**

Your child's schedule for the following week should be filled out by Thursday morning or emailed to the Lil' Eagles/Eagle Kids coordinator by noon on Thursday. If there is a question or confusion of attendance for an after school Eagle Kid student and a parent cannot be reached, the Eagle Kids coordinator will keep the student in Eagle Kids care for safety reasons. Parents will not be charged the fee if this is an Eagle Kids error.

### **Absence**

Please notify the site and the Lil' Eagles/Eagle Kids Coordinator if your child will be absent at any time for any reason. If the child is of school age, you must notify the school of the absence as well. If your child does not arrive after school as expected, program staff will investigate immediately by attempting to contact you or your emergency contacts.

## Program Components

### **School Year Program**

- The first day of Lil' Eagles/Eagle Kids will be September 4th , 2018.
- Lil' Eagles/Eagle Kids will be open on all school days and full day care will be available on most non-school days.
- The before school program operates from 6:30 am until the start of the school day (location is at the Lil' Eagles Center)
- The after school program operates from the time school is dismissed until 6 pm. (location is at the EV Elementary School, Rm 114, Door 2)
- The Lil' Eagles Child Care Program operates from 6:30 am until 6:00 pm Monday through Friday.
- Lil' Eagles will have breakfast provided for them.
- Lunch will be provided upon request for an additional cost.
- An afternoon snack will be provided for both Lil' Eagles and Eagle Kids.
- **Lil' Eagles/Eagle Kids will be closed, September 3, November 20 & 21, December 25, January 1, and May 27. (Note: Dates and times are subject to change.)**

### **Summer Program**

- The 2019 Summer Lil' Eagles/Eagle Kids Program will begin June 3rd, 2019.
- The program operates Monday through Friday, from 6:30 am to 6:00 pm.
- Breakfast and lunch will be provided through the free program at school. A snack with beverage will be served in the afternoon each day.
- During the summer months, parents must supply sunscreen and insect repellent. These items require parental permission.
- Lil' Eagles/Eagle Kids cannot guarantee our rooms will be air conditioned in the summer. We will make every effort to utilize air conditioned space where it is available.
- Please bring a towel, swim suit or extra set of clothes for water play.
- **Lil' Eagles/Eagle Kids will be closed July 4<sup>th</sup>.**
- The summer program location for 1<sup>st</sup>-6<sup>th</sup> grade students is room 101 at the High School/Door 8.

### **3 Year Old-2018-19 Preschool Program for enrolled Lil' Eagles**

This program is a wonderful **free** opportunity for children to get that extra boost to entering Kindergarten. Your child will explore the areas of art, music, dramatic play, physical fitness and literature, along with developing the cognitive skills which include language and problem-solving abilities. Bussing to and from the Lil' Eagles Center will be available. **Participants must be 3 years of age by September 1, 2018**

### **Cubbies/Lockers**

Each child will have a cubby/locker. This will be their storage place for personal items. This a limited storage space. Please check your child's cubby/locker often and take home items inside.

### **Clothing**

It is important the children come to childcare in clothing that is comfortable, easy to clean and suitable for outside play. We play outside every day, unless it is raining or below zero. Each child should have an extra set of labeled clothing in their cubby. In the winter, each child should have a winter jacket, snow-pants, snow boots, hat and mittens. Please label all clothing and personal items.

### **Quiet Time**

Lil' Eagles has quiet time everyday at approximately 12:00pm. This is a time for all the children to rest their minds and bodies. We turn off the lights and play relaxing music or audio books. This gives children who nap a chance to fall asleep. Children who do not fall asleep are given the option of books, quiet activities or projects. You might consider bringing a soft cuddly item and blanket for rest time. Please keep rest time items small and simple due to limited storage space. All rest time items should fit inside the cubbies. We request you launder items weekly.

### **Field Trips**

- Children will be participating in a variety of field trips throughout the year.
- ALL children must wear a Lil' Eagles/Eagle Kids t-shirt on field trip days. The t-shirts will be provided by staff and collected at the end of the day. T-shirts are also available for purchase through-out the year.
- Parents will be notified of upcoming field trips.
- Care may not be provided at the Center/School during field trip times.



## Illness & Medication Policy

### **Emergency Contact Information**

Please keep your child's emergency information current. Registration and emergency contact information is kept at the sites for each child.

### **Illness Policy**

If your child appears to be ill, you will be contacted and asked to pick them up as soon as possible. We will try to provide your child with a quiet area to rest until you arrive. School district policy requires children have no fever for 24 hours before returning. Please contact us if your child is diagnosed with a communicable disease (including lice) so we can alert all families their child may have been exposed.

