

Kids Club

Heather Heckard, Coordinator

Darci Thurmer, Director

Phone: 507-847-5963

www.jccschools.com

WELCOME

Thank you for choosing to bring your child(ren) to Kids Club. You are welcome to come and visit at any time to meet with the staff to discuss any concerns or needs your child(ren) may have.

This Parent Handbook is an opportunity to share information and ideas with you to promote an understanding of our program and foster a spirit of cooperation between you and our staff. Attachments to this Parent Handbook provide additional information and are part of the enrollment packet.

OPERATIONS

Children are eligible to attend the program if they are in Kindergarten- 5th grade and if they attend Riverside or Pleasantview Elementary. The children served will have adult supervision at all times. The director of Kids Club has and will maintain an active Registered Nurse license by the State of Minnesota. All staff are trained on childhood best practices, Minnesota Department of Human Services regulations, and employee etiquette. No child will be discriminated against because of race, color, sex, religion, or national origin.

The hours of operation on school days will be from 6:30 am- 7:30 am and 3:00 pm-5:30 pm, Monday-Friday (2:00 pm-5:30 pm on Wednesdays) based on enrollment needs. The hours of operation on non-school days and in the summer will be from 6:30 am-5:30 pm Monday-Friday. If there are additional needs outside of this time, please contact the director when you complete your calendar or contract. Kids Club will be closed for the following holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day.

SPECIAL NEEDS

Each child brings their own uniqueness to the program. If your child receives services through special education please notify the director when registering. Discovery Place Kids Club will make every effort to accommodate children with special needs.

TUITION/PAYMENT

Parents will be required to complete a Contract for Services agreement. Parents will be offered two options to indicate the amount of time their child will be attending Kids Club.

Option One:

Calendars will be completed every two weeks indicating the amount of time a child will be attending. The minimum amount of time the parents will be charged is the amount indicated on the two week calendar. If the parent cancels time and/or a day, they will still be charged for the amount indicated on the calendar. If the parent needs to add additional time to the calendar after it has been completed, arrangements should be made with the coordinator so staffing is available. Parents will be charged for the scheduled hours indicated and any additional hours attended outside the hours indicated on the calendar. The minimum amount of contract time per week the parent will be charged is 7 hours per week, including summer months. The cost per hour of care is \$3.00. Payment methods are subject to change. Enrolled families that do not turn in calendars by the due date will be charged \$3.50 per hour for the two week period.

Option Two:

A contract for committed days and hours for the 2019-2020 school year will be turned in to the coordinator prior to the first day of attendance. Parents will pay for the hours listed on the contract regardless if their child is at Kids Club or not. If parents need to make a change to the contracted hours, changes will need to be communicated to the coordinator in writing 48 hours in advance of the changes that need to be made. If the child goes over the contracted hours, parents will be charged for those hours in addition to the contracted hours. The minimum amount of contract time per week the parent will be charged is 7 hours per week, including summer months. The cost per hour of care is \$3.00. Payment methods are subject to change.

Parents will be billed every two weeks. The invoice must be paid within seven days of receipt. A late fee of \$15 will be charged if payment is not received by the 10th day of receipt. If the invoice is not paid by the 20th day of receipt the child's enrollment will be terminated by 7:00 am the following day. A check that is returned for NSF (Not Sufficient Funds) will require immediate attention with a penalty fee of \$30 or the child's enrollment will be terminated by 7:00 am the following day.

Tuition rates will be reviewed on an annual basis with adjustments in rates being done by September 1st of each year. Parents will be given a 30 day notice if the rates are increased.

SNOW DAYS

In the event that school is late, dismissed early, or closed due to inclement weather, Kids Club will remain open. In order to keep students and staff safe, we reserve the right to close under any of the following conditions as approved by the school board:

- A blizzard warning that has been issued for Jackson County
- Jackson County Sheriff's office advises NO TRAVEL
- Hwy. 71 or I-90 is scheduled to close
- Conditions are considered unsafe for staff and students

ARRIVAL/ DEPARTURE

Parents will be responsible for notifying staff if there is a change in the authorized person to pick up their child and sign the necessary authorization form.

