



City of Inver Grove Heights Parks & Recreation

KIDS R.O.C.K. CAMP GUIDE

Program Information, Registration, Policies & Procedures Summer 2026

The purpose of this camp guide is to provide essential information to help you make an informed decision before registering, outline the registration process, and detail camp policies and procedures. This comprehensive guide serves as a resource before, during, and after the camp experience.

Recreational Opportunities Catered to Kids!

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.

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.



Who are we?

Kids R.O.C.K. is a recreational summer day camp that provides children with engaging physical activities, group games, themed events, and opportunities for social interaction in a fun and active environment. Our program operates with extended hours to support families' summer schedules.

Throughout the summer, Kids R.O.C.K. utilizes a variety of amenities within and around the Veterans Memorial Community Center, a public facility. Camp spaces may include designated meeting rooms (used as homerooms), the gymnasium, indoor turf arena, ice rink, indoor water park and lap lanes, outdoor green spaces, outdoor playground, and picnic shelter. All areas are shared public spaces, with the exception of designated meeting rooms reserved specifically for Kids R.O.C.K.

Our camp counselors' range in age from 15 through adulthood and bring a variety of educational and experiential backgrounds. Staff are hired and trained to foster a safe, positive, and engaging camp experience. We aim to maintain a staff-to-camper ratio of approximately 1:10 or 1:12, depending on the activity. Many of our counselors were once Kids R.O.C.K. campers themselves.

Kids R.O.C.K. is a recreational camp program rather than a licensed childcare center. While we strive to follow best practices related to safety and program quality, we are not licensed by the state as a childcare program and do not participate in Parent Aware or similar rating and certification programs. The program is not eligible for county assistance or childcare scholarship funding. Our staff are seasonal employees who receive training focused on camp programming, safety, and activity leadership to support a positive camp experience. Unlike year-round childcare programs, our staff training is conducted prior to and during the camp season rather than on an ongoing basis throughout the year.

Kids R.O.C.K. is designed to provide a structured recreational experience that emphasizes fun, movement, peer interaction, and community engagement. It's a place to make memories, try new activities, and build lasting friendships.

What will your child gain from Kids R.O.C.K.?

Building Positive Relationships

- Interact with peers, teens, adults, and older community members
- Connect with people they may not regularly encounter at home or school
- Practice teamwork, communication, and respect in shared spaces

Developing Responsibility & Independence

- Take initiative by cleaning up after themselves
- Share ideas for games and activities
- Help create and build new games and experiences
- Express themselves creatively

Advocating for Themselves

- Learn to stand up for themselves in healthy ways
- Voice their opinions and make their thoughts heard
- Build confidence to communicate needs and boundaries

Growing Important Life Skills

- Improve focus and listening skills
- Strengthen coordination through active play
- Build confidence and self-expression

The Impact of Teen Counselors

- Serve as positive role models and mentors
- Build meaningful relationships with kids
- Connect through shared interests as friends and leaders
- Inspire kids – whether as athletes, future coaches, teachers, or community leaders

To name a few...Kids R.O.C.K. creates a supportive environment where children grow, feel a sense of belonging, and build confidence through connection and hands-on experience.



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Camp Information

Website: 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

Organization EIN Number: 41-6005255

Program Hours

Kids R.O.C.K. takes place Monday*-Friday each week from June 9 to August 21. The program is open 7 a.m. - 5:30 p.m. There is no Kids R.O.C.K. on June 8 or July 3.

**The first day of Kids R.O.C.K. 2026 is Tuesday, June 9.*

Parents/guardians may drop off and pick up children between 7 a.m.-5:30 p.m. Early drop-offs/late pick-ups are not allowed.

Program Locations

Room Locations: * *Subject to change for ratio purposes.*

- **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: Located in the National Guard building. Enter Door I and take a right. These rooms are located on your right-hand side.
- **9-12-year-olds (Fire Group)**
 - National Guard Room C: Located in the National Guard building. Enter Door I and take a right. These rooms are located on your right-hand side.

Children are assigned to a room based on their age at the start of the program. If your child turns 7 or 9 during the summer and you'd prefer they be placed in the older group, email kidsrock@ighmn.gov to request a change.

Camp Fees

Registration Fees (Non-refundable, does not apply to tuition):

- \$115 for first child
- \$65 per additional child or VMCC household membership for all children

Tuition Fees

5 days/week: \$225

4 days/week: \$205

3 days/week: \$175

2 days/week: \$135

1 day/week: \$85

Unauthorized Attendance: \$110



Meet The Team

Camp Director

Recreation Coordinator - Chelsea Swenhaugen

Phone: 651-450-2580 | Email: cswenhaugen@ighmn.gov

Camp Specialists

Michelle & Cara

Email: kidsrock@ighmn.gov

Our two Camp Specialists work together to ensure every camper has a safe, fun, and inclusive experience:

Camp Specialist 1 focuses on daily operations, supporting and mentoring staff, and helping plan special activities. Their goal is to create a welcoming environment where all children can learn, explore, and make lasting memories.

Camp Specialist 2 focuses on daily operations, leading activities, and providing behavioral guidance and social-emotional support. They assist with personal or social challenges, communicate with parents/guardians, and ensure every child has the resources to thrive.

Lead Camp Counselor

18+

In-Room Team

These individuals spend the day with their assigned group, building relationships, planning and leading fun activities, and creating a positive camp experience. They bring a variety of life, professional, and educational experiences to Kids R.O.C.K. to help make the experience engaging and memorable for all children. Each age group has a Lead Counselor assigned for the entire summer, providing consistency and support for children throughout the program.

