



City of Inver Grove Heights Parks & Recreation

Kids R.O.C.K. Family Handbook

Summer 2023

Welcome to Kids R.O.C.K.!

Kids R.O.C.K. is the place to be for a summer to remember and we are pleased you have chosen our program! We recognize that you have entrusted us with your child's safety, which is our top priority. To assist us in maintaining the high standard that you expect from us, please read this booklet carefully and keep it for future reference. This handbook is our way of letting you know what you can expect from us, and what we need from you.

In addition to our great in-room activities, children will play outside at our awesome playground, swim in the water park, and play large group games on the turf or outside. Field trips are scheduled every other Wednesday and are optional but do require a separate registration and fee.

Beginning June 12, be sure to check your email inbox on Thursdays for the weekly e-newsletter from the Program Assistant. This newsletter will feature more specific information on weekly activities, program updates, special events and announcements. It is very important you pay attention to these documents even if it is an "off week" for your child. Please keep in mind the newsletter includes information for the upcoming week(s).

Kids R.O.C.K. Philosophy

The Kids R.O.C.K. approach focuses on creating an environment that is healthy and safe; where encouragement, laughter and joy are the norm. We offer a recreational setting that provides unlimited opportunities for new experiences, while expanding physical and social skills, and individual growth and development.



This handbook is designed to answer common questions. Please address additional questions to the Kids R.O.C.K Program Assistant or Recreation Coordinator. This handbook contains useful information regarding the daily operation of our program and parent expectations. Please keep this handbook for your records.

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Kids R.O.C.K Contact Information

Website: <http://www.ighmn.gov/kidsrock>

Primary Kids R.O.C.K. Email: kidsrock@ighmn.gov

Kids R.O.C.K. Address: Veteran Memorial Community Center
8055 Barbara Ave., Inver Grove Heights, MN 55077

Kids R.O.C.K Program Assistant - TBD
Email: kidsrock@ighmn.gov

Kids R.O.C.K Billing Team - Terry Burger
Email: kidsrock@ighmn.gov

Recreation Coordinator - Chelsea Swenhaugen
Phone: 651-450-2580 | Email: cswenhaugen@ighmn.gov

Organization EIN Number: 41-6005255

Program Hours

Kids R.O.C.K. takes place Monday-Friday each week from June 12 to August 25. The program is open 7 a.m. - 5:30 p.m. There is no Kids R.O.C.K. on July 3 or July 4.

We ask that children be dropped off in their home rooms by 9 a.m. at the latest. We like to have our day in full swing by 9 a.m., so getting your child here by then ensures that they are a part of the action. If you drop your child off after 9 a.m. there is a chance the group will not be in their home rooms. Their location in the building will be marked on the room door.

The day will wrap up at about 4:15pm and all children will return to their homerooms or the turf if a combination of rooms is required. If you pick your child up prior to 4:30pm there is a good chance they will not be in their home rooms. Their location in the building will be marked on the room door.

Program Locations

Room Locations: * Ages may vary depending on registration numbers.

- 5-6-year-olds (Earth Group) -
 - Community Room 3: Enter Door E and go right, it will be the last door on your right-hand side.
- 7-8-year-olds (Wind Group)- National Guard Room B
- 9-12-year-olds (Fire Group)- National Guard Room C
 - Rooms B and C: Location in the National Guard building. Enter Door I and take a right. These rooms are located on your right-hand side.

Family Expectations

What Kids R.O.C.K. Expects from Families:

