



SUMMER HANDBOOK

The Metro Kids Summer Program is a quality, full-day school-age program sponsored by the Des Moines Public School District. The Metro Kids Summer Program is available for elementary children who have completed grades K-5.

FEES

Fees are due on Monday of each week of service, autopay runs on Tuesdays. Please view your SchoolCare Works account to check your balance, make payments and set-up autopay.

\$145: Weekly Rate Per Child

\$35: Pick Your Day/ Per Day/ Per Child

\$10 Late Fee: A \$10 fee is charged to your child's account for the first 15 minutes late and \$5 for every 15 minutes or part of 15 minutes late thereafter. The fee is per child. This fee will be automatically billed to your account.

\$25: There is a non-refundable \$25 summer activity fee per child that will be added to your first statement.

\$10: There is a \$10 cancellation fee per child, per week cancelled. Failure to cancel prior to the start of a reserved week will result in the full tuition rate charged for that week, per child.

REGISTRATION

This year registration is a TWO-PART process. You will FIRST register for the summer site you're wanting your child to attend. Once approved, you will then go into your PARENT MANAGED CALENDAR and select the dates you need care for the entire summer. If you need all 5-days you will select the check-box on each date (and will be billed \$145/wk). If you are using the Pick Your Day option, please pick just the dates you need care (\$35/day). Please select ALL the dates you need for the summer as we will have capacity limits. Registrations will take place through your SchoolCare Works Parent Portal.

HOURS OF SERVICE

Metro Kids Summer Program hours are 7:30 AM to 5:30 PM.

Due to COVID-19 the following drop-off/pick-up procedures will be in place. When dropping off, please stay in your vehicle with your child and text/call the Metro Cell Phone that you have arrived. A Metro Kids' team member will do a simple health check and bring your child into the program. Please do not send your child to the door, they need to remain with you until released to a team member.

When picking up your child, please stay in the vehicle and text the Metro Kids cell phone that you have arrived, we will bring your child out.

If a team member needs to speak with you at drop-off/pick-up, please ensure that you are wearing a face covering.

PICK-UP AUTHORIZATION

A child will be allowed to leave only with persons designated in writing by the parent/guardian. Please ensure your SchoolCare Works account is updated with Emergency Contacts. If someone other than the "regular" pick-up person will be picking-up the child, please let the staff know.

If a child remains in Metro Kids after 6:30 PM, the Administrator may notify the Children's Protective Division of the Des Moines Police Department. Metro Kids service may be terminated.

DRESS CODE

We 'HAVE FUN AND PLAY HARD'! That means the children may get dirty. It is important that your child be dressed comfortably and appropriately. Each child is encouraged to wear sport shoes to help prevent injuries when participating in active games and/or going on hikes. **Field trip days require sport shoes and socks, no flip flops or sandals.**

Some of our events will have special requirements. All special requests will be shared in advance through information posted in the parent area. Please watch for these notices.

OUTDOOR ACTIVITIES

Children must be prepared to go outdoors every day. This includes planned outdoor field trips as well as free play and structured game times. Metro Kids staff will assess the weather conditions and the planned activity to determine whether or not the activity will be carried out as planned.

SUNSCREEN PROCEDURES

All children need to have a signed permission slip to have sunscreen applied. Sunscreen will be provided by the child's family; bottles will be marked with the child's name. Sunscreen will be applied to children by themselves or assisted by a friend or Metro staff. Spray Sunscreen is preferred. If staff assist children, they will wear gloves and use a new set of gloves in between applications or wash their hands thoroughly in between if not using gloves. Staff will document on the Sunscreen Application form the time frames and dates that sunscreen was applied.

ILLNESS

If a child is ill, including having a fever, they should not attend the Metro Kids program.

If a child becomes ill while at Metro Kids, the child will rest in a quiet area of the room until the parent or emergency back-up person can be contacted to pick up the child.

Due to COVID-19, please note that if a child has COVID-19 symptoms or has been a close contact of a COVID positive person, they should not attend programming.

TOYS AND PERSONAL BELONGINGS

Metro Kids has many fun and engaging activities planned. We ask that any personal items, including toys be left at home. Metro Kids cannot be responsible for any lost articles or items. Families are discouraged from bringing personal toys, electronic games or a special item unless arrangements have been made with the Metro Kids staff and prior approval has been given. If your child chooses to bring toys or electronic games from home, Metro Kids assumes no responsibility for lost, broken or misplaced items. Cell Phone **MUST** stay in the child's backpack. Each Metro Site will have two cell phones that parents may contact their child or a child may contact their parent.

Water Bottles: All students are asked to bring a labeled water bottle. Drinking fountains are currently shut-off due to COVID-19. Children may fill their water bottle throughout the program.

COVID-19

Metro Kids will make all feasible accommodations to follow CDC and DHS Guidelines related to COVID-19. Masks must be worn at all times, over the nose and mouth, but students, staff and parents/guardians when interacting with staff. Please review our parent handbook to view all of our COVID-19 policies and procedures.

Parent HANDBOOK

Please review our comprehensive Parent Handbook at Dmschools.org. These information is an “addition” to our Parent Handbook. You can view our handbook online at DMSchools.org.

METRO KIDS FULL DAY SITES & INFORMATION

Cowles

6401 College Avenue, Windsor Heights, IA 50324
Front door
515-867-8850

Hubbell

800 42nd St.
Front Circle Drive (east side)
515-447-1122

Jefferson Elementary

2425 Watrous Avenue
Metro Doors (lower east side)
515-447-1131

Walnut Street

901 Walnut Street
Front door on Walnut Street side- south side
515-867-8858