

Totally Kids

Parent

Handbook

GOALS OF THE PROGRAM

1. To provide safe, dependable, quality care for children.
2. To provide child care for a reasonable cost at a convenient location.
3. To expand the use of school facilities to meet the growing needs of the community.
4. To nurture, support and personally interact with each child attending childcare.
5. To provide a variety of activity options designed to enhance the physical, intellectual, social and emotional development of the children.
6. To recognize and encourage development of the children's individual interest and talents.
7. To provide a comfortable, relaxed environment where children feel welcome and secure.

ADMISSION POLICY

Any child 5 (must be in or going into Jr. Kindergarten or Kindergarten) thru 12 years old is eligible to participate in this program. Child must be potty trained and able to take care of their toiletry needs.

Totally Kids encourages all children to attend the program, however meeting the unique needs of all children may not be feasible. If a child requires additional attention or perhaps more one-on-one time, the program may not have the resources, knowledge, staff or training to provide the appropriate care. If your child has specific needs, please consult with the director of Totally Kids to ensure we can meet those required needs.

Totally Kids does not discriminate against gender, nationality, ability.

LOCATION

The children will use the facilities of the Worthing Elementary and Lennox Elementary School. Summer program is in Lennox only.

ENROLLMENT AND REGISTRATION

All parents wishing to use the program must pre-register by filling out a registration form, emergency medical authorization form, CA travel authorization form and an authorization for administration of medicine if needed for each child in the program, and pay the appropriate per family registration fee. All forms need to be completed and returned before the child can attend the program. If necessary, we will establish a waiting list. Schedules must be made out, paid for and turned in by Thursday for the next week's services. If not, services will be denied. **If your child has a change in schedule, let us know the day before if possible, or you can call the school and leave a message for the Site Coordinator. (If you fail to notify us we will need to search for your child (school year only). Phone number to call is 214-1670 for Lennox Totally Kids and 214-1177 for Worthing Totally Kids.**

All children attending Totally Kids must have their updated immunization records on hand at the school. If your child does not attend school within the Lennox School District a copy must be on hand for their file at Totally Kids.

SECURE ENTRANCE

To ensure the safety of our students and staff, each family will receive a four digit code to gain entry into the building. Do not share this code with anyone unless they are dropping off or picking up your child. We ask that you do not allow people in or out of the building while you are entering or exiting.

BILLING PROCEDURES

All weekly fees must be paid by Friday morning for the upcoming week. This means that you are paying in advance. **A \$10.00 late fee will be charged for all payments made later than Monday at 8:00am. Please keep your weekly fees current; otherwise, your child could lose his/her space. Returned checks will necessitate an additional \$10.00 charge.** It is the parent's responsibility to make these arrangements. Childcare assistance is available thru Child Care Services. We have forms available or you can call 1-800-227-3020 for further information.

CREDITS:

Credits are only given on family emergencies as a death in the family. If the child contacts chicken pox, H1N1, we will reimburse only the days the child is absent from Totally Kids. We do not give credits, if your child decides to go to a friends or grandma and grandpas.

HOURS AND FEES

School year hours are: 6:00 to 8:10am and 3:30 to 6:00pm Monday thru Friday

Summer hours are: 6:00am to 6:00pm Monday thru Friday

All fees are to be paid on the prior Friday when scheduling for the following week. Parents will be notified immediately upon receipt of the NSF notice and shall have one week from the notice to pay the check and charge in full. NSF notices must be paid in cash long with the next week tuition. **If not taken care of in a week, services will be discontinued. Due to the fact that staffing is assigned according to our weekly pre-registration numbers, we are unable to give credit or refunds for days your child does not attend the program during the week.**

DROP IN CARE

Drop in care will be provided only if room is available. Advanced calling is required. The fee for this service must be paid when your pick-up your child.