- To have read and understood all information that is presented in this handbook. Kids R.O.C.K. staff will always refer to this document regarding policies and program information.
- Must always sign children in and out with a staff member. All parents/ guardians are expected to have their photo ID with them at the time of pickup.
- Send all communications regarding Kids R.O.C.K. to the primary email address, kidsrock@ighmn.gov. This helps to ensure your communications are organized and in one location so the appropriate team member can respond in a timely manner.
- It is the responsibility of the parent/guardian to notify the Program Assistant, ahead of time via email, of any additional activities their child is participating in while attending Kids R.O.C.K. This includes dates, times, locations, drop off expectations (i.e., ISD 199 Summer Academy, swim lessons, additional on-campus programs & camps).
- Check the "sign in" area for new information, reminders, handouts, and registration deadlines.
- Parent Logbook: if your child has any lessons, camps, special instructions for the day, etc. please be sure to record that in the Parent Logbook. Staff will be using this as an added reference throughout the day. Example: at drop-off, if you find yourself telling staff "Susie's dad is picking her up at 1:30 p.m. today", staff will ask you to write that in the Parent Logbook. What this will do is remind staff to tell Susie to grab her gear and bring it to their next activity.
- Communicate any concerns about your child to the staff. They are there to help.
- Listen to staff members' concerns about your child's behavior, and cooperatively work toward an agreeable solution to any problems.
- Have children dressed appropriately for both indoor and outdoor activities.
- Children must wear or bring a pair of tennis shoes with them to the program every day for activities.
- Do not allow children to wear clothing that promotes tobacco/alcohol or that has objectionable language or graphics.
- Encourage children to help clean up the toys and other equipment before they leave for the day.
- Be prompt in picking up your child or children. The program closes at 5:30 p.m. A late fee will be added to any pick-ups that occur after 5:30 pm.
- Be courteous to all program staff. If you have a concern, please contact the Program Assistant or Recreation Coordinator, and allow us to come up with an appropriate solution.

Sign-In/Sign-Out Procedures

Every day that your child comes to Kids R.O.C.K. the parent or guardian is required to enter the building with their children in the morning and sign in with the room's sign-in sheet.

When picking up your child, the parent or guardian is required to enter the building again and sign their child out. In addition to your signature, we will also ask to see your photo ID upon pick up of the child to verify that you are indeed one of the persons appointed to pick the child up at the end of the day.

Please note that you will be asked to show photo ID even if you have been coming every day. It is possible that a staff member has not met you yet and we will always error on the side of caution when it comes to your child's safety. As instructed / required by their direct supervisor, staff will ask you to go back to your vehicle to retrieve your ID, rain, or shine.

Parents must give authorization in writing if someone new is picking up their child. Please do not ask children to come to a waiting car or send them with another Kids R.O.C.K. sibling to sign him/her in. Parents are required to come into each specific classroom to sign in/ out. Children may not enter or exit alone.

Be aware that the road in front of the building is a one-way street (west to east) and serves as a cross walk from the parking lot to the building. Be mindful of any pedestrians when driving through and obey posted signs.

We close daily at 5:30 p.m. If you are late, there is a \$5 fee, for every five minutes you are late picking up your child. Any late fees will be deducted from your account the next business day. We will not accept checks or cash to cover late pick up fees.

Authorized Pick Ups

If you need to add someone to your list of people authorized to pick up your child, you must do so by emailing kidrock@ighmn.gov and we will add to the list. Your child's safety is our top priority, and we wish to see that they are in good hands as they leave our program.



Program Payment Procedures

Payment Information

Payments for the Kids R.O.C.K. program will be made via an automatic payment plan online. No cash or checks will be accepted for the program. All participants will be required to pay the enrollment fee at the time of registration, this fee is not included in the automatic payment plan and non-refundable. Program payments will be automatically withdrawn from the card on file based on the established automatic payment plan that is determined for your family's schedule at the time of the online registration.

2023 Payment Schedule

A payment plan will be generated at the time of your online registration based on what you sign up for. This plan is noted on your "Camp FlexReg Enrollment" receipt. This can be found when you sign into your family's online account.

All participants must provide a form of automatic payment before participation in the program can begin. Any individual with late charges or returned item charges will be unable to participate in the program until their account is paid in full. Kids R.O.C.K. reserves the right to discontinue service if bank payment is returned or credit card is declined.

Families have the choice to join the automatic payment plan, or they may opt out of the payment plan and pay in full of one payment at the time of the on-line registration for the entire summer.

Eligible Discounts

Discounts cannot be combined.

- VMCC Household Membership discount: You MUST be a valid household member of the Veterans Memorial Community Center prior to completing the online registration to receive this discount. This cannot be applied later.
- Multi-Child discount: Each child MUST be registered together on the same transaction to apply the discount. After completing the registration process for the first child, select "Register Another Participant" under the add to card button, this step must be completed before you check out. This cannot be applied later.