If your child was absent from school, they cannot attend Lil' Eagles/Eagle Kids unless arrangements have been made with the program coordinator.

### **Emergency Care**

In the event your child requires emergency care, the following steps will be taken:

1. Administer first aid and complete an accident report for the parents to review when they come for their child.
2. If a non life threatening injury occurs, parents will be contacted. If unavailable, emergency contacts on your authorized pick up list will be contacted.
3. If a serious accident occurs, which may need medical attention, staff will attempt to contact the parent immediately. If immediate attention is needed, the staff will call first 911, and then the parent. It is up to the paramedics to decide appropriate action. If the child needs emergency treatment, paramedics will transport the child to the nearest medical facility. The parent will be responsible for all medical charges.
4. Staff members are not allowed to transport children in their vehicles for any reason.

### **Medication**

#### **(See School Policy)**

We can administer prescription medicines that are in the prescription bottle and are accompanied by a note from your doctor. You and your doctor must fill out a Medication Permission form and turn it in when you leave prescription medicine for the staff to administer. This also applies to Tylenol and other over-the-counter medications. Any emergency medications (e.g. Epi-pen) must be supplied by the parent and must be shown how to administer.



## Safety & Inclement Weather

### **Arrival & Departure**

Please remain with your child until they have been received by a staff member and note your time of arrival on our daily attendance sheets. When picking up your child, again make contact with a staff member and sign out on the daily attendance sheet as you are leaving the premise. Our attendance sheet must accurately reflect who is on the premise and in our care at all times. Your child is legally viewed to be in our care while on the premise and you will continue to be charged for extended care hours. Students, siblings and visitors must remain with parents during these transitional times. When departing, be sure your child does not exit the building unless they are in your immediate company. If someone else will be dropping off or picking up your child, please let them know of these responsibilities.

Your child will be released only to people listed on the Authorized Pick-Up list unless staff have been notified otherwise by the Program Coordinator. In an emergency you may call to inform the staff if someone other than an authorized person will pick up your child. Lil' Eagles/Eagle Kids staff are required to ask for identification from anyone attempting to pick up a child. If an unauthorized person attempts to pick up, you will be contacted. If you cannot be reached, your child will need to remain at Lil' Eagles/Eagle Kids until you or an emergency contact person arrives. You may add or remove any person from your authorized pick up list by contacting the Lil' Eagles/Eagle Kids Program Coordinator. If a sibling is sent to pick up a child, they must be at least 15 years of age AND listed on the pick-up list.

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### **Severe Weather/Site Closings**

The Lil' Eagles/Eagle Kids program is able to provide care even if EV-W Schools dismiss or cancel school due to inclement weather.

- If school is closed, please contact Community Ed or the Lil' Eagles if your child is not attending. Care will be provided at Lil' Eagles for those who need it.
- If school is starting late, Before School Care will be available at the Lil' Eagles Center.
- If school should be released early because of inclement weather, the After School Eagle Kids program will be offered at the Lil' Eagles location. Please notify us if you need your child to go home instead of coming to Eagle Kids.



### **During Non School Days & Summer Session-**

The Lil' Eagles/Eagle Kids Coordinator and Community Ed Director work together to make decision regarding the cancellation of programs due to inclement weather and/or natural disasters. During off-site field trips, travel decisions will be made at the discretion of the bus company/drivers.

## Discipline and Guidance Policy

At Lil' Eagles/Eagle Kids the term *guidance* is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our program:

- **Environment**-A place designed for children. Each item is age-appropriate: furniture size, large and small manipulatives, and supplies required for hands-on experiences.
- **Logical Rules**-Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum**-Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior**-We reinforce the behaviors we wish to see repeated.
- **Redirection**-Often interesting to a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder**-Telling the children what we want them to do rather than using "no" or "don't."
- **Removal Time**-Occasionally, as a last resort, a child needs to be removed the situation for a brief time out. This allows the child time to calm down and consider an alternate behavior.

## Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children. If staff are unsuccessful at calming or correcting disruptive behavior, parents will be called and may be asked to pick up their child. The following steps may be taken regarding children who display *chronic* disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.

### Steps taken to remedy the difficult behavior:

**Verbal Communication to parents:** Staff will verbally communicate with parents to make them aware of issue(s). Staff will document the scenario, action taken and contact the program coordinator.

**Written Communication to parents:** Staff will provide written notice to parents of the problem behavior and provide documentation to the program coordinator.

