

# Basswood Kidstop



## 2011



## September Newsletter

Welcome to Basswood Kidstop! We are excited for another great year! Please read the following information carefully to ensure a successful year for you and your children!

### Program Manager

We are excited to share with you our Program Manager, Seth Ryan! If you need to get a hold of him, you can call the site at (763) 315-7673, or you can voicemail him at (763) 391-7216

### Kidstop Door

When dropping off or picking up your child, please use the Kidstop door number 9. It is located on the west side of the building. The door will be locked, so please ring the doorbell and a staff person will let you in. Between the hours of 8:10-3:20, we ask that you please use the front door.

### Tuition

Tuition is due each Monday. Tuition can be paid on a weekly or monthly basis. We are unable to accept cash. All tuition must be in the form of a check or money order. If your last name is different from your child's, please note that in the memo portion of your check. If you need a receipt, please see Kim Schroeder, or write it in the memo portion of your check. We have a new system for taking checks this year. There is a lock box located inside of door #9, and this is where we will ask you to place your checks. Staff are now unable to handle checks. If you wish to pay by credit card, please call Nancy Eriksen at (763)391-7119.

### Medication

If your child will be taking medication, including over the counter medication, Kidstop will need a signed doctor's note as well as a Kidstop medication consent form. All medication must be in the original bottle, and the first dose of any medication must be given at home. If you need forms for medications, please ask staff.

### Reporting Absences

If your child will be absent from Kidstop, please call us, as well as the school office and let us know. The Kidstop direct line is (763) 315-7673, and the school office direct line is (763) 494-3858.

### Parent Folders

Each family will have a folder in the parent area. Please check these each day for important information. This is a main way for us to give you the information you will need.

### Parking

When dropping off or picking up your child, please park in the designated parking spots, not along the curb. In the P.M., while we have outdoor playtime, we will have cones up for the children's safety. Please watch for these and do not drive through them.

### Breakfast Time

Breakfast will be from 8:10-8:40. If your child will be eating breakfast with us, please have them here no later than 8:10.

### Field Trip Items

For each field trip, please send your child in their field trip T-shirt and tennis shoes. Field trip T-shirt's will be handed out before the first field trip. All children will need a bag lunch and beverage for each field trip, unless otherwise noted.

### Non School Days

Non School Days are days that school is closed, but Kidstop is still open. You have the option to sign up and include these days in your tuition, or you have the option to use our coupon books. Coupon books give you the option to use Non School Days as much or as little as you need. Coupon books have been put in your parent folders. If you did not receive a coupon book, please see Kim Schroeder. She works from 7:00-1:00.

### Late Pick up fee's

Kidstop opens at 6:30 a.m. and closes at 6:00 p.m. Any pick up after 6:00 p.m. is considered late, and will be charged a late fee. The fee is \$5.00 for any pick up between 6:01-6:05, and an additional \$1.00 per minute after 6:05.

### Outdoor Playtime

We bring the children outside each day after school. If you are picking up your children while we are outside, you can drive to the parking spots by the playground to pick up your child. We will have the sign out sheets, parent folders, and all the children's belongings outside with us.

### Tennis Shoes

Please be sure you are sending tennis shoes with your child each day for outdoor play and gym times. For your child's safety, they will be unable to play on the playground or in the gym without tennis shoes.

### AM/PM Greeter

We will now have a early morning/late afternoon greeter who will let you in each day. They will be at the door from 7:30-8:10 a.m. and from 4:45-5:30 p.m. These times may change to accommodate the high volume times. Please feel free to walk down to the room to get your child after you have been let in. **Please have your I.D ready for them to check.**

### Attention 2011 Summer Families!

Because we value your feedback, we have created a short summer evaluation for you. Please take a moment to fill out the survey so we are better able to make improvements and special additions to our summer 2012 program. Here is how you will find the survey: Go to <http://d279.us/kidstop>. Then go under announcements.

### Kidstop Blog- NEW!!

We have recently added a BLOG for Kidstop! You can check it out at <http://d279.us/kidstop>. It is filled with tons of information including field trip information, special event dates, tuition information, and much more!

If you have any questions or concerns, please do not hesitate to call us or speak to us. We are looking forward to a terrific year!

Basswood Kidstop Staff

Centra-Sunny



**School Age Care**  
Community Education

