

Kids Company Family Handbook



Care Coordinator: Phil Hendrycks

Community Ed. 952-467-7391
Phil Hendrycks 952-467-7395

Dear Parents,

The District #108 Community Education staff would like to take this opportunity to welcome you and your family to our Kids Company child care program. This family handbook outlines the Kids Company programs policies and procedures. Please know that Kids Company reserves the right to amend its policies and procedures at any time. Program staff will update the Kids Company Handbook in a timely manner in the case of any policy and/or procedure changes.

MISSON

Kids Company's mission is to create a relaxed, trusting atmosphere where children are encouraged to pursue their own interests, develop friendships, grow in independence, and show respect for themselves and others. Kids CO provides support to families by offering a safe, nurturing, and enriching environment for children during regular school hours or when school is not in session.

CHILDREN SERVED

Kids' Company serves elementary students from preschool through fifth grade. We accept children with special needs (physical, emotional, or mental disabilities) as long as the staff is able to provide adequately for the child. The Kids' Company Coordinator will meet with the Special Education staff to determine program modifications and any evaluations that need to be made. *Students needing full time management aides will be evaluated on an individual basis.* Kids' Company does not discriminate on the basis of race, creed, or national origin in our enrollment policies.

REGISTRATION

To register, please go to isd108.ce.eleyo.com. When registering, you will fill out a child care contract for your child and pay the designated registration fee. Registration fees are non-refundable and due at the time your contract is accepted. In order for your registration to be processed, you must complete the following:

- *Completed online account/contact including emergency contact information, authorized pick-ups, allergies, medication
- *Non-refundable registration fee
- *A valid and frequently checked email address

HOW TO MAKE A PAYMENT

Your family will be billed bi-weekly via email. Payments can be made online (isd108.ce.eleyo.com/) or brought to the Community Ed office. Please make your payment within 5 days.

LATE PAYMENT

If your payment is not received within 5 days after the billing has been emailed, a \$10.00 late fee will be applied.

HOURS

Kids' Company opens at 6 a.m. and close at 5:30 p.m.

SICK/ABSENT DAYS

If your child is going to be absent from Kids' Company for the day, please go online isd108.ce.eleyo.com/ to make changes to your childcare calendar as well as sending an email to phendrycks@isd108.org. You must also contact the elementary office if your child is absent (952-467-7300).

SCHOOL CLOSINGS

School Closed for the Day: Program Closed

School Delayed: Program will open two hours late

Early School Closing: Program will close two hours following school closing time

School Delayed and then Closed: When the decision to close school is made, parents/guardians will receive a call stating that Kids Company students must be picked up within two hours of notification

DROP OFF/PICK UP POLICIES

When arriving at Kids' Company or Extended we ask that parents walk their child into the school. We also ask that an email or phone call if a child is being picked up by someone outside of the immediate family or authorized persons. Kids' Company closes at 5:30 p.m. Any person arriving after 5:30 p.m. must pay a fine of \$1.00 per minute. Kids' Company opens at 6:00 a.m. Children may not be dropped off before 6:00 a.m.

SIGN IN/OUT TABLE

When entering the elementary, a check in/out table is located in the atrium. Families will use the iPad to sign in/out and then use the walkie talkie to call for their child or announced that they have arrived. A staff member will acknowledge you and send your child to you when picking up. If dropping off, a staff member will radio you on their location and your child will walk down to that space. Kids Co staff are unable to release children to walk or ride a bike home.

AUTHORIZED PICK-UPS

Kids Co will not release children to anyone who is not listed as an authorized pick up on your child's eleyo account you created. If someone is not on the authorized pick up list, please email or call the Child Care Coordinator.

COURT ORDERS

Kids Co is obligated to release children to either parent unless otherwise informed by a court order. When registering families must indicate if there is a court order in place and provide a copy to the Child Care Coordinator. Program staff will follow the custody arrangements outlined in the court order provided.

