



'Like' us on FACEBOOK to find reminders, updates, and photos for CLUB VIKES!

# Club Vikes Spring 2019

## Viking Elementary ISD #548

### We do fun stuff, such as:

- Arts & crafts
- Fun snack projects
- Indoor & outdoor activities
- Special themed days
- Academic enrichment activities
- Field Trips

### Staff:

#### **Emily Evenson**

Club Vikes Coordinator  
218-863-5910 ext. 5022  
eevenson@pelicanrapids.k12.mn.us

#### **Laurie Hanson**

Club Vikes Lead Staff

#### **Danielle Pixley**

Club Vikes Lead Staff

#### **Alejandra Villagomez**

Club Vikes Lead Staff

#### **Daisha Pixley**

Helper

#### **Brekken Thorson**

Helper

#### **On-site Information:**

218-731-8439 or  
218-863-5910 ext. 5022  
clubvikes@pelicanrapids.k12.mn.us  
Viking Elementary  
1 Viking Drive  
Pelican Rapids MN 56572

Club Vikes provides children with a positive, stimulating, and happy experience where they create wonderful memories and lasting friendships! We are focused on making the day a fun-filled experience for your child. The program is open to all students in Kindergarten through 6th grade!

## REGISTRATION

### Who:

-Everybody! Students (K-7th grade for the '18-'19 School year) who have previously been registered or never been registered!

-This guarantees a spot in our program as we base our staffing on registrations.

### How:

-Complete attached fall registration form and include check for the \$10 spring registration fee, or \$30 school year fee.

-If you currently hold a balance with Club Vikes, you will NOT be allowed to register until the balance has been paid in full.

### When:

-Registrations can be turned in at any time to one of our Club Vikes Staff, at the Elementary Office, or via email— clubvikes@pelicanrapids.k12.mn.us



*Our goal is to provide your child with a fun, safe, and intriguing environment. We all share a passion for children and feel so blessed to be able to share that with your family!*

*-Club Vikes Staff*

## Financial

Partial or total tuition assistance may be available to qualifying families through state or county funds. For information and application procedures, call Lakes and Prairies Community Action at 218-512-1500. Families receiving financial assistance must provide verification of eligibility. If financial assistance is denied, parents or guardians will be responsible for contacting the coordinator to set up payment arrangements and will be responsible for paying ALL of the fees incurred.

# Club Vikes Spring 2019

## 2 Forms of Registration Available:

Contracted Care (Daily Rates) OR Drop-In Care (Hourly Rates)

### Daily Rates: Contracted Care—

**Monday:** \$25.00 / child per day (6-10 hours)

\$15.00 / child per day (less than 6 hours)

You will need to register in advance for Mondays, and you will be charged the daily fee on days that are you registered for if your child does not attend, unless previous notice has been given.

**Before School:** \$3.00 / child per day

**After School:** \$6.00 / child per day

**Both before & after school:** \$8.00 / child per day

**Field Trips:** Additional fees may apply to field trips.

### DROP-IN CARE

\*Your child is NOT guaranteed a spot and will only be allowed to attend if there is enough staff to accommodate your child and you give notice before arrival. If you choose to use drop in care, you do not need to contract any days.

### Hourly Rates-

\$3.50 / child per hour with a minimum of \$7.00 / child per day.

**Overtime:** If your child attends for more than 10 hours in one day, there will be an additional \$1.00 overtime fee for that day.

**Late Pick-Up:** You are required to pick up your child by 6:00pm. A late fee of \$5.00 will be charged for all late pick-ups, with an additional \$5.00 for every 15 minutes. Early drop-off fees may apply.

### REGISTRATION FEE

**Spring Registration Fee:** \$10.00 per family (nonrefundable)

### PAYMENTS

Billing statements will be mailed out every other Monday and payment will be due the following Friday. A \$5.00 late fee will be added to late payments of more than 5 days. You can pay by check, cash, or PaySchools. Make checks payable to ISD 548 and write Club Vikes on the memo line. Please put cash in a sealed envelope with your child's name and Club Vikes written on the outside.

**Your child cannot attend Club Vikes if payment has not been received for 30 days or more, unless arrangements are made with the coordinator.**

### EMERGENCY CLOSINGS

You must pick up your child as soon as possible on emergency closings of Club Vikes, or make arrangements for someone else to do so. Club Vikes may close due to inclement weather or any possible building issues. You will not be charged for any days that we are closed.

## Behavior Policy

I understand that my child(ren) will be expected to abide by the Club Vikes expectations for appropriate student conduct at all times as stated in this contract.

Also, in order to ensure the health and safety of my child(ren) attending Club Vikes, I understand that certain rules must apply to all children in the program.