LATE PICKUP

The Totally Kids program closes at 6:00pm and will enforce a per child late fee of \$10 for the first 15 minutes and \$1 per minute after that. This must be paid before the child may participate in the program again. At 6:10 pm the staff will contact the person(s) designated on the emergency sheet to arrange for pick up. If staff cannot reach any the emergency contacts, or if we have not been notified by 6:30pm, the child(ren) will be taken to Children's Inn in Sioux Falls, SD. **Continued disregard of the 6:00pm closing time will result in denial of further services. Please make arrangements and notify staff for someone else to pick up your child if you will be late.** Please pick up your child by the scheduled time, as they expect you at that time and they worry if you are late.

ABSENTEES

Parents are to notify the school office in case of illness or change in plans and also to tell the secretary to let the Site Coordinator of the Totally Kids program know that their child will not be attending that day, if they are scheduled. The following procedure will be followed if a student that is registered fails to show up at the program by 3:35pm: We will first check with the office to see if the child was in school or went home sick during the day, next we will check in the student's classroom, next we will call the parents to see if plans changed and if they know where the student is. This procedure will not apply to the before-school program or summer programs, because the parents are required to sign the child into the program when they are dropped off. During the summer, if your child is registered for the program, but is sick, please call the appropriate site and let the Site Coordinator know that your child will not be attending that day. That number is 214-1670 for Lennox Totally Kids and 214-1177 for Worthing Totally Kids.

RELEASE OF CHILDREN

Children will only be allowed to leave the program with persons listed on the registration form authorized to pick them up. Children will be allowed to leave otherwise, or with persons other than the parent only if permission has been given to the Site Coordinator in writing by the parent on a Change or Exception Arrival/Departure form so that the program is specifically informed of the time(s), date(s) and who will be responsible for the child. In case of emergency, we will accept authorization by telephone from the parent. If a child attends extracurricular activities within the period he or she is enrolled in the program, a Change of Arrival/Departure form must be filed with the Site Coordinator stating the new schedule of the time(s), date(s) and destination of the activities and who will be responsible for the child when he/she leaves the program.

TRANSPORTATION

Parents are responsible to sign their child(ren) in and out of the Totally Kids program. Transportation to and from the program is the responsibility of the parent. If the students are being transported, it will only be by a school vehicle (bus, van, car) and the parents will be informed ahead of time.

PICTURES

Periodically during the school year, we will take pictures of the students when they are working on a project, and sometimes the Lennox Independent also takes pictures to put in the newspaper. Most of the pictures that we take are only given out to the students in the program, but when the Lennox Independent takes pictures, they are published in the newspaper. Please notify the Site Coordinator if your child may not appear in the pictures taken by the newspaper and we will make sure your child is not identifiable in the picture, without excluding them.

SCHEDULED & UNSCHEDULED NO-SCHOOL, SCHOOL OPENING DELAYS AND SCHOOL CLOSINGS

The program is open according to the official school calendar of the Lennox School District 41-4. See the page for the closed dates for Totally Kids for both summer and the 2012-2013 school year. There will be no program on days when school is canceled or dismissed early due to water main breaks, heating failure, electrical problems, winter weather, etc.

Please watch Keloland and listen to the Outreach Messenger message that will come from the school when a late start is called due to weather. The message will clarify what time Totally Kids will open, as each weather related call is different we will do our best to accommodate your schedule, but please have a back-up plan.

If school is cancelled before lunch is served the parents Totally Kids will close at the same time the school dismisses. This is because we will not have the ability to feed the students.

If school is cancelled after 12:00pm, then Totally Kids will stay open till 3pm. We ask that parents try to pick up as soon as possible to allow staff time to get home before the weather worsens. Parents must have a telephone number available on record with the Site Coordinator of an in-town contact to pick up their child.

The program will be available on days when school is dismissed early due to heat, parent-teacher conference days and teacher in-service days.

The program will be available for the teacher comp days that follow conferences. Weather conditions can make it difficult for caregivers and custodians to get to school on schedule. **For your child's safety, please make sure that the school doors are unlocked and that the caregivers are on duty before leaving your child at school. (You are required to sign your child into the program).**

FOODS

A snack will be served after school each day. On full days or early dismissals if lunch is not served, children will be responsible for bringing a nutritious snack.

