



CROSSLAKE

COMMUNITY SCHOOL

Summer Kids Care Proposal

"No Bummer Summer KC"

Crosslake Community School

Purpose of Proposal: Approval to provide safe, structured, and fun self-pay child care for summer months at Crosslake Community School in Crosslake, MN.

1. Executive Summary

- **Program Name & Mission:** No Bummer Summer KC – provide safe, fun, and effective summer Kids Care
 - **Target Audience:** Ages 4 (PreK eligible) through grade 4 completion. Students must be enrolled in CCS for the 2026–27 school year.
 - **Key Value Proposition:** Individual attention, same-school familiarity, trained staff (CPR and first aid certified, school personnel – paras and teachers), mini walking field trips, special speakers
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2. Program Structure & Logistics

- **Dates & Times:** Monday – Thursday, with scheduled Friday option
 - Hours of Operation: 7:30 a.m. – 5:30 p.m. (subject to change depending upon need)
 - Beginning Date: June 1, 2026
 - Ending Date: August 28, 2026 (dependent on final calendar)
 - Closed: June 19 (Juneteenth), July 3, July 6–10
- **Location:** Crosslake Community School commons area, music room, gymnasium, and playground
- **Weekly Themes:** May include but are not limited to book series, Minnesota topics, and themes determined by summer staff

Sample Daily Schedule

- Morning: Structured activities and enrichment

- Mid-Day: Lunch and quiet time/reading and rest
 - Afternoon: Outdoor play, sports, and snack
- Families are expected to send lunch for students. Snacks will be provided by the school.
 - Individual water bottles are mandatory.
 - **Signature Events:** Big Fun Tuesday, end-of-summer field trip, walking trips around Crosslake, school forest activities
 - Sunscreen should be applied before students arrive. Reapplication will be done by staff in the afternoon upon notification. Please send in any specific sunscreen needed. Limited supply available.
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3. Safety, Staffing, and Quality

- **Staff Credentials:** Paraprofessionals and teachers with CPR/First Aid certification, background checks, and required school training
 - **Student-to-Staff Ratios:** Recommended ratio guidelines will be followed. The enrollment limit is 25 students. If additional staff can be secured, the cap may increase.
 - **Safety Protocols:** Check-in and check-out will be monitored by staff; all procedures happen face to face. All students must have a completed health questionnaire on file and follow all health protocols and policies of CCS. Emergency protocols and drills follow the same guidelines as school year compliance.
 - Parents must keep emergency contacts up to date. Children are released only to those indicated on the enrollment form or prearranged, authorized individuals.
 - **Staff Training:** All staff will be trained in CPR, first aid, emergency protocols, and procedures outlined in school policy. Staff are also trained in school behavior management, aligning continuity between the school year and summer for smooth transitions. A staff member will be scheduled as the point-of-contact lead for each day.
 - Staff will set out rules and expectations for students on the first day of the summer program. School rules and policies will be followed as outlined in the Parent and Family Handbook. Any ongoing discipline concerns can result in the denial of using the program.
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4. Marketing & Enrollment Plan

- **Timeline:** Formulation and promotion of the program begins in February at Cabin Fever with March enrollment lottery date for the school year.
 - **Deposit and Enrollment:** \$35 deposit to hold a spot is due May 1 with the enrollment paperwork. Late applications will be considered based upon availability and staffing.
 - **Incentives:** No incentives at this time.
 - **Outreach:** Information available via school social media, flyers, and email.
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5. Financial Proposal

- **Tuition Rates:** \$35 registration fee is due upon enrollment. Daily rate is \$35 per child.
 - **Billing and Payment:** Billing will be on the first of each month (June, July, August) based upon indicated predetermined dates of attendance. Payment will be made by the 10th of the month. Cash or check only.
 - **Budget:** Staff expenses based upon 2–3 people during the day at \$20.61 per hour.
 - Staff Hours: Shift 1 – 7:30–12:30, Shift 2 – 9:30–5:30, Shift 3 – 12:00–5:30, plus 5 hours per week of coordinator pay
 - Worker Pay: Approximately 20 hours per day × \$20.61 = ~\$412 per day
 - Student Fees: 25 students × \$35 = \$875 max per day; or 20 × \$35 = \$700 per day
 - Extra expenses (snacks, possible custodial fees, field trips, and other incidentals) would be covered with overage. Remaining revenue supports Fund 04.
 - The daily average expense is subject to change if operational hours change. Actual time commitment will be determined after hiring staff.
 - **Payment & Cancellation Policy:** Payment is expected as outlined above. Cancellations must be stated as soon as possible. To ensure adequate staff coverage, no refunds will be given for cancellations unless determined by the program coordinator and school principal as an emergency.
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6. Impacts

CCS Families

- Summer Kids Care is a service to our CCS families. This service allows for possible retention of students who may seek childcare in another district during the summer and then may not re-enroll at CCS afterward.
- Families will know what their expenses will be each month.
- All closure dates will be communicated up front so families can plan their summer schedules and, if needed, arrange alternate child care.

Financial

- Staff expenses based upon 2–3 people during the day at \$20.61 per hour across three shifts, plus 5 hours per week of coordinator pay.
- Worker pay: approximately 20 hours per day × \$20.61 = ~\$412 per day.
- Student fees: 25 students × \$35 = \$875 max per day; or 20 × \$35 = \$700 per day.
- Extra expenses covered with overage. Remaining revenue supports Fund 04.
- Since families are billed and expected to pay up front each month, expected revenue will be known each month.

Office Staff

- May need to make phone calls if asked regarding attendance; however, Kids Care has their own cell phone with a worker at all times.

- Summer office hours of 7:30–11:30 a.m. – may be asked to make copies; however, Kids Care staff will be trained and able to make copies as needed.
- Parents may visit with office staff at morning drop-off.
- In the event of an emergency, office staff may need to assist if present.
- Mandatory summer emergency drills will be scheduled and executed while summer office staff are present.
- Ensure that Kids Care staff have access to the nurse’s office for medication, bandages, lotion, or other needed supplies.
- Access to or duplicate registration and required medical permission forms locked in office. Kids Care staff will have full-day access to parental information and medical permission forms.

Custodial Staff

- Custodial staff have a flexible summer schedule, but typically work 7:00–10:00 a.m. and 10:00 a.m.–3:00 p.m. each day.
- They will establish a rotating cleaning schedule set around the Kids Care summer schedule; biggest areas being bathrooms and floor cleaning.
- Any additional or special summer projects such as floor waxing or special cleaning will be scheduled around the weather, Kids Care schedule, Camp Kimchee, garage sale, and any other outside building use rental situation. This has been discussed with custodial staff.

Teaching Staff

- Kids Care will not be allowed in the middle school, primary, or special education wings. Their assigned areas are the commons, music room, gymnasium, and outdoors.
- There will be no impact on teachers or their individual classrooms unless a student wants to interact with them while walking through the Kids Care areas.

Other

- Year-round building utilization aligns with the LAKE Foundation’s investment in the facility and strengthens the partnership.
- Community of Crosslake will see even more utilization of the building.
- Cooperation with Loon Center (pontoon) and Big Fun Tuesday in town square will provide automatic collaboration and participation.