Assistant Camp Counselor

15+

In-Room Team

These individuals work with the Lead Camp Counselors to create a fun and engaging experience for all children. They spend the day with their assigned group, building relationships, assisting with activities, and stepping in to lead when needed. While primarily assigned to one age group for the summer, they may rotate as needed. The number of assistants per group is based on daily enrollment and program needs.

**Kids ROCK reserves the right to restructure as needed to better support camp and camper needs.*



Join our dynamic team!

Kids ROCK hires seasonal staff each year in March! If you or someone you know is interested in joining our dynamic team and making a difference in the lives of our community's youth, be sure to check for opportunities during the hiring period. Mark your calendar and stay tuned for updates!

ighmn.gov/jobs

Family Expectations

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

- To have read and understood all the information that is presented in this guide. Staff will always refer to this document regarding policies, and program information.
- Parents/guardians are required to sign their children in and out each day using the tablet kiosk and their 4-digit family code. We encourage parents/guardians to have their photo ID on hand in case additional verification is needed. A staff member must always be present during sign-in and sign-out.
- Each child must have an account set up on the Playground mobile app, with access granted to their parent(s)/guardian(s).
- Parents/guardians are responsible for notifying the Camp Director or Camp Specialists in advance via email of any additional activities their child will be participating in during Kids R.O.C.K. A written record is required to ensure proper coordination.
- Check the "sign in" area for new information, reminders, handouts, and registration deadlines.
- Ensure your child is dressed appropriately for all activities and wearing proper shoes daily. Clothing with tobacco/alcohol references, inappropriate language, or graphics is not allowed.
- Encourage children to help clean up the toys and other equipment before they leave for the day.
- Only drop off and pick up between the program hours of 7 a.m. and 5:30 p.m. A late fee will be added to any pick-ups that occur after 5:30 p.m.
- Please be courteous to all community center & Kids R.O.C.K. staff.

Communication

We value respectful and open communication to ensure a great experience for all.

- Ensure email address ending in "ighmn.gov" and "tryplayground.com" are marked safe in your email settings.
- Send all communications regarding Kids R.O.C.K. to the primary email address, kidsrock@ighmn.gov.
- Get to know staff early to build positive relationships and enhance your child's experience.
- Starting June 11, check your email every Thursday for the Camp Specialist's weekly newsletter with updates on activities, events, and announcements. Please review, even if your child isn't attending that week, as it may include important upcoming details.
- Please use the Playground chat feature or email the Camp Director or Camp Specialists at kidsrock@ighmn.gov to share any notes, updates, or special instructions about your child. Staff will reference these messages throughout the day to ensure your child's needs are met.
- Communicate any concerns about your child to the staff. They are there to help.
- Listen to staffs' concerns about your child's behavior and cooperatively work toward an agreeable solution to any problems.
- If concerns persist, contact the Camp Director or Specialists, and allow us the opportunity to find an appropriate solution.

Children Expectations

What to Bring Each Day

It is important that each child brings the necessary items for the day. Please refer to the checklist on page 16 for a full list of required items. 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.*

Children should bring their own sunblock to camp each day. Staff can provide minimal assistance, but children should be able to apply it themselves as needed. Please label all sunblock bottles with your child's name.

- *Kids R.O.C.K. provides Banana Boat Sport Ultra Sunscreen Spray SPF 50 for children who do not have their own sunscreen. Please notify us or indicate on your child's registration form if you do not approve the use of this product or if your child has a known allergy.*

Apparel

Children should dress appropriately for both indoor and outdoor play, including shoes, socks, and a light jacket or sweatshirt for cooler days. Closed-toe shoes are strongly encouraged, as sandals and Crocs may not be suitable for active games. Weather permitting, we go outside daily. Clothing with offensive language or imagery is not allowed. To prevent loss or mix-ups, all personal items should be labeled. Kids R.O.C.K. is not responsible for lost or damaged belongings.

A limited supply of extra clothing is available for accidents or spills, but availability is not guaranteed. Parents/guardians may be contacted if a change of clothes is needed. Children ages 5 and 6 are required to bring an extra pair of underwear, pants and shirts in their backpack each day.

No Toys from Home

Toys from home are not allowed, including electronic devices (cell phones, tablets, etc.). Cell phones must remain in bags and may only be used with staff approval. If a child brings a toy from home, staff will ask them to put it away or hold onto it until pick up. Kids R.O.C.K. staff and the VMCC are not responsible for lost or stolen items.

Smart Watches & Other Texting Devices

To minimize distractions and protect privacy, smartwatches may only be used for timekeeping during camp. Calling, messaging, and other features are not permitted. Smartwatches can be a source of distraction, injury and pose potential privacy concerns. Please ensure your child's smartwatch is left at home or set to "Do Not Disturb" mode during camp hours. If needed, children can contact their parent/guardian through staff.

Asking for Help

While staff actively supervise and work to ensure everyone's safety, children are encouraged to speak with a trusted staff member if something doesn't feel right. This may include concerns about bullying, fighting, unsafe behavior, conflicts with peers, personal issues they would like help navigating, or if they feel they are not being supported or listened to at camp. The Camp Director and Camp Specialists can always be asked for a conversation, either off to the side or privately. Children are never expected to handle concerns on their own, and staff are here to support all campers and help ensure a safe and positive program experience for all.

Kids R.O.C.K. encourages children to advocate for themselves by asking for a break when needed. With staff permission and under supervision, children may step away from an activity to cool down, collect themselves, or take time to think. We recognize that mental health is important and that everyone uses different strategies to manage stress. Children are encouraged to lean on a trusted staff member for support or to help identify a safe space to reset before rejoining the group. Please speak with a staff member before stepping away.