Schedule Changes Procedure

Any requests to make changes to your schedule need to be communicated to the following email address: kidsrock@ighmn.gov.

Schedule changes are allowed according to the following schedule. **No late or past requests will be honored.** Schedule changes may include removing dates that your child was previously registered for or adding new dates.

Please note, if you wish to add additional dates, first we must ensure that date(s) has not reached its maximum capacity. Kids R.O.C.K. reserves the right to decline any schedule change request.

Dates eligible for changes	Deadline to submit changes
All June dates (and on)	May 21, 2023
All July dates (and on)	June 11, 2023
All August dates	July 9, 2023

Example: If you need July 14 off due to a change in your family schedule, you must notify us via kidsrock@ighmn.gov no later than June 11, 2023.

Closed/ Full Dates

All days are monitored individually to ensure we are within safe and proper ratios. If a date has reached maximum capacity this will be noted on the Kids R.O.C.K. website at www.ighmn.gov/kidsrock. We are unable to honor additions to those dates that have closed.

Late Charges

A \$25 late fee will be assessed to any participant failing to make payments by the agreed upon due date. This includes all payments that do not go through because of an account being closed, insufficient funds or similar circumstances. Please note, you are responsible for updating the Kids R.O.C.K. coordinator regarding any changes or updates to the payment information, including new expiration dates.

If you are late (after 5:30 p.m.) to pick up attending children, there is a late fee starting at 5:35 p.m. of \$5 every 5 minutes. Any late fees will be deducted from your account the upcoming Wednesday.

Refunds and program cancellations

A written two-week notice submitted via email to kidsrock@ighmn.gov is required to cancel your Kids R.O.C.K. contract. Verbal changes will not be honored. Enrollment fees are non-refundable at any time. Should you cancel or change your contract without a two-week written notice, you will be held responsible for the contracted outstanding monies.

Children Expectations

It is important for each child to bring the necessary items for the day. Every child is encouraged to bring:

- A bagged lunch
- a water bottle (with first & last name included)
- sunscreen (that they will need to apply to himself/herself)
- tennis shoes
- and a jacket (if necessary)

Our rooms are equipped with a variety of age- appropriate games and activities for the children to enjoy. We have a **NO TOYS FROM HOME POLICY**. This also includes electronic devices (i.e., cell phones, iPod, tablets, etc.). Cell phones must be kept in their bag and only accessed with prior approval from staff. If a child has brought a toy from home and staff sees it, we will ask them to put it back in their bag or hold on to it for them until they are picked up at the end of the day. Kids ROCK staff and the VMCC are not responsible for lost or stolen items.

Behavior

- Respect yourself and others.
- Be responsible for your actions.
- Respect the property of others and the program.
- Use acceptable language.
- Use appropriate physical contact.
- Always remain with assigned group and within supervision of staff.
- Follow the instructions and directions of the Kids R.O.C.K. staff.
- Behavior is not expected to routinely require one-on-one supervision.
- Have an open mind and be willing to engage in activities.
- Follow all current COVID-19 guidelines. Kids ROCK follows MDH and CDC guidelines.

Disciplinary Steps

Each room will have their own strategies in place to handle behavioral issues. The staff of each room will figure out what works best for their age level. However, if a severe or persistent problem arises, we do have formal disciplinary actions in place.

1. The first offense will result in verbal warning with an explanation of their misbehavior.
2. If a second offense occurs, we will ask that a parent or guardian meets with the kids R.O.C.K. leadership and a classroom staff at the end of the day to discuss the incident at length.
3. If a third offense occurs, parents/guardians will be notified by Kids R.O.C.K. leadership to determine more strict disciplinary action.

Kids R.O.C.K. reserves the right to remove a child from the program at any point for violent and or overtly disrespectful behavior, regardless of which number offense it is. This could be for a day, a week, or the entirety of the program. This may include the first offense of a physical violent act to self or others, running away from staff indoors or outdoors.

If your child is removed from the remainder of the program due to the above mentioned, no refunds will be provided for already paid funds. Your child will be removed from future schedules, and you will no longer be expected to pay future/un-paid payments.