**Initial Consultation:** The coordinator may request the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. Options for solutions will be agreed upon by the coordinator, teacher, and parent or guardian.

**Second Consultation:** If the initial plan for helping the child fails, the parent will again be asked to meet with the coordinator, teaching staff involved, and a specialist. Another attempt will be made to identify the problem, and establish a new, or revised approach for solving the problem.

**Dis-enrolled:** We will make every attempt work with the parent and child. When the previous attempts have been followed and no progress has been made toward solving the problem; for the safety and in the best interest of the child, the child may be disenrolled from the program at the discretion of the program coordinator/director.

### Cause for Disenrollment:

1. Repeated physical aggression.
2. Repeated disruption of program activities.
3. Child's behavior prevents the staff's ability to care for the safety & well-being of the individual child or group.
4. Lack of parental involvement in the above mentioned steps is also cause for disenrollment.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion. All cases will be treated individually and will be dealt with according to the situation and age group.

**Lil' Eagle/Eagle Kids Registration Packet 2018-19 School Year**

The first day of Before & After School Care will be Tuesday, September 4th-First day of school

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Grade: \_\_\_\_\_ T-Shirt Sz: YXS YS YM YL

Complete with typical schedule of attendance. \*We are open from 6:30AM-6PM.

All Day Care	Mon	Tues	Wed	Thurs	Fri	Lunch opt. Y or N
Drop of Times:						
Pick Up Times:						
BEFORE School Care	Mon	Tues	Wed	Thurs	Fri	
Drop of Times:						
AFTER School Care	Mon	Tues	Wed	Thurs	Fri	
Pick Up Times:						

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Grade: \_\_\_\_\_ T-Shirt Sz: YXS YS YM YL

Complete with typical schedule of attendance. \*We are open from 6:30AM-6PM.

All Day Care	Mon	Tues	Wed	Thurs	Fri	Lunch opt. Y or N
Drop of Times:						
Pick Up Times:						
BEFORE School Care	Mon	Tues	Wed	Thurs	Fri	
Drop of Times:						
AFTER School Care	Mon	Tues	Wed	Thurs	Fri	
Pick Up Times:						

What is the first day that your child(ren) will need care? \_\_\_\_\_



**School Readiness 2018-19 Registration Form**

\*This form is only needed if your child will be attending our preschool program through the district.

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Primary Language \_\_\_\_\_

Has this child had an Early Childhood Screening? Y/N By which District? \_\_\_\_\_

Are immunizations current and on file with our school nurse? Y/N

Parent(s)/Guardian(s)' Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address (If Different Than Above)

\_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

## Payment Options

### Registration Fee Payment

\$75 one time family fee

Registration fee is due at the time of returned registration paperwork and before the 1<sup>st</sup> day of care.

Invoices are produced weekly on Monday for the week prior. Payment is due by the Friday of the week invoice was generated.

Check preferred invoice method:

- Email
- Printed copy in family folder

Total Fees Included:

Payment Method:

- Credit Card Automatic Payment  
(complete below)
- Check
- Cash

#### **Credit Card Payment Authorization**

- I authorize the Eden Valley-Watkins Area Community Education to charge my debit/credit card for my child's 2017-18 School Year fees.
  
- Auto Pay - I authorize the Eden Valley-Watkins Community Education to charge my debit/credit card for my child's Lil' Eagles/Eagle Kids 2017-18 School Year fees on a weekly basis.

#### **Preferred Payment Method**

We accept MasterCard & VISA & Discover for these payments.

Credit/Debit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_ / \_\_

Security Code (from back of card): \_\_\_

Name on Card (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address (where you would like receipts to be sent): \_\_\_\_\_

Cardholder's Signature:

Date:

**Eden Valley-Watkins Lil' Eagles/Eagle Kids Emergency Contact Form**  
(Please print)

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Mother \_\_\_\_\_ Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_

Address \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Employer's Name \_\_\_\_\_ Work Ph. \_\_\_\_\_

Father \_\_\_\_\_ Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_

Address \_\_\_\_\_ Email: \_\_\_\_\_

Father's Employer's Name \_\_\_\_\_ Work Ph. \_\_\_\_\_

Who does the child(ren) live with? \_\_\_ mother \_\_\_ father \_\_\_ both parents \_\_\_ other(specify) \_\_\_\_\_

If school is let out early because of the weather, Lil' Eagles/Eagle Kids will remain open and children who normally attend the Aftercare program will be transported to the Lil' Eagles Center from school at time of closure unless otherwise directed. \_\_\_\_\_

**Emergency Contacts – who to call if neither parent can be reached:**

Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

**Under no circumstances are the following person(s) allowed to pick up my child(ren) from Eagle Kids. (Legal documentation must be provided.)**

\_\_\_\_\_  
\_\_\_\_\_

**Medical Information**  
**(Confidential Information)**

The information you provide on this form will be used by Lil'Eagles/Eagle Kids staff to provide a safe and fun child care experience for your child. Lil' Eagles/Eagle Kids complies with state and federal data privacy laws.