Behavior Expectations

- 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 the assigned group and within supervision of staff.
- Follow the instructions and directions of all 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.



Behavior Support

Kids R.O.C.K. believes that behavior is a form of communication. Our approach to behavior support focuses on teaching skills, building relationships, and maintaining safety, rather than punishment alone. Staff work to understand the needs behind behaviors and respond in ways that are developmentally appropriate, respectful, and supportive of each child's growth. Our goal is to help children learn self-regulation, problem-solving, and accountability while ensuring a safe and positive environment for all children and using the resources available to us.

Disciplinary Procedures

Each group will use appropriate age strategies to address behavioral concerns based on the needs of the children in their care. Behavioral responses are determined using professional judgment, considering the nature, frequency, and severity of the behavior, as well as the overall group dynamic.

There is no single required progression of consequences. While repeated behaviors may result in increased staff involvement or parent communication, responses are flexible and situational, rather than rigid or automatic.

General Behavior Support Strategies

Staff may use one or more of the following strategies as appropriate:

- Verbal redirection and reminders of expectations
- Guided conversations to help children reflect and solve problems
- Temporary removal from an activity to reset or cool down
- Communication with parents/guardians
- Collaboration with Camp Specialists and program leadership

Examples of Past Disciplinary Practices

The following tools have been used in previous years and may be used again as appropriate. These are examples, not a guarantee that every situation will involve these specific forms.

Think Sheets

Think Sheets may be used to support reflection and learning following a behavioral concern. They are designed to help children understand what happened, why it mattered, and how to make different choices in the future.

- Think Sheets may be used with individuals or small groups
- Only the child's name will appear on the form
- A parent/guardian signature may be requested
- Copies may be sent home or uploaded to the Playground mobile app

Disciplinary Reports

Disciplinary Reports may be used to formally document more serious incidents and communicate with parents/guardians.

- Only the child involved will appear listed on the report
- Parent/guardian signatures may be requested
- Copies may be sent home or uploaded to the Playground mobile app

Serious or Ongoing Behavioral Concerns

In cases of severe, unsafe, or persistent behaviors, Kids R.O.C.K. reserves the right to take immediate action, which may include skipping informal steps or removing a child from the program temporarily or permanently. Decisions are made in collaboration with program leadership and specialists when available.

Behaviors that may result in immediate action include, but are not limited to:

- Physical aggression toward self or others
- Running away from staff indoors or outdoors
- Verbal abuse, threats, harassment, or extreme disrespect
- Bullying or intimidation
- Unsafe use of equipment or actions that endanger others
- Possession or use of prohibited items (e.g., weapons, drugs, alcohol)
- Property damage or vandalism
- Ongoing disruptive behavior that significantly impacts program safety or supervision

Removal may last one day, one week, or the remainder of the program, depending on the circumstances.

Staff and Program Support

Kids R.O.C.K. continues to evolve its behavior support practices to best meet the needs of children, families, and staff. Our team is made up of a diverse range of staff, including seasonal youth staff, emerging professionals, and experienced adults with relevant education and training. While all staff receive training and have access to support and resources, some situations may be new or complex and require collaboration, consultation, and thoughtful problem-solving.

As a parks and recreation program, Kids R.O.C.K. does not operate with the same year-round staffing or embedded support systems as a school district or childcare centers may. However, staff work closely with the Camp Director and Specialists, when available, to respond appropriately using the resources and training accessible to the program at the time.

As Camp Specialists return to the office and program needs are assessed, disciplinary procedures, tools, and support may be refined or expanded. Any changes will be implemented thoughtfully and communicated as needed.

Refund Policy for Program Removal

If a child is removed from the remainder of the program due to safety or behavioral concerns, no refunds will be issued for payments already made. The child will be removed from all future schedules, and no additional payments will be required.



Playground Mobile App. Introduction

Playground is camp management software designed to streamline registration, payments, communication, and attendance tracking. Families can easily register, manage schedules, make payments, and stay connected with staff through the Playground mobile app.

Playground Chat Feature

The Playground mobile app features a chat function that allows parents/ guardians to quickly communicate with the Camp Director, and Specialists. Please note that this is a new feature for our program, and we may provide additional resources as we integrate it. At this time, email will remain the primary form of communication. This is our 2nd year utilizing this software, we appreciate your patience as we continue to learn features and how best to implement it for effective communication.

To communicate directly with in-room staff: search "Earth Group", "Wind Group", "Fire Group" in the chat feature.

Playground Feed

The Playground mobile app includes a feed where parents/guardians can receive daily updates about their child at camp. This feature may be used for reminders and announcements from the Camp Director and Specialists, timeline updates when your child completes an activity, or notifications if they are in another location within the community center. These updates may or may not be specific to your child or their group. This feature is still new to us; we appreciate your patience while we determine the best way to use it.

Receipts & Tax Statements

You can generate a statement for dependent care & tax purposes at any time in Playground. Statements will be generated per family, meaning all siblings will be included in one statement. You can generate a statement using the mobile app or on the web dashboard. Visit ighmn.gov/kidsrock to find a step-by-step guide in the Playground Instructions packet.

Playground Privacy & Data Security

For Playground's Privacy & HIPAA policies and Terms of Service, visit tryplayground.com/security-and-privacy.