Daily Checklist

Daily

- _____ Tennis shoes
- _____ Bagged Lunch
- _____ Water bottle with name
- _____ Sweatshirt for cooler mornings
- _____ Pre-approved medications
- _____ Positive attitude

Swimming Days

- _____ Swimming suit
- _____ Towel
- _____ Plastic bag for my wet clothes
- _____ Life Jacket (If needed)

Skating Days

- _____ Skates (limited rentals available if needed at no cost)
- _____ Warm clothes
- _____ Gloves
- _____ Helmet (required for beginner skaters)

Library Days

- _____ Library card
- _____ Rented books to return

Optional Field Trips

- _____ Official Kids R.O.C.K. T-Shirt
- _____ Additional items as listed on informational email one week prior to the trip



Daily Activity Schedule

Schedules are subject to change.

Monday	Tuesday	Wednesday	Thursday	Friday
Swimming Earth: 1-2:15 p.m. Wind & Fire: 2:30-3:45 p.m.	Kids R.O.C.K. clubs **Any special visits or theme days will be scheduled on Tuesdays	Field trips or Afternoon skating (alternating weeks)	Swimming Earth: 1-2:15 p.m. Wind & Fire: 2:30-3:45 p.m.	Library walking trips: TBD between 9 a.m.-4 p.m.

Lunch

Children must come prepared with a bag lunch from home each day. Lunches will be stored in the homerooms. *We do not have access to microwaves or refrigerators.* Lunch times are at the discretion of the lead staff for each class but will occur between 11 a.m. and 1 p.m. Each group will also get one provided snack per afternoon, the exact time to be determined by each group's staff.

Library walking trips

Groups will walk to the library each Friday (weather permitting). Parents/guardians should apply for a FREE library card prior to beginning Kids R.O.C.K. You will need your driver's license and child's personal information when completing the online application form. Children are expected to hold onto their own library cards all summer. Kids R.O.C.K. staff will not be able to sign your child up for a library card as this does require parent/ legal guardian information.

To apply for a free library card, visit <https://www.co.dakota.mn.us/libraries/Using/LibraryCards>.

Skating

Every other Wednesday, Kids R.O.C.K. will have the opportunity to skate during open skate. Staff will assist children with lacing up their skates and skate alongside them on the ice. Figure and hockey skates are available at no additional cost to Kids R.O.C.K. participants, sizes are limited so we do encourage children to bring their own pair if possible. Beginner skaters will be required to bring and wear a helmet. We do not have helmets available. If your child is planning to skate, we do require them to bring warmer clothes including sweatshirt, long pants, and gloves. It gets very cold on the ice.

Swimming

Each group will get a chance to visit the water park here at the VMCC. On swim days, children must remember to bring their swimming suits and a towel, lifejacket (optional). We also encourage you to pack a plastic bag where these can be stored after swimming. All participants will be required to be swim tested on their first day of swimming. This will be done by VMCC aquatic staff. Your child may be required to wear a lifejacket based on their swim abilities. A color-coded wrist band system will be in place for swimmer's safety. Wrist bands are determined by VMCC aquatic staff through a swim skills test. If your child does not score as they had hoped during the swim test, they may re-test the next day.

Clubs

These are determined by the staff and Kids R.O.C.K. participants after the summer has started. These are often created based on shared interested among age groups. There are no additional fees or registrations associated with clubs.

Extra Activities- (Additional fees apply)

You may choose to register your child for these activities **at an additional fee.**

Field Trips

Only registered Kids R.O.C.K. children are eligible for these trips and MUST be registered to attend Kids R.O.C.K. on the field trip day. Field trips are an optional activity that require a separate registration and are an additional fee.

Ineligible children will be removed from the field trip roster and refunded. Children are ineligible if they are not scheduled to attend Kids R.O.C.K. on the day of the field trip. NO EXCEPTIONS. A child may be ineligible for a field trip if they displayed inappropriate behaviors that do not comply with our program expectations on a previous trip. In this case, parents/guardians will be aware ahead of time.

Any outdoor field trips will be based on weather, staff will monitor the weather ahead of time and make appropriate changes. Any changes will be communicated to registered participants. All important information will be sent to registered participants ahead of time. Official 2023 Kids R.O.C.K. t-shirts must be worn on field trip days for all registered participants and staff.