PROGRAM DISMISSAL

Expulsion from the Kids' Company program required if:

1. Parent/guardian refusal to follow Kids CO policies and procedures
2. Child's inability to adapt to Kids Co rules
3. Non-payment of Kids Co fees/charges

ILLNESS

If your child appears to be ill while at Kids Co, we will take their temperature to determine the next steps. If your child has a temperature of 100 degrees or above, staff will contact the parent so the child can be picked up. If a parent can not be reached, staff will then contact those provided on the emergency contact list provided by the parent. A child should not attend Kids Co with any of the following symptoms:

- *Fever of 100 degrees or higher before fever reducing medication is administered. The child cannot return to Kids CO until they are symptom free without medication for 24 hours.
- *Vomiting or diarrhea. The child cannot return to Kids Co until they are symptom free for 24 hours.
- *AN undiagnosed rash that is associated with a fever or behavior change.
- *Any contagious condition. A child may not return to Kids CO until they have been on antibiotics for 24 hours or a doctor's note has been received stating they are no longer contagious.
- *Lice. The child cannot return to Kids Co until treatment has been administered and there are no live nits.

FIRST AID

Kids Co staff are certified in First Aid & CPR. IN the case of any injury, basic first aid will be administered. Any time first aid is administered parents will receive an email or phone call about the injury. If serious injury occurs that requires advanced medical attention, 911 will be called immediately. Children will be taken to the nearest hospital if deemed necessary by EMT's and parents will be notified as quickly as possible. Expenses incurred will be the responsibility of the family.

MEALS & SNACKS

BREAKFAST

During the school year, children have the option of purchasing a school breakfast daily at 7:30 a.m. through their Food Service account. During the summer, breakfast must be provided from home.

SNACKS

School year and summer snacks is provided by families. Two snacks are needed daily for the summer.

LUNCH

During the school year, preschool child care has the option to choose a school lunch or bring a lunch from home. During the summer, Kids Co families have the option of a school lunch or bring a lunch from home.

LOCATION

Both school year and summer Kids Company take place at the elementary school.

BEHAVIOR EXPECTATIONS

When working with children, we are often faced with the task of managing behaviors in a group setting. We have developed a list of rules and guidelines that we ask to be followed by children attending the Kids' Company program.

EXPECTATIONS

Kids Co abides by the behavior policies established by Dist. 108 Central Schools. Families can request the complete Dist. 108 behavioral policy plan. The basic expectations for students to remember are:

- We respect ourselves, others, and property.
- We behave in a safe and orderly way.
- We act as responsible citizens
- We will follow directions and respect the staff members.

UNACCEPTABLE EXPECTATIONS

- Any violation of District Policy
- Minor and major violations of the above expectations
- Examples of unacceptable behaviors:
 - *Fighting which is verbally abusive or physically aggressive
 - *Destruction of property.
 - *Leaving the group without staff approval
 - *Hitting/spitting, throwing objects
 - *Disrespectful/inappropriate language

CONSEQUENCES

The Kids Co staff may initiate any or all of the following actions:

- Loss of Kids Co privileges/activities
- Meeting with the Kids Co staff and Child Care Coordinator to discuss inappropriate behavior
- Parent notification
- Temporary removal from the Kids Co program
- Permanent removal from the Kids Co program

REWARDS FOR POSITIVE BEHAVIOR

Verbal encouragement
Certificates of Achievement
Special Privileges
Prizes

SUMMER KIDS CO

LOCATION

Summer Kids Co is based at the elementary school and utilizes classrooms for our groups.

CALENDAR

A summer care calendar will be emailed out to registered families with the start and end date, holiday closed dates as well as upcoming field trips.

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SCHEDULE

Families will use the online care calendar to select their summer dates. Adjustments made under 24 hours prior to the next day must be emailed to the Child Care Coordinator for approval.

ENRICHMENT CLASSES

If a summer Kids Co student is signed up for a Dist.108 Community Education class, staff will get them to and from the event.

FIELD TRIPS

All children and staff will attend field trips and therefore, no children are able to stay behind. If you prefer your child not attend the field trip, you will need to make alternative care arrangements for the day. All children should wear the Kids Co summer field trip shirt provided by Community Ed on field trip days. Unless specified by the Child Care Coordinator, money should not be sent with your child for field trips. Children must exhibit safe behavior while on field trips to continue to participate in upcoming field trips.

PHONE LIST

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|-----------------------------------|---------------------|
| Sue Forster (Director) | 467-7394 |
| Phil Hendrycks (Care Coordinator) | 467-7395 (Office) |
| | 952-200-8119 (Cell) |
| Community Ed Office | 467-7391 |
| Elementary Office | 467-7300 |
| District Office | 467-7000 |