- Data Security: All personal information is securely stored on Google Cloud with 256-bit encryption, TLS, and HTTPS for secure communication. Playground maintains routine backups and recovery testing to ensure data protection and quick recovery in case of cybersecurity events.
- Information Access: Only primary guardians can access their child's information and can choose to share or revoke access at any time.
- Privacy: Playground does not own, share, or sell any personal information, including photos or videos, and has no license to use content covered by intellectual property rights.

Mobile app. available for download: Scan QR to download

(Apple App. Store)

(Google Play Store)



Sign-In/ Sign-Out Procedures

Sign-In/ Drop-Off

Every day that your child comes to Kids R.O.C.K. the parent/ guardian is required to enter the building with their children in the morning and sign in using the tablet kiosk and 4-digit family code. The 4-digit code can be found in your account on the Playground mobile app. Staff may be able to assist you if you are unable to locate this number.

To ensure full participation, we ask that children arrive by 9:00 a.m. While drop-off is allowed at any time, arriving by 9:00 a.m. helps them start the day with their group and not miss out on activities. If arriving later, check the homeroom door for their current location.

Sign-Out/ Pick-Up

Parents/guardians must enter the building and sign their child out using the tablet kiosk and 4-digit family code. Only individuals listed as a parent/guardian, emergency contact with check-in/out authorization, or an assigned pick-up person may do so. Please carry a photo ID in case additional verification is needed.

We encourage pick-up after 4:30 p.m., as this allows children to fully participate in the day's activities and wrap up with their group. While pick-up is allowed anytime, arriving after 4:30 p.m. ensures they experience the full schedule. If picking up earlier, check the homeroom door for their current location.

A parent/guardian must enter the classroom to sign children in and out. Children cannot enter or exit alone or be sent with a sibling. For safety, we require direct handoff to ensure each child leaves with an authorized adult.

Authorized Pick Ups

As a parent/guardian, you have full control over who can access your child's information, including billing and paperwork, all on the Playground mobile app.

Parents/guardians must update their Playground account to authorize anyone who may pick up their child. New pick-up individuals must be listed in the account before arrival.

During registration, you may list up to two parents/guardians and two emergency contacts. These individuals will be added to your child's account with the permissions you grant. Any additional authorized pick-up individuals must be added manually through your account by the first day of camp. See page 22 for a full list of guardian permission levels and each level authorizes.

Late Pick-Up Guidelines

Children under 11 years of age must always be under adult supervision while at the community center. For children registered in Kids R.O.C.K., this policy extends to age 12. If a child is not picked up from Kids R.O.C.K. and no contact can be made with a parent/guardian after multiple attempts and 30 minutes, staff may contact the IGH Police Department.

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 on the following Wednesday. Checks or cash will not be accepted to cover late pick-up fees.

Billing Procedures

Payment Information

Payments for the Kids R.O.C.K. program will be made weekly (Mondays) via automatic payments through Playground. You can view your payment details and schedule anytime in your Playground account under the Payments tab.

- The registration fee will be automatically processed upon acceptance into the program. If your child's application is waitlisted or rejected, no payment will be required. This fee is non-refundable and is not included in the automatic payment plans.
- A card or bank account on file is required at the time of registration. This payment method will be used for weekly automatic payments.

Autopay is mandatory for all Kids R.O.C.K. participants. However, exceptions may be requested by emailing kidsrock@ighmn.gov. If an exception is granted, full payment for the entire program will be required upfront.

Camp Fees

Registration Fees (Non-refundable, does not apply to tuition):

- \$115 for first child
- \$65 per additional child or valid VMCC family membership for all children

Tuition Fees & Schedule Plans

5 days/week: \$225
4 days/week: \$205
3 days/week: \$175
2 days/week: \$135
1 day/week: \$85
Unauthorized Attendance: \$110

Payment Types & Processing Fees

1. Credit Card: Credit card processing fees apply (3.09% + 31cents per transaction).
2. ACH Electronic Money Transfer (Bank Account): No additional processing fees.

The registration fee is a one-time, non-refundable payment separate from tuition fees and not included in automatic weekly payments. A credit card is required to process this initial fee, which will incur a processing fee of 3.09% + 31cents. All future tuition payments will be automatically deducted from the payment method selected at registration. To avoid processing fees, we recommend linking a checking account as your payment method.

Payment Schedule

Automatic payments are scheduled to be withdrawn from your card or account on a weekly basis every Monday at 9 a.m. All payment information and payment schedules can be located on your Playground account under the Payments tab.

Example: The default service dates for the June 8 autopayment will be June 15-June 19.

Outstanding Balance Policy

Timely payments are required for continued participation in the Kids R.O.C.K. program. Failure to keep your account in good standing may result in immediate disenrollment.

- Any outstanding late fees or returned payments must be paid in full before your child can continue attending camp.
- Kids R.O.C.K. reserves the right to remove your child from the program if a payment is returned, a credit card is declined, or if more than one payment is delinquent.
- If a balance from 2025 remains unpaid, you will not be eligible to register for the 2026 program until the full balance is paid.

Late Charges

A \$30 late fee will be applied for any missed payments, including those due to closed accounts, insufficient funds, or expired payment methods. It is your responsibility to update payment details in the Playground mobile app. For assistance, email the Camp Director & Billing Specialist at kidsrock@ighmn.gov.

Eligible Discounts

Discounts apply only to the registration fee and cannot be combined. Discounts will be applied after the registration form is submitted and the application is accepted by the Camp Director.

- VMCC Household Membership Discount: \$50 off the registration fee per child. You must have an active household VMCC membership at time of registration, and the child participating in Kids R.O.C.K. must be on the membership
- Multi-Child Discount: The first child's registration fee is \$115, and each additional child will receive \$50 off their registration fee.