All children will be signed in/out by a responsible adult. The parent is responsible for organizing pick up of their child(ren) in a timely manner. In the case of an emergency the parent is responsible for calling Kids Club if they cannot pick up their child at the contracted pick-up time. Child Protection Services will be called if a child is not picked up by closing time (5:30 pm) following steps taken to contact the parent or other emergency contacts for that child. The parent will be responsible for all additional hourly charges based on their contracted rate.

A late fee of \$1.00/minute will be added to invoice for any child that is not picked up by 5:30 pm unless arrangements have been made with the coordinator of Kids Club prior to pick up time.

TERMINATION/WITHDRAWAL

Kids Club requires a two week notice from parents before a child is withdrawn from our care, so arrangements can be made to fill that opening. Kids Club will give a two week notice of termination of a child in the event that the child presents a risk to the health or safety of other children or staff, or if our services are not meeting with the needs of that child, except in the case of nonpayment.

MEALS/SNACKS

During the summer hours and on days when school is not in session, all children must bring their lunch as food service is not available. If the school district is offering the summer lunch program, then free lunch is provided.

An afternoon snack will be provided, based on your child's schedule. If a child requires a special diet according to a Doctor's written order, please contact the coordinator so arrangements can be made to follow the required food guidelines and provide the appropriate diet.

Special events like birthdays are fun to celebrate, however, we will require any treats brought into the program be store bought and remain in their packaging until it is served. **No homemade treats are allowed.**

IMMUNIZATIONS

Please complete the documentation of immunizations. We will coordinate these documents with the school.

ILLNESS/INJURY

Children who are ill with a contagious disease or fever may not attend the program. If your child is ill and not attending the program that day you must call staff that morning. If your child becomes ill while attending the program, the child will be separated from the group and adult supervision will be maintained. We will call you and request that you come within 60 minutes to pick up your child. Failure to pick-up your ill child within the 60 minutes will result in an additional charge of \$15/hr. If any child develops any of the below listed symptoms or has the following symptoms prior to coming to the program they will be sent home or should stay home until the symptoms are no longer an issue, at least 24 hours after symptoms have subsided or treatment started.

- 1. A fever of 100 degrees or higher**
- 2. Contagious skin or eye infection**
- 3. Diarrhea three times since admission that day**
- 4. Vomiting**
- 5. Profuse bodily discharge of any kind**
- 6. Chickenpox**
- 7. Undiagnosed rash**

State law requires that we notify parents/guardians of children who become exposed to certain contagious diseases and parasitic infections and this will be done through a notice posted at the program.

Minor Injuries will be reported and explained on an Incident Report Form. The original will be kept on file with the director and a copy will be given to the parents. A serious injury/accident will require us to use emergency medical services. All measures will be taken to locate parents before treatment is given.

The director of Kids Club is a Registered Nurse and will maintain licensure through the State of Minnesota Board of Nursing. In all situations we will follow instructions of the poison control center or physician when providing first aid procedures and/or administering emergency medications.

MEDICATIONS

Medication should be given at home whenever possible. Parents are encouraged to give three times/day medications at home. However, if there is a medical need for your child to receive prescription medication during the day, the following must be presented to school personnel:

- Written instructions signed by the parent/guardian (medication authorization form)
- Prescription medications in a pharmacy or physician prepared bottle
- Over-the-counter drugs in the original container

Prescription medication requires physician and parent/guardian signatures to give the medication in school.

Non-prescription medication, including sunscreen, requires a parent/guardian signature. This is needed **before** any medication is given. Under no circumstances will a child be given medication/sunscreen without **written** notification from parents/guardians to the school.

School personnel, other than the school nurse, school health aide, or designated school employee are instructed **not** to assist students in the administering of any kind of medicine unless it is an emergency (i.e. allergy or insect bites, diabetes). Controlled substance medication will not be sent home with children. Parents or a designated adult will need to pick up the medication.

Medications for offsite school activities

Medication for offsite school activities may include field trips, activity days, or relocation for immediate safety concerns such as bomb threats or other off site school activities.

The school nurse will not plan to send medication from school for students involved in these activities. The parents/ guardians are to contact the school nurse or the director if arrangements need to be made for safe medication administration. Medication required may include seizure medication, asthma medication, and epinephrine for allergic reactions.

Note: Medication is given to students in the supervised school setting to maintain student's health and meet the child's educational needs. Medication sent for offsite school activities need to follow school policy also. (School must be aware of medication a student is taking).