Child's Name: \_\_\_\_\_

Physician authorized to give emergency care to my child: \_\_\_\_\_

Telephone: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Group No. \_\_\_\_\_ Policy No. \_\_\_\_\_

Dentist authorized to give emergency care to my child: \_\_\_\_\_

Telephone: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Group No. \_\_\_\_\_ Policy No. \_\_\_\_\_

**Medical:**

- Medications taken daily? Y/N (Name) \_\_\_\_\_  
*(For Lil'Eagles/Eagle Kids staff to administer medications, parent must fill out a Medical permission form)*
  
- Health Concerns \_\_\_\_\_
  
- Allergies to medication(s)/food \_\_\_\_\_
  
- Diet restrictions \_\_\_\_\_

**Learning/Social/Developmental Conditions**

Is your child seeing a: (please check)  Therapist  Counselor  Psychologist

If yes, for what reason: \_\_\_\_\_

Does your child have difficulties with: Aggression  Y  N Threatening Behaviors  Y  N

Does your child have emotional outbursts?  Y  N

Does your child display behavioral problems in school?  Y  N

If yes, please describe: \_\_\_\_\_

Does your child have an Individual Education Plan (IEP)?  Y  N

Is your child receiving any services through Special Education?  Y  N If yes, what services?

\_\_\_\_\_

Please indicate if your child has been diagnosed with any of the following: (please check all that apply)

- ADD  ADHD  Anxiety  Autism/Aspergers  Bipolar  Downs Syndrome  Depression  
 Eating Disorder  EBD  OCD  ODD  Tourettes  Other \_\_\_\_\_

## Confidential Information

### Getting to Know Your Child

Please tell us a little about your child(ren) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child(ren) have any activity restrictions, please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list your child's hobbies, interests and sports: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What techniques are effective when your child is distressed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything that upsets your child? \_\_\_\_\_

\_\_\_\_\_

Are there any family circumstances that the Lil' Eagles/Eagle Kids Teachers should be aware of to better care for your child? Please Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Needs? If yes, please describe below. (If your child(ren) requires special support during the school day, a participation plan should be discussed with the Lil' Eagles/Eagle Kids Program Coordinator at 320-453-2900 X1139 in order to provide the most appropriate level of care. Lil' Eagles/Eagle Kids is a Community Education program. The District is not obligated to share information about your child's needs with the Lil' Eagles/Eagle Kids program so we ask that parents communicate all special needs.)

\_\_\_\_\_

\_\_\_\_\_

Please give us any other information about your child(ren) that you think would be helpful to us.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Parent Consent Form

Child's Name: \_\_\_\_\_ Gr. \_\_\_\_\_

\_\_\_\_\_ I agree to abide by the terms and conditions of the Eden Valley-Watkins Lil' Eagles/Eagle Kids Family Handbook governing the enrollment of the child(ren) named above.

\_\_\_\_\_ I understand invoices are processed on the Monday of the week following care and payment is due by 6:00 PM on the Friday following the invoice. I will be charged a \$5 late fee for every week payment is not made by this date.

\_\_\_\_\_ I understand I must enter the building and sign my child(ren) in and out on the attendance sheet each day. I will make contact with a staff person before I leave with my child(ren).

\_\_\_\_\_ I understand that there is a 2 week notice required to withdraw or make changes to my contract. All notices must be made in writing.

\_\_\_\_\_ I understand that if my child does not report to Lil' Eagles/Eagle Kids on a scheduled day and I have NOT contacted anyone regarding their absence I may be charged a finder's fee at the full rate.

\_\_\_\_\_ I give permission for Lil' Eagles/Eagle Kids staff to exchange information with school teachers and district personnel working with my child(ren).

\_\_\_\_\_ I understand it is my responsibility to notify Lil' Eagles/Eagle Kids staff of any changes in family or contact information so staff will be able to reach a parent or emergency contact in the event of an emergency.

\_\_\_\_\_ I give permission for my child to leave the school premises under proper supervision for walks, outings, field trips, or community education activities.