Split Family Payment Option

Kids R.O.C.K. offers a split family payment option for families who need to divide payment responsibilities between two parties. Each party must have a Playground account with a designated payment method on file. Payments will be automatically withdrawn based on the agreed-upon split. Both parties are responsible for ensuring payments are made on time to avoid any disruptions in participation. If you are interested in setting up a split payment arrangement, please contact us to discuss your specific needs.

Financial Data Security

Playground does not store any confidential banking information. Playground uses a trusted third party provider ([Stripe](#)) that uses the highest levels of encryption on bank transfers. Stripe is certified as a PCI Level 1 Service Provider. All families using Playground for payment must complete a two-step authentication process to verify their accounts.

Schedule & Attendance Guidelines

Kids R.O.C.K. offers flexible scheduling, allowing families to choose the specific days their child will attend throughout the summer. To ensure proper staffing, maintain safe ratios, and provide fair access for all families, the following guidelines apply to all schedule changes made after registration.

Initial Schedule Selection

- Families select their child’s full summer schedule at the time of registration.
- This schedule determines enrollment capacity, staffing, and billing.
- A child may only attend on the days they are officially registered.

Removing Dates from a Child’s Schedule

Scheduled Removal Days

- Each child may remove up to 10 scheduled days per summer, regardless of how many requests are submitted or how the dates are grouped.
- Once the 10-day removal limit is reached, no additional date removals will be approved.
- Unused scheduled removal days do not carry over to the next year and are non-transferable between siblings or other children.

Examples:

- Removing 2 full weeks (10 days) = removal limit reached
- Removing 5 days in June and 5 days in July = removal limit reached
- Removing 12 total days = only the first 10 days will be approved

Removal Request Deadlines

Requests for scheduled removal days must be submitted via email to kidsrock@ighmn.gov by the deadlines below. Requests submitted after the deadline will not be approved:

Dates eligible for changes	Deadline to submit changes
All June dates (and on)	May 25, 2026
All July dates (and on)	June 15, 2026
All August dates	July 20, 2026

- These deadlines are set one week before scheduled payments to ensure changes can be processed in time, allowing us to adjust schedules and billing correctly.
- Example: If you need July 14 off, you must notify us via email no later than June 15, 2026.

Adding Dates to a Child's Schedule

Kids R.O.C.K. allows families to request additional days throughout the summer, space permitting.

- Requests to add dates may be submitted at any time, provided they are received before the deadlines outlined below.
- All added dates are subject to:
 - Available space (maximum of 90 children per day due to staff ratios)
 - Billing processing timelines
 - Staffing and ratio limits

Deadlines for Adding Dates

- All requests must be submitted by the Wednesday before the billing cycle for the week being requested.
- Autopayments are processed on Mondays at 9:00 a.m. for the upcoming week.

Example: To add a date during the week of June 15:

- Submit the request no later than Wednesday, June 3.
- Billing for that week will be processed Monday, June 8 at 9:00 a.m.

Full Dates

- Each day is monitored to maintain safe staff-to-child ratios. Additions cannot be made to dates that are fully booked.
- Families are encouraged to join the waitlist, managed by the Camp Director (email kidsrock@ighmn.gov).
- If a spot opens, it will be offered in waitlist order, with notifications sent to the primary and secondary guardian emails on file.

Program Cancellations

- To cancel your child's registration, email kidsrock@ighmn.gov at least two weeks in advance. Verbal cancellations are not accepted.
- Once written notice is received, scheduled payments after the two-week notice period will be canceled. Fees incurred up to the cancellation date remain the responsibility of the family.
- Remaining removal days may only be applied according to the schedule change procedures above.
- Registration fees are non-refundable and non-transferable.
- Cancelling registration releases your child's spot and removes priority status for the following year; released spots cannot be held or reclaimed.

Unregistered Attendance / Unauthorized Drop-In

- Children may only attend Kids R.O.C.K. on days they are registered and scheduled.
- Kids R.O.C.K. does not offer drop-in childcare.
- If a child is dropped off on an unregistered day and must remain in care, an Unauthorized Attendance Fee of \$110 will be applied to the child's account.

Daily Activity Schedule

Schedules are subject to change.

Monday	Tuesday	Wednesday	Thursday	Friday
Library walking trips: Wind & Fire: 10-11a.m. Earth 12:30-1:30pm	Swimming Earth: 1-2:15 p.m. Wind & Fire: 2:15-3:30 p.m.	Ice Skating 9:35-10:35a.m. OR Field trips: TBD (alternating weeks)	Swimming Earth: 1-2:15 p.m. Wind & Fire: 2:15-3:30 p.m.	Kids R.O.C.K. Clubs **Any special visits or added events will be scheduled on Fridays. (Example: Carnival Day- fun themed day with inflatables and games)

Lunch & Snack

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.* Lunchtimes are at the discretion of the lead staff for each class, but they will take place between 11 a.m. and 1 p.m. Kid R.O.C.K. provides an afternoon snack at about 3 p.m. each day.

Library Walking Trips

Groups will take supervised walks to Inver Glen Library (weather permitting), with the city van available for children with accessibility needs. Parents/guardians should apply for a FREE library card before Kids R.O.C.K., requiring a parent/guardian’s driver’s license and the child’s information. Kids R.O.C.K. staff cannot sign children up for a card, as parent/guardian information is required. Children are responsible for keeping their own library cards throughout the summer.