OUTDOOR ACTIVITY

Daily outdoor activity is very important for your child(ren) and is planned whenever possible. It is our policy that children who are well enough to come to the program are well enough to go outdoors. Children will not be excused from this portion of the program without a doctor's written statement describing the illness or condition preventing the child from playing outdoors. If children are dressed properly, the weather should not pose any health risk.

Parents should be aware that their child(ren) will be playing both indoors and outdoors. Therefore, children should be dressed appropriately in play clothing that is durable and washable. Clothing should be adequate for the season, i.e. coats that zip, snowpants, boots, hats, and mittens are required for winter play.

FIELD TRIPS

The children may be taking walking field trips at various times while enrolled in the program. Parents must complete the field trip authorization form. If the children are taking a field trip that requires transportation, parents will be notified in advance.

SANITATION and HYGIENE

Proper cleaning and sanitizing practices will be followed routinely, not only when items appear dirty and when children appear to be ill. The program cannot be made germ-free but the effects of germs can be lessened by keeping their numbers at low levels and that can be accomplished by frequent hand washing, cleaning and sanitizing of objects that come in contact with children, and proper handling and disposal of contaminated items.

Surfaces that are contaminated with blood and body fluids (stool, urine, vomit) will be cleaned and sanitized immediately. Gloves will be worn by staff at times when cleaning a contaminated area or when handling blood (nosebleeds, cuts, etc.) or items, surfaces, or clothing soiled by blood or bloody fluids. Staff will use single service disposable paper towels and discard in a plastic lined container along with the gloves that are worn for each episode.

PETS

No pets will be allowed.

PERSONAL PROPERTY OF CHILDREN

We will not be held responsible for lost or broken toys, books, or videos children bring along with them. It is in the best interest of the child to keep these things at home, as there are adequate toys, books, etc. at the center. An extra set(s) of clothing should always be left at the center in case of accidents (water, food, etc.). Please be sure to label all pieces of clothing left at the center.

BEHAVIOR GUIDANCE

Staff at Kids Club will promote a positive approach to managing the behavior of all children. We will strive to find a solution to the current situation; attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop self control; provide opportunities for the child to feel good about the guidance process in order to develop a positive self concept; and staff will provide a positive model of acceptable behavior.

Positive Behavior Techniques:

- Prevention: A well-designed and well-equipped classroom tailored to the developmental level of the children prevents frustration, interruption, and hazards.
- Positive Redirection: Emphasis on the positive is essential in guiding young children. The basic procedure used in all classrooms is positive redirection. Redirecting unacceptable behavior and affirming the acceptable alternative.
- Modeling: Teacher-modeled appropriate behavior and communication, as well as positive peer models are provided to help children learn responsibility for their actions.
- Limit Setting: All children need limits that are consistent to keep them safe and secure. We have a few clear, simple rules that vary according to the developmental level of the children.

- Problem Solving: We appeal to the preschooler's growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving.

Persistent Unacceptable Behavior:

The child's behavior will be recorded, dated, and initialed by the staff member involved. The response of the staff to the behavior will also be recorded. The staff member and director (when needed) will discuss the behavior and develop a plan to meet the child's needs. The parents of the child will be called in for a conference to discuss this behavior plan and to enlist their cooperation and input. If needed, the child will be asked to leave the program. Readmission may be considered after an agreed upon time period.

EMERGENCY/ACCIDENT PROCEDURES

All emergency, accident, or incident procedures will be reviewed on an annual basis.

Administering First Aid:

Staff will be required to wear gloves when handling blood, vomit, urine, or fecal matter for protection and also when cuts, cracked skin, or sores are present. In the event of a medical emergency, first aid will be administered by a staff person and the parent or authorized adult will be notified immediately. During the school year, the school nursing staff may be notified of any medical needs.

If medical attention is required, the staff will call 911.

A report will be completed immediately after the incident/accident/injury happens to any child enrolled at Kids Club. The report will include the following information: name and age of person involved, date and time, place of accident, injury, or incident, action taken by staff, to whom the accident, injury, or incident was reported. These reports will be kept on file. If an injury requires medical attention, proper measures will be taken to deter the incident from occurring again.