\_\_\_\_\_ I give permission for my child to apply sunscreen or bug repellent under the direction of Lil' Eagles/Eagle Kids Staff; sunscreen & bug repellent is supplied by parents.

\_\_\_\_\_ My child(ren) may participate in swimming activities at Lil' Eagles/Eagle Kids. I recognize it is my responsibility to notify the staff of any reason why my child cannot participate on any given day.

\_\_\_\_\_ I give permission for my child to be included in pictures and publicity connected with the Lil' Eagles/Eagle Kids program & Eden Valley Community Education including newspaper, radio, television, or marketing materials.

\_\_\_\_\_ I give permission for my child to be included in social media including; Facebook, Instagram, Twitter, website, newspapers, etc.

\_\_\_\_\_ I give permission for my children to watch "PG" family friendly movies.

\_\_\_\_\_ I give permission for my child to use the internet during Eagle Kids time. This time will be supervised, but it is the responsibility of the child(ren) to use the internet in a responsible and appropriate manner.

\_\_\_\_\_ I understand it is my responsibility to read the Family Handbook in full and to follow the policies and procedures as outlined. Abuse of any of the policies could result in the dismissal of my child(ren) from the program.

\_\_\_\_\_ I agree to release District #463 Community Education and its employees of all liability from accidents or injuries. In the event of an emergency, I give permission to Lil' Eagles/Eagle Kids staff to secure medical help, including the services of rescue squad or emergency room of the nearest health facility. I understand that I will be responsible for all medical expenses.

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*Parent/Guardian*

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*Date*

*PLEASE RETURN FORMS AND REGISTRATION FEE TO THE PROGRAM COORDINATOR OR EDEN VALLEY-WATKINS COMMUNITY EDUCATION OFFICE.*

**Thank you!**

**Theresa Booth, Program Coordinator**

**Kris Latcham, Community Education Director**

## **Lil' Eagles/Eagle Kids Rules**

1. REMAIN WITH THE GROUP AND PROGRAM AT ALL TIMES.
2. RESPECT EACH OTHER, STAFF, SCHOOL PROPERTY, AND EQUIPMENT AT ALL TIMES.
3. ARGUING WITH STAFF IS UNACCEPTABLE.
4. HITTING, FIGHTING, AND/OR PHYSICALLY HARMING ANOTHER PERSON IS ABSOLUTELY NOT TOLERATED. WE FOLLOW THE SAME ZERO TOLERANCE RULES AS THE SCHOOL POLICY.
5. USE APPROPRIATE LANGUAGE. SWEARING AND FOUL LANGUAGE ARE UNACCEPTABLE.

6. WALK IN THE SCHOOL AT ALL TIMES. RUNNING IS ONLY ALLOWED IN THE GYM OR OUTDOORS.
7. EQUIPMENT ROOM AND OTHER STAFF AREAS ARE OFF LIMITS.
8. MUST HAVE PERMISSION TO LEAVE THE GROUP FOR BATHROOM USE.

### **Lil' Eagles/Eagle Kids Pledge 2018-19 Program**

This agreement is a pledge to keep Lil' Eagles/Eagle Kids a safe, fun and positive environment!

#### **As an Lil' Eagles/Eagle Kids Club member, I pledge to continue to...**

- Be respectful to all others by using kind words and good manners.
- Obey Eagle Kids rules and Supervisors.
- Be respectful of school property.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

#### **As the parent/caring adult, I pledge to continue to...**

- Support the Lil' Eagles/Eagle Kids Club program in its efforts to maintain proper discipline.
- Encourage my child and help when necessary.
- Stay informed about what my child is involved in.
- Respond to communications sent home.
- Bring up concerns as they arise.

Parent/caring adult signature \_\_\_\_\_ Date \_\_\_\_\_

#### **As a Supervisor at Lil' Eagles/Eagle Kids, I pledge to continue to...**

- Show that I care about all students.
- Provide instruction that meets the needs of each student.
- Communicate regularly with parents to support our students' well being.
- Provide needed help to parents so they can help their children be successful.
- Provide a safe, fun, and positive environment.

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

#### **As the Lil' Eagles/Eagle Kids Coordinator, I pledge to continue to....**

- Make Lil' Eagles/Eagle Kids a friendly place where all students and parents feel welcomed.
- Communicate the Lil' Eagles/Eagle Kids mission and goals to parents and students.
- Provide a positive, safe and fun environment.
- Reinforce the partnership between parents, students, and supervisors.

Lil' Eagles/Eagle Kids Coordinator signature \_\_\_\_\_ Date \_\_\_\_\_