- 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. participants will have the opportunity to skate, with staff assisting in lacing skates and skating alongside them. Figure and hockey skates are available at no extra cost, but sizes are limited, so bringing personal skates is encouraged. Beginner skaters must bring and wear a helmet, as helmets are not provided. Children should also dress warmly with a sweatshirt, long pants, and gloves since the rink is cold. Skate times are reserved for Kids R.O.C.K. participants only; parents/guardians and non-registered siblings may not join. 2026 Skating dates: 6/10, 6/24, 7/8, 7/22, 8/5, 8/19

Swimming

Each group will get a chance to visit the water park here at the VMCC. On swimming days, children must remember to bring their swim suits, a towel, a plastic bag for wet clothes, and a lifejacket (optional). All participants will be required to complete a swim test on their first day of swimming. This will be done by VMCC aquatic staff. Your child may be required to wear a life jacket based on their swimming abilities. A color-coded wristband system will be in place for swimmer’s safety. Wristbands 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

Clubs are created after summer begins based on participant and staff interests. No fees or registration required, and they are open to all children!

Daily Checklist

Daily

- _____ Tennis shoes
- _____ Bagged Lunch
- _____ Water bottle with name
- _____ Sweatshirt for cooler mornings
- _____ Pre-approved medications
- _____ Sunblock
- _____ Extra change of clothing for ages 5-6

Swimming Days (Tuesday & Thursdays)

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

Skating Days (Alternating Wednesdays: 6/10, 6/24, 7/8, 7/22, 8/5, 8/19)

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

Library Days (Mondays)

- _____ Library card
- _____ Rented books to return

Optional Field Trips (Alternating Wednesdays: 6/17, 7/1, 7/15, 7/29, 8/12)

- _____ Official Kids R.O.C.K. T-Shirt
- _____ Additional items as listed in an informational email sent prior to the trip (i.e.: socks, signed waiver. etc.)



Field Trips

Only registered Kids R.O.C.K. participants scheduled to attend on the field trip day are eligible. Field trips require separate registration and an additional fee.

- Registration is not guaranteed until reviewed and accepted.
- Children who are not scheduled for Kids R.O.C.K. on the field trip day are ineligible. No exceptions.
- A child may be excluded from future trips due to inappropriate behavior on a previous trip. Parents/guardians will be notified in advance if this applies.
- Outdoor field trips are weather-dependent. Staff will monitor conditions and communicate any changes to registered participants.
- All participants and staff must wear the official 2026 Kids R.O.C.K. T-shirt on field trip days.
- Field trips are not required. Participants who do not attend a field trip will remain at the community center with an appropriate number of staff for a full day of activities. Age groups may be combined as needed.

Registration & Deadlines

- Registration for field trips will begin for all registered Kids R.O.C.K. participants on Monday, April 20
- Each trip has a strict registration deadline—see the chart below for details. No exceptions or refunds will be made after the deadline.
- Spots are limited. Early registration is encouraged. If full, your child will be placed on a waitlist.
- Each field trip has its own unique registration link. This link can be found in an email that will be sent out prior to registration opening from (kidsrock@ighmn.gov) or on the Kids R.O.C.K. website.

Register online at ighmn.gov/kidsrock (you will be redirected to the Playground website).

Field trip transportation is contracted through Safeway Bus Company. To ensure the safety and enjoyment of all participants, staff reserve the right to prohibit a child from attending a field trip if they exhibit unsafe, disrespectful, or disruptive behavior. This decision will be made in the best interest of the child and the group.

Date	Registration Deadline	Time (<i>Includes travel time</i>)	Location	Cost	Trip Notes
June 17	June 2	10:30am-3:30pm	The MN Zoo- Apple Valley	\$30	Lunches in a disposable bag
July 1	TBD	10:15am-3:45pm	An outdoor waterpark: TBD	\$30	Swimming trip
July 15	July 8	12:15-3:45pm	The Works Museum- Bloomington	\$30	Museum visit & "Light & Kaleidoscopes" workshop
July 29	July 22	10:15am-3:45pm	Wirth Lake Beach- Minneapolis	\$30	Swimming trip
August 12	August 5	12:30-3:30pm	Drkula's 32 Bowl- IGH	\$30	Shoes included; Socks Required

Extra Activities

You may choose to register your child for these non-Kids R.O.C.K. related activities for an additional fee.

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 are 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 ighmn.gov/register and search for the swim lesson offerings for the summer. You will register for these programs just as you would any other Parks and Recreation program.
- **Swim Lesson Information:** 651-554-3423

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 deadline:** Until one week prior to the start of each program. Register online at ighmn.gov/register.

ISD 199 Summer Academy

Kids R.O.C.K. is not affiliated with ISD 199's Summer Academy program. All details, including transportation, are coordinated directly by ISD 199 Summer Academy staff.

- If your child is attending Summer Academy, it is your responsibility to email kidsrock@ighmn.gov with their session dates, bus pick-up/drop-off times, and any other relevant details.
- Kids R.O.C.K. staff will escort children to and from the bus each day.
- If your child arrives at Kids R.O.C.K. from Summer Academy, staff will sign them in upon arrival.
- Please check your Playground mobile feed to confirm your child has signed-in after returning from Summer Academy.

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 must close unexpectedly or is unable to open for any reason, we will notify parents/ 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

If a child becomes ill at Kids R.O.C.K., including having a temperature of over 100° Fahrenheit, vomiting or having diarrhea, parents/guardians will be called to come pick up their child within one hour of being contacted. The child will be given a quiet space to rest comfortably until a parent/ guardian arrives.

To maintain a healthy environment, please do not bring your child to camp if they are sick, have lice (including nits), or any condition that may put others at risk. Children must be symptom-free for at least 24 hours before returning to camp. We are unable to provide Ibuprofen or Tylenol to attendees.