A first aid kit will be available within the building. This first aid kit will also be taken on all field trips.

Injury Prevention:

- Poisoning: All poisonous products will be inaccessible to children. The poison control number will be posted near telephones (1-800-222-1222).
- Choking: Children will play with age appropriate toys. Children will be supervised at all meal times. Children will be required to sit on a chair by a table for meal and snack time. Staff will not excite children to laugh or cry while eating. Children are not allowed to have chewing gum.
- Burns: All outlets will be covered with plastic protectors, when not in use.
- Suffocation: Staff will keep plastic bags out of reach of children.
- Injuries: Staff will supervise children at all times. Pencils, scissors, staplers, etc. will all remain in art area and will be used under adult supervision and always put back in their proper place when finished. Children will be taught proper use of all toys which will include no throwing of

toys or objects. Small objects should be kept out of the mouth. Outdoor play will include safety rules of no running or jumping from the slide, no sliding on stomach or back while using the slide. Children may not climb on fence.

- Traffic & Pedestrian Safety: There will be outside supervision at all times. Children will not be allowed to play in parking areas or street. Children will be taught through active play how to read signs, obey traffic signals, looking both ways before crossing a street and parking lot.
- Potential Hazards: Staff will review their work area, check for any potential hazards and resolve any issues that may be hazardous to children throughout the day.

Missing Children

Staff must have constant supervision of all children, however if a child cannot be located, the staff will conduct a search for the missing child. If the child is not found, the child's parents and the police will be notified immediately.

Releasing a Child

- Written Permission: All persons (besides parents/guardians) must have written permission from the parents/guardians in order for the child to be released to them. The person picking up the child needs to be on the list that the parent/guardian provides to the program, and an ID will be required.
- Unauthorized Persons: If an unauthorized person arrives to pick up a child, the parents will be contacted before the child is released.
- Incapacitated Persons: No child will be released to an incapacitated person. If the staff deems the child's safety is endangered by releasing a child the staff will: call emergency numbers listed on their emergency forms, or call the police.
- No One Comes to Pick-up Child: Child Protection Services will be called if a child is not picked up by closing time following steps taken to contact the parent or other emergency contacts for that child. The parent/guardian will be responsible for all late fee charges and they will be due by the Friday of that week.

Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. We are legally obligated to comply with these regulations.

If the staff suspects that a child is in immediate danger they are instructed to call 911.

DRILLS/NATURAL DISASTER PROCEDURES

Kids Club will follow the school's policy for emergency drills and procedures.

- Fire: Children are evacuated from the school building during fire drills in approximately two minutes or less. Drills are held a minimum of 5 times per year. All children and staff leave the building during drills. Staff will check class list to make sure all children have exited.
- Lock-Down: Schools are required to conduct 5 lock-down drills per year. These drills are intended to help prepare school personnel and students for an emergency situation. All staff is trained in A.L.I.C.E. Training Program.
- Tornado: A tornado drill is held in the spring of the school year. All students have a designated area to go to with their class and teacher. In the event of a tornado warning (where a tornado has been sighted in the area), the children will not be dismissed from school, but will take their places for a tornado drill. Under these circumstances children will be dismissed from school only if a parent comes to the office for them. (Please do not call and ask that they be dismissed to walk home and do not go to the rooms to get them).
- Blizzard: Children will remain at school unless taken home by parents/guardians or authorized persons. Staff shall remain with the children at all times until the storm has passed. Staff will provide food and shelter as needed.

GRIEVANCE PROCEDURE

This parent handbook is designed to promote an understanding of the program offered by Kids Club and to promote a spirit of cooperation between parents/guardians and staff. Parents/guardians are encouraged to meet with the coordinator or director to discuss any issues or concerns they may have. If the issue cannot be resolved in a cooperative manner the following grievance procedure is in place to address the concerns.

Step 1: The Kids Club Director should be notified directly and provided with a full description of the concern and desired outcome. A personal meeting is required along with written statement documenting the concern.

Step 2: The Kids Club Director is expected to respond to this notification of concern within two (2) working days unless circumstances (illness, family emergency) exist, which call for reasonable extension. The parent will be notified of the extension date.

Step 3: If the parent feels that their concern needs to be presented to the Administrator of the program, he/she will be notified and a special meeting will be called to address the parent's concern.