SUMMER LUNCH PROGRAM:

We will be providing a hot lunch for children who wish to eat. The rate is the same as the school lunch which is \$2.85 per meal. You may join your child for lunch at anytime, however please call by 9am so that we have you in our lunch count. The rate for an adult is \$3.00 per meal.

When sending a sack lunch, please do not send microwaveable meals. We will not have microwaves for children to use. We prefer no soda pops in the student lunches.

MEDICATION PROCEDURES

The staff will administer medication if necessary, under the following conditions:

1. The medication is accompanied by written instructions to include increments and dosage. You must sign the instructions and a medication authorization before any medication can be administered, and then initial the form each day administered.
2. The medication is in the original container with the original label. The label must be legible.
3. The medication is prescribed specifically for the child. We will not administer medication to or from siblings.
4. We reserve the right to refuse to administer medications. During the school year program, medications must be taken home each day. During the summer program, medications may be kept at the program. Medications will be stored in a locked box in the refrigerator or in a locked box in a non-refrigerated space in the kitchen. The program is not responsible for medications that are left at school.

If your child has a known medical condition (asthma, diabetes, seizure disorder, bee stings, etc.) please be sure staff are notified.

ILLNESS AND COMMUNICABLE DISEASES

If your child becomes ill while attending the program, your child will be isolated from the other children and you will be contacted to **pick up your child**. If your child contracts a communicable disease such as chicken pox, measles, etc. you must inform the Site Coordinator immediately. Contagious diseases will be reported to the Department of Health (licensing requirement). Your child may not attend until they are over the disease or the disease is no longer contagious. If your child is exposed to a communicable disease while at the program, you will be notified. **Once we make a phone call to a parent about a sick child, the child needs to be picked up within 45 minutes if you live or work outside of Lennox. If you live or work by Lennox we ask that you are here within 20 minutes.**

See the attached Illness procedure and follow the guidelines.

RECEIPTS

If you need a receipt for each payment made for a flex account, please let the Site Coordinator know.

Statements for income tax purposes will be mailed out at the end of the year, but January 31st of the next year.

EMERGENCIES

The Site Coordinator will take whatever steps are necessary to obtain emergency medical care for your child, if required. These steps may include, but are not limited to:

1. Attempting to contact the parent/guardian
2. Attempting to contact the child's physician
3. Attempting to contact persons listed by you on your enrollment form as emergency contact personnel

If we are unable to contact you or your child's physician, we may do any or all of the following:

1. Call another physician, paramedic or ambulance
2. Take the child to the clinic/hospital in the company of a staff member
3. An incident report will be filed and the parent/guardian will receive a copy

Parents will be responsible for any expense incurred if we must take any of these actions.

DISCIPLINE

Children enrolled in Totally Kids are expected to exhibit behavior that does not disrupt or interfere with the activities and social interaction of other children. The Totally Kids program does not utilize physical or psychological punishment in order to discipline. Peers are also prohibited from administering discipline. We will redirect the child's attention away from the cause of the problem, or we will use the "time out" method or the child may lose a privilege (recess, computer time, Nintendo, etc) to discipline the child. The "time out" method of discipline informs the child that their behavior is not acceptable and requires that the child be separated from the rest of the group to sit quietly for a specified period of time. When the time period is over, the child is allowed to return to the group activity. When a privilege is taken away from the student, they will sit out during the entire activity. All children must be treated equally and given the same type of discipline. The staff will encourage the child's positive behavior by praising the child at each available opportunity.

A serious disciplinary problem is defined as one in which the child is hampering the day-to-day operation of the program by requiring constant one-on-one attention, inflicting physical or emotional harm on other children, abusing the staff, or demonstrating the inability to conform to the rules and guidelines of the program.