The rules are as follows:

1. Keep hands, feet, and objects to yourself.
2. Follow directions and be respectful of the person(s) in charge.
3. Use appropriate language.
4. Respect other people and property.
5. Be responsible, safe, and fair.

### **4 Occurrences Behavior Plan. Please review carefully.**

This behavior plan gives a child 3 chances to change a behavior/issue that may occur, or they will be permanently dismissed from Club Vikes on the 4<sup>th</sup> occurrence. Your child(ren) can receive a strike for not abiding to the rules as stated above and below, or for other reasons that may not be listed.

What happens when your child(ren) receive a strike:

**1<sup>st</sup> Occurrence-** Verbal warning w/ notice given to parent(s)

**2<sup>nd</sup> Occurrence-** Written notice (incident report) w/ notice given to parent(s)

**3<sup>rd</sup> Occurrence-** 1 (or more) day suspension from Club Vikes, depending on severance

**Final Occurrence-** If the behavior/ issues occur when the child(ren) returns to Club Vikes, he or she will be permanently dismissed from our program.

\*Please turn in this registration form with \$10.00 registration fee (Complete front and back sides)



# Spring 2019 Registration Form

## Club Vikes

Child's Name (first & last)

Nickname

Birth Date

Grade

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ (Required for billing)

Father/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ (Required for billing—unless same as above)

### Health & Emergency Information

In order to insure prompt medical attention incase of an emergency we need:

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Medical Assistance Number: \_\_\_\_\_

Allergies or health problems: \_\_\_\_\_

Special Needs (that you would like us to be aware of) : \_\_\_\_\_

Currently taking any medication: \_\_\_\_\_

Name of family Doctor: \_\_\_\_\_ Clinic: \_\_\_\_\_

Name of family Dentist: \_\_\_\_\_ Clinic: \_\_\_\_\_

List persons authorized to take your child from the program:

(They may be asked to provide a photo ID when picking up your child if they are not the parent/guardian)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Will your child be receiving county assistance? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please provide your case workers name and phone number: \_\_\_\_\_

Please fill out back side of this form →

# Club Vikes Spring 2019

## Designated Form of Registration

Type of Care Information: (Check all that apply)

- \_\_\_\_\_ My Child will be attending Mondays (6+ hours) OR  
 \_\_\_\_\_ My Child will be attending Mondays (6- hours)  
 \_\_\_\_\_ My Child will be attending BEFORE school.  
 \_\_\_\_\_ My Child will be attending AFTER school.  
 \_\_\_\_\_ My Child will be attending BEFORE & AFTER school.

### Special Permissions

I give Club Vikes permission use my child's photo in social media for purposes of public awareness, education, and recruitment. \_\_\_\_\_ YES \_\_\_\_\_ NO

**I understand and agree to the following....**

- \$10.00 deposit is due at the time of registration.
- Payment is due every other Friday. (Daily rate checked above)
- Payments are made payable to ISD 548. (Club Vikes written on Memo Line of check)
- My child cannot attend Club Vikes when payment is not made for 30 days or more unless arrangements are made with the coordinator.
- I must give Club Vikes a week notice if there is a schedule change or I withdraw my child.
- I must sign my child IN and OUT on the Club Vikes attendance sheet each day my child attends.
- I must notify Club Vikes if someone other than an authorized person is picking up my child.
- I will be charged \$5 when I pick up my child after 6pm and an additional \$5 for every 15 minutes I am late.
- I undersigned that I will assume responsibility in case of accidents, injuries, and lost or damaged personal items during the programs duration.

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Use Only:** \$ \_\_\_\_\_ amount paid  
 Check # \_\_\_\_\_ Cash \_\_\_\_\_ PaySchool \_\_\_\_\_  
 Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Name(s): \_\_\_\_\_

Please indicate what days your child(ren) will be attending Club Vikes by circling or highlighting.

**Indicates Club Vikes is Closed**  
**Indicates Club Vikes is Open**

## March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Behavior Contract 2018-2019

I understand that if my child displays any of the following behaviors it may result in my child being suspended or permanently dismissed from the Club Vikes program:

- A behavior that takes away from any person's right to feel and be safe.
- A behavior that keeps any staff person from fulfilling job requirements and to be available for all children because of constant interference of one child.
- A behavior that includes inappropriate touching of a person's body and/or using inappropriate language or actions.
- Any behavior involving purposeful destruction or theft of property.
- Blatant disrespect or absolute refusal to follow directions of those in charge.

If my child is endangering himself, herself, other children, or staff, I will be notified and asked to pick up my child immediately. If I am unable to do so, I will make other arrangements to have my child picked up. If arrangements are not made for immediate pick up, my child will be suspended for the next scheduled day at Club Vikes.

I have read and discussed this contract with my child and we understand its expectations and implications.

Signature of Parent/Guardian :

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Date:

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