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 authorized 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 ighmn.gov/kidsrock and on Playground in your account (Paperwork> Fillable PDFs). 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.

Optional Intake Assessment

This optional form is intended for families whose child may benefit from additional support at camp due to unique learning, sensory, or behavioral needs. This form serves as a resource for our staff to better create a positive and successful experience by gathering details about communication styles, sensory preferences, routines, and effective strategies for your child. All questions are optional, and parents voluntarily provide this information as a tool to help our staff best support their child. If your child typically requires additional accommodation in group settings or structured activities, we encourage you to complete this form. If no additional support is needed, this form does not need to be completed.

Kids R.O.C.K. is a recreational camp and does not require an IEP for participation. While IEPs are designed specifically for school-based special education services, we strive to provide reasonable accommodation as needed and as we are able within a recreational setting.

This form is located on Playground in your account (Paperwork> Fillable PDFs).

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/guardians will be notified at pick up. Parents/Guardians will be notified immediately if any major/serious injuries occur starting with the primary parent/ guardian.

Contagious Illness Notification

Parents/guardians should notify the Camp Director or Specialists via email or phone if their child is diagnosed with a contagious illness after attending Kids R.O.C.K. (COVID-19, hand, foot, and mouth disease, lice, RSV, norovirus, or other communicable illnesses.) If necessary, an exposure notification will be sent to impacted families, along with any relevant health guidelines. Kids R.O.C.K. follows MDH and CDC recommendations for managing contagious illnesses. Your child's name and personal information will not be shared. No refunds will be provided due to illness-related absences.



Registration Instructions

1. Explore Our Website: ighmn.gov/kidsrock

Learn more about our camp, schedules, and procedures to see if our program is the right fit for your family.

2. Attend a Parent Information Session (Optional)

Get all your questions answered in person at one of our upcoming sessions:

1. Thursday, March 5, 5:30–7:00 p.m. – Community Room 1
2. Wednesday, May 6, 5:30–7:00 p.m. – Community Room 1

3. Begin the Registration Process

Ready to register? Complete your camp application online at ighmn.gov/kidsrock. You will be redirected to the Playground site where you'll fill out the required documentation, provide a credit card for future payments, and submit your requested schedule.

- **Please note:** Registration and requested schedules are not guaranteed until your application is reviewed and accepted. We have limited space and can only accommodate 90 children per day based on our facility capacity and staff ratios.

4. Application Review & Confirmation

We'll review your camp application and send a confirmation email upon acceptance. If adjustments are needed, we'll follow up to finalize your child's schedule.

5. Set Up Your Mobile App Profiles

Once accepted, you'll receive an email invitation to download the Playground mobile app and set up your parent and student profiles.

- a) Add guardians, set their permissions, and list all authorized pickup persons. (A list of all permission levels and descriptions is located on the following page.)
- b) Ensure all contact information is accurate for smooth communication throughout the program.
- c) All children and their families are required to create a Playground account and complete their student's profile.

6. Stay Tuned for Updates

Watch your email for important updates from kidsrock@ighmn.gov and support@tryplayground.com as we get closer to the start of camp! To ensure you don't miss any important information, please mark these email addresses as safe in your inbox.

Playground Account & Guardian Permissions

To ensure your child’s information and camp communications are accurate, families should review the list of parents and guardians in their child’s Playground account and confirm that each person has the correct permission level.

In Playground, Primary Guardian refers to permission levels and account access. At Kids R.O.C.K., Primary and Secondary Guardians also indicate the order staff will contact guardians if communication is needed. For example, if a child forgets lunch, staff will contact the Primary Guardian listed first, then the Secondary Guardian. We understand the dual use of this term can be confusing, and hope this clarification is helpful.

A common issue in 2025 occurred when one guardian completing registration selected “Primary Guardian” for themselves, while the other guardian of equal responsibility was listed as “Family Member,” limiting access to certain features. We recommend that all essential guardians be listed as Primary Guardian; Playground allows multiple Primary Guardians per child.

Permissions can be updated at any time. If you need assistance, camp staff are happy to help. Please note: if you are not listed as a Primary or Secondary Guardian on the original application, approval from an existing authorized guardian is required before changes can be made. Even if your relationship is listed as “Mother” or “Father,” permission levels cannot be assumed without proper authorization.

Permission Level	Description	Can Pick- Up	Access to billing
Primary Guardian	Primary guardians will have access to all Playground features and can manage permissions for other guardians. Only the primary guardian will have access to the student schedule and school calendar.	Yes	Yes
Family Member	Family members can view the feed, chat, and the ability to check a student in and out.	Yes	No
Family Member + Billing	This permission level has billing access in addition to family member access.	Yes	Yes
Authorized Pickup	Authorized pickups only have the ability to check a student in and out.	Yes	No
Billing Only	Billing access only.	No	Yes
Emergency Contact	Listed as a guardian but has no access to Playground.	No	No

 If a guardian is changed from any permission type to **Emergency Contact**, they will lose their ability to log into Playground.

Playground Account

Help topics that apply to parents, guardians and the Family App.:

<https://help.tryplayground.com/en/collections/2966039-for-families>

General help topics that apply to all users- administrators, teachers, and families:

<https://help.tryplayground.com/en/collections/2966046-general-account-management>

A Playground instruction packet is available at ighmn.gov/kidsrock, providing guidance on the following topics. You can also explore the links above for additional resources.