Registration dates: Each field trip has a strict deadline to register. See the chart below for all deadlines. No exceptions will be made after the deadline. Refunds will not be provided after the deadline.

Register online at www.ighmn.gov/register. Search "Kids ROCK Field Trip".

Date	Registration Deadline	Time (Includes travel time)	Location	Cost	Trip Notes
June 21	June 14	12:15-3:45pm	The Works Museum	\$21	
July 5	June 13	11:15am-2:15pm	Disney's Descendants @ Stages Theatre Company	\$21	
July 19	July 12	11:45am-3:15pm	Conquer Ninja Gyms (Burnsville)	\$21	Socks & clean tennis shoes are required.
August 2	July 26	10:15am-3:15pm	Cascade Bay Waterpark, Eagan	\$21	Will need a swimsuit & towel.
August 16	August 9	9:30am-1:45pm	Dodge Nature Center	\$21	

***July 5th trip has an altered deadline due to the venue's requirement.**

Swimming Lessons

Kids R.O.C.K. attendees who participate in swimming lessons will be escorted to and from their lessons. It is the parent's/guardian's responsibility to inform staff of when their child has lessons. We are not responsible for a missed lesson if staff was not made aware of that lesson.

Please have your child here at least 20 minutes prior to their lesson time (child is registered for an 8:30 a.m. lesson, please plan drop off in their homeroom by 8:10 a.m.). Please do not take your child directly to swimming lessons - if so, we will not know to pick your child up. These same procedures apply to other camps that occur onsite/ on-campus.

How to Register for swim lessons: Visit www.ighmn.gov/register and search the swim lesson offerings for the summer of 2023. You will register for these programs just as you would any other Parks and Recreation program.

Aquatic Coordinator: Suzie Seabright Hofmeister, sshoefmeister@ighmn.gov or 651-450-3427.

On-Campus Programs

Check out the summer Parks and Recreation brochure to see what else we have offered this summer! There are a handful of programs that happen during the day and at the VMCC. If you choose to register for any additional programs, it is your responsibility to communicate to us at kidsrock@ighmn.gov all of the details. These programs are not affiliated with the Kids R.O.C.K. program. Please keep in mind the Kids R.O.C.K. schedule, especially the field trip schedule. Only on-campus programs will be permitted except for ISD 199 Summer Academy.

Registration dates: Until one week prior to start of each program. Register online at www.ighmn.gov/register.

ISD 199 Summer Academy

This is an ISD 199 program. IGH Parks & Recreation and Kids R.O.C.K. are not affiliated with this program. If your child is registered to attend Summer Academy, all details and logistics, including transportation, will be coordinated directly with ISD 199 Summer Academy staff. If your child is registered to attend Summer Academy, it is your responsibility to communicate to us at kidsrock@ighmn.gov all the details including bus pick and/ or drop off times, and session dates. Kids R.O.C.K. staff will bring children to and from the bus each day. If your child goes directly to Summer Academy first and we receive them from the bus, Kids R.O.C.K. staff will physically sign your child in for the day.



Safety and Health

Severe Weather

If the city of Inver Grove Heights experiences severe weather (i.e., the sirens go off) we will take all children into the designated severe weather safe zones.

Building Closings

If the Veterans Memorial Community Center is unexpectedly unable to open or closes for any reason, we will notify parents and guardians immediately via email. All Kids R.O.C.K. programs will be cancelled for the remainder of the day if the closing lasts past 9 a.m.

Sick Children

There will be an area for your child to rest until they feel well enough to participate in program activities. Parents/guardians will be called if a child vomits, has a temperature over 100, or if they feel too ill to stay for the day. We cannot provide Ibuprofen or Tylenol to attendees. If your child needs any medication, make sure you have the proper medical forms and signatures completed before enrolling your child.

Please DO NOT bring your child if they are sick, have lice (any nits present), or any other malady that would put them or other children in harm's way. All children must be symptom-free for 24 hours.

Medications at Kids R.O.C.K.

If your child needs to take medications during the day or may need them in case of emergency, you are required to complete and submit a Medication Form prior to the first day of the program. This form provides permission for Kids R.O.C.K. staff to assist with any medications including Inhalers, routine pills, epi-pens, etc. A copy of this form is located online at www.ighmn.gov/kidsrock. Medications should be given to the lead staff on the first day and will be kept in a locked bag for the duration of the program.

