



# CROSSLAKE

COMMUNITY SCHOOL

## Summer Kids Care Handbook

KIDS – Kindness. Integrity. Discipline. Service. – Care  
**Summer Care Program**

### Crosslake Community School

Dana Buranen, Coordinator

Annette Klang, School Principal

35808 County Road 66, Crosslake, MN 56442

**KIDS Care Phone: 218-537-0469**

Please use this number to contact KIDS Care – texting is best

Email: [ccskidscare@crosslakekids.org](mailto:ccskidscare@crosslakekids.org)

---

## Our Mission, Vision & Core Values

**Our Mission:** To grow environmentally literate, community-impacting learners of excellence.

**Our Vision:** CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

### Our Core Values:

- **Respect** – Treat others with kindness, understanding, and empathy, always striving to be courteous, compassionate, inclusive, and open-minded.
- **Excellence** – Pursuit of high standards and continuous improvement in order to reach our fullest potential and growth.
- **Learning** – Embrace joy, curiosity, and enthusiasm on our lifelong journey of discovery and growth.
- **Integrity** – Contribute to a culture of trust, honesty, and responsibility by doing what is right, even in the face of challenges.
- **Community** – Promote a sense of belonging, shared purpose, and partnership with all members of our school community.

*Summer Kids Care is an extension of the Crosslake Community School experience. Everything we do in this program reflects the same mission, vision, and values that guide our students and families during the school year.*

---

## Program Purpose

The purpose of Kids Care is to provide each and every child with a safe and wholesome environment to play and interact. Participants will experience caring staff who offer meaningful student learning and recreational opportunities designed to enhance a child's social, physical, cognitive, and recreational skills.

Kids Care summer child care is available to all CCS families for children between age 4 (PreK eligible) through grade 4 completion who are enrolled in Crosslake Community School.

---

## 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 upon 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

## What to Bring & Know

- Families are expected to send lunch for students. Snacks will be provided by the school.
  - Individual water bottles are mandatory.
  - 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.
  - **Signature Events:** Big Fun Tuesday, end-of-summer field trip, walking trips around Crosslake, school forest activities
- 

## Safety and Staffing

- **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.

### Behavior Expectations

- Staff will set out rules and expectations for students on the first day of the summer program. For the safety of all, these must be adhered to.
- Consequences range from sitting out of an activity to being sent home for the day. Any ongoing discipline concerns can result in the denial of using the program.
- All school rules, regulations, and enforcements apply. The discipline program parallels what is in the Student and Family Handbook.

---

### Registration and Financial Information

- **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.
- **Outreach:** Information available via school social media, flyers, and email.
- **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.
- **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.
- **Commitment Calendar:** Every family will be required to fill out and sign a monthly Commitment Calendar. If you fail to fill out the Calendar, you will be charged the drop-in rate of care. You will be invoiced for the days submitted on the Commitment Calendar.

To reserve your student's place in the program, contact [ccskidscare@crosslakekids.org](mailto:ccskidscare@crosslakekids.org) or call the school at **218-692-5437** or Kids Care phone at **218-537-0469**.

# Summer Kids Care Registration Form

Crosslake Community School – Intent to Enroll Form 2026–2027

Please Complete All Information Requested

**Office Use Only:** Date Received \_\_\_\_\_ Student's Grade \_\_\_\_\_ Health Forms \_\_\_\_\_ Emergency Contacts \_\_\_\_\_

---

**Note:** Students entering kindergarten in September 2026 must have had their fifth birthday by September 1, 2026. PreK students must be 4 by September 1, 2026.

## Student Information

Student Legal Name: \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Preferred Name \_\_\_\_\_

Grade in August 2026: PK K 1 2 3 4 5 Birthdate: \_\_\_\_\_

---

## Parent/Guardian Information (1)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

---

## Parent/Guardian Information (2)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- 
- ★ Due Date: May 1, 2026. Late applications will be considered if space and staffing allows.
  - ★ After all open seats have been filled, names will continue to be drawn to establish a waitlist. Applications received after May 2026 will be added to the end of the waitlist in the order they are received.

I understand that my student is applying to enroll at Crosslake Community School Summer Kids Care. My signature represents approval.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_