- Registration Overview for Families
- Sign-Up for Playground as a Guardian
- Guardian App Overview
- Add & Manage Guardians
- Paperwork for Guardians
- View and Manage Feed
- Manage Student Attendance as a Family
- Billing Overview
- Understand & Generate Tax Billing Statements
- FSA/HSA/Dependent Care Accounts

Note: Kids R.O.C.K. does not utilize all features of Playground, as some may not align with our specific procedures and policies.

Playground Emails & Confirmations to Expect

Official Kids R.O.C.K. communications may vary slightly in wording but will follow the same essential messaging. The examples listed below were taken from various test and demo situations. You can expect emails at the following steps:

- 1. Confirmation screen after submitting your application.** (prior to acceptance of your application)



Your application for Test Smith is almost complete

To complete your application, please complete the following steps:

1. Invite any guardians that need access to this account by entering their emails below
2. Download the Playground mobile app on [iOS](#) or [Android](#)
3. Complete any incomplete documents listed below

[+ Apply for another student](#)

Invite guardians to your account

You can also invite guardians later in the Playground mobile app

[Invite](#)

[+ Invite another guardian](#)

Missing documents for Test Smith

You can also view and complete these documents on the [Playground parent dashboard](#) or mobile app

2. After submitting registration email from support@tryplayground.com

Test Kids ROCK Application Confirmation



[Playground] Inver Grove Heights Parks and Recreation- Kids ROCK <support@tryplayground.com>
To Chelsea Swenhausen

Retention Policy One Year Inbox (1 year)

Expires 2/20/2026

If there are problems with how this message is displayed, click here to view it in a web browser.



Test MOM, you have successfully submitted your application for Test Smith to Test Kids ROCK.

You will receive updates via email with any enrollment status updates.

If you have any questions about enrollment, please contact the program administrator directly.

Questions? Visit our [Help Center](#) or [chat with Playground Support](#).

Inver Grove Heights Parks and Recreation- Kids ROCK | 8055 Barbara Ave | Inver Grove Heights, MN 55077
| kidsrock@ghmn.gov

3. Invite to create Playground account email from support@tryplayground.com

Get Ready to Join Inver Grove Heights Parks and Recreation- Kids ROCK on Playground



[Playground] Inver Grove Heights Parks and Recreation- Kids ROCK <support@tryplayground.com>
To Chelsea Swenhausen

Retention Policy One Year Inbox (1 year)

Expires 3/6/2026

If there are problems with how this message is displayed, click here to view it in a web browser.



Inver Grove Heights Parks and Recreation- Kids ROCK is inviting you to create your account & access your family portal on Playground.

Playground is your new all-in-one portal for receiving photos & videos, paying your bill, signing your child in / out, and more!

Get started by clicking the **Create Account** button below and enter your information. This button link is unique and intended for your use only. Do not share it with anyone else.

After creating your account, install the Playground School Management app from the [Apple App Store](#) or [Google Play Store](#) & log in with the email and password you just created.

If you need any help, use [this guide](#) for more assistance signing up.

This link will expire in 7 days.

[Create Account](#)

If the button does not work, please use this link: <https://app.tryplayground.com/signup?id=25Tc9g1Eud6gi4u3L7C8>

4. Account Confirmation email from support@tryplayground.com

Playground Account Confirmation | Get Started at Inver Grove Heights Parks and Recreation- Kids ROCK

 [Playground] Inver Grove Heights Parks and Recreation- Kids ROCK <support@tryplayground.com>
To  Chelsea Swenhaugen
Retention Policy One Year Inbox (1 year)
 If there are problems with how this message is displayed, click here to view it in a web browser.

Expires 3/6/2026



Chelsea Swenhaugen — you've successfully signed up for Playground at Inver Grove Heights Parks and Recreation- Kids ROCK!

Make sure to download and [login to the app](#) on your device.

Here's a [quick overview](#) of the app which covers:

- Viewing updates on your child
- Signing in & out
- Adding additional guardians
- Paying your bill
- Creating carpools

Questions? Visit our [Help Center](#) or [chat with Playground Support](#).

Inver Grove Heights Parks and Recreation- Kids ROCK | 8055 Barbara Ave | Inver Grove Heights, MN 55077
| kidsrock@ighmn.gov



[Unsubscribe](#)

5. Approval into Kids R.O.C.K. email from support@tryplayground.com

Test Kids ROCK Application Update

 [Playground] Inver Grove Heights Parks and Recreation- Kids ROCK <support@tryplayground.com>
To  Chelsea Swenhaugen
Retention Policy One Year Inbox (1 year)
 If there are problems with how this message is displayed, click here to view it in a web browser.



Expires 3/5/2026



Johnson, the application you submitted for demo Johnson to Test Kids ROCK has been accepted.

Start date
06/13/2025

If you have any questions about enrollment, please contact the program administrator directly.

In the meantime, be on the lookout for a sign up link to create an account on Playground. This will be your portal to receive photos/videos, pay your bill, check your child in/out, and more.

6. Application Waitlisted email from support@tryplayground.com

Test Kids ROCK Application Update



[Playground] Inver Grove Heights Parks and Recreation- Kids ROCK <support@tryplayground.com>
To  Chelsea Swenhausen



Retention Policy One Year Inbox (1 year)

Expires 3/5/2026

 If there are problems with how this message is displayed, click here to view it in a web browser.



Johnson, the application you submitted for demo Johnson to Test Kids ROCK has been waitlisted.

If you have any questions about enrollment, please contact the program administrator directly.

Questions? Visit our [Help Center](#) or [chat with Playground Support](#).

Carline Inc. | 424 Broadway Suite 602 | New York, NY 10013 | support@tryplayground.com