IEPs & Behavioral Disorders

If your child has an official IEP or is diagnosed with a behavioral disorder, we encourage you to speak with the Kids R.O.C.K. Program Assistant prior to the start of the program to set an action plan so your child can be as successful as possible during their time at Kids R.O.C.K.

Injuries or Accidents

While we try to keep children as safe as possible here at Kids R.O.C.K. accidents and injuries may happen. In case of a minor injury, staff members will perform the necessary First Aid procedures and parents will be notified at pick up. Parents will be notified immediately if any major/ serious injuries occur.

Covid-19 Procedures

Parents/ guardians should notify Program Assistant via email or phone if a child receives a positive Covid-19 test and had attended Kids R.O.C.K. An exposure notification email will be sent to impacted children and their families. Any further instructions will be provided at this time. Kids R.O.C.K. follows MDH and CDC for quarantine procedures. No refunds will be provided for Covid-19 exposures.

Registration Instructions

STEP 1: Online Process: www.ighmn.gov/register Search Activities> Camps> "Kids R.O.C.K. 2023"

1. Select Enroll Now
2. Who are you enrolling? Select the appropriate person from the dropdown list.
3. Days and sessions you are enrolling. Select the check box next to "Kids R.O.C.K. 2023" and then open the drop down to "select dates".
4. The system will automatically select all available dates. You may choose to unselect the dates you do not want to attend, or you may clear all dates by selecting "remove all" and individually selecting your dates. (Highlighted blue means selected).
5. Block booking allows you to select ALL preferred options. For example, you want all Mondays in the summer. You can select "Mon" in the block booking options and all available Mondays will be selected.
6. A summary of what you selected will show below. Be sure to also answer any questions in the Enrollment Details at the bottom.
7. To add another child, you will select "Register another participant" on the right side under your fee summary. You will repeat the same process for your remaining children.
8. Select "Add to Cart"
9. Here you can view the breakdown of your charges for each participant by selecting the blue "\$0.00 ^". You can also view the automatic payment schedule below.
10. Administration Fees are required to be paid at the time of registration.
11. You can choose to continue with the automatic payment plan or pay your full total at once by unselecting the "Use Payment Plan" box.
12. Read and review all attached waivers at the bottom of that screen. Check the box once you have fully read and understood each posted waiver.
13. Select "Check out".
14. Input, update or select your preferred payment option and select "Pay".
15. It is suggested that you print and or save a copy of your receipt for future reference.

STEP 2: The 2023 "Participant Information Forms": This on-line form can be found on the website at www.ighmn.gov/kidsrock. A separate form should be submitted for each child. This form is due within 1-week of completing the online registration.

Registration for Kids R.O.C.K. 2023 is NOT final until BOTH steps are completed.

Online Account

How to access your account

1. Visit www.ighmn.gov
2. Access the Parks & Recreation page by searching in the "City Services" tab or click the Parks & Recreation icon in the middle of the screen.
3. Select the "Register for Programs & Events" icon.
4. Here you can search for available programs to register for or sign into your account. There is a button towards the top of the screen "Sign In/Up".
5. Sign in using your credentials.
6. Once you are in your account you will be able to access your schedules, find receipts, update payment options, and edit your account settings or information.

How to find a past transaction/receipt

1. Open the drop-down menu for "Payment and Order Management."
2. Select "Transaction and Payment History"
3. Here you can see all transactions made for any member of your family if they are included on your account. You can filter the transactions by inputting your search criteria.
4. Kids R.O.C.K. will be shown as a "Camp FlexReg Enrollment." The light blue numbers indicate the receipt number and serve as a click-able link.

This will be the same process if you need to locate a receipt for Dependent Care/ tax purposes. In addition to a receipt, you will need the City of Inver Grove Heights EIN number.

City of Inver Grove Heights EIN: 41-6005255

How to view your family schedule

1. Once in your account, select "View Family Members Schedule" which is located on the bottom right in light blue font.
2. Here you can filter by family member, schedule types, centers, or facilities. Change the viewing from week to month. And print or add the schedules to your calendar.