If your child is not able to adjust to the program setting, you will be notified of the situation and a meeting will be arranged to discuss solutions to the problem. If an improvement does not follow, the director may recommend that your child be terminated from the Totally Kids program.

The following discipline practices are prohibited: The use of humiliating or frightening punishment such as withholding or forcing snacks, use of substances such as soap, pepper, or hot pepper for punishment, hitting, pinching, shaking, spanking, biting or inflicting corporal punishment, restriction of movement by binding or enclosing in a confined space and verbal abuse, threats, or derogatory remarks about a child or family.

Please sign and return the Behavioral plan attached to the parent handbook. We will use the plan as enforcement of the rules at Totally Kids.

HANDWASHING PROCEDURE

All students will be required to wash their hands, before breakfast and snack, after using the bathroom and after being outside.

SUSPENSION AND EXPULSION

Please read and sign the Behavioral Plan that we will follow.

Normally the above approach is successful in dealing with discipline problems involving the majority of the children. Every effort will be made to modify inappropriate behavior by using these procedures as well as through parent communication and involvement. **In the event that these methods are no longer effective, the program director maintains the right to suspend or terminate any student who exhibits disruptive or inappropriate behavior that interferes with the quality and/or process of the childcare program.**

Disruptive behavior (verbal or physical activity which may include but is not limited to such behavior that requires constant attention from the staff, incidents of physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the day) will be dealt with in the following manner:

1. The misbehaving child will be given a five-minute time-out, in order for him/her to cool off and think about his/her actions or a privilege may be taken away.
2. If a second, 10-minute time-out is given or a second privilege is taken away from the child in a single day, an incident report will be written by the Site Coordinator. This report is to be given to the parent or guardian to read and sign. The report will be returned to the Site Coordinator where it will remain with the child's file.
3. If a child receives three written behavior-related reports in a 30-day period, the child will be suspended for a week effective at the end of the day of the third report. During the week of suspension, the parents, Site Coordinator and Director will meet regarding the terms for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged by action of the Director.
4. If the child is reinstated in the program and receives a fourth behavior-related report in 30 days time, the Director may suspend the child immediately, including if necessary, notifying the parent to come and get the child.
5. If the severity of the problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately and the Director will notify the parents.

Parents follow rules, too

Services will be terminated immediately for parents who demonstrate a pattern of abusive language and/or inappropriate scenes or disturbances to children, staff or other adults.

TERMINATION

Care for your child may be terminated if you do not abide with the policies of the program. If you violate the following policies on **three or more occasions within one month**, the director will have the right to terminate the enrollment of your child:

1. Failure to properly notify the program of an absence during a scheduled period
2. Refusal to pick up your child when you have been notified that your child is sick
3. Consistently picking up your child late
4. A disciplinary problem that has not been corrected under the discipline procedure
5. Problems with fee payments

CHILD ABUSE

The program has a legal obligation to report any suspected or observed incident of child abuse to the proper law enforcement officials or to the Department of Social Services, Office of Child Protection. If an incident occurs at the program involving a staff member, the director will take such steps as to insure that no further incidents occur pending the outcome of an investigation into the incident. Every staff member has read and signed a statement defining Child Abuse and Neglect (C A/N) and identifying reporting responsibilities and procedures. Staff will report their concerns of child abuse and neglect immediately to Child Protection Services or law enforcement.

TOYS FROM HOME

We ask that you leave your child's toys at home. Totally Kids is not responsible for broken, lost or stolen items brought from home.

OUTDOOR PLAY

Totally Kids includes regular outdoor play time (weather permitting). Please provide appropriate clothing for your child to be outdoors. If your child should not go outdoors for any reason, you must notify the staff of your request and have a written doctor note.

EVACUATION

Should it be necessary to evacuate the program for fire, the staff has been instructed in procedures for exiting the building. Two fire drills will be conducted and there are posted fire escape routes at the doors of the rooms used. During severe storms or if the National Weather Service has issued a tornado warning, your child will be taken to a safe area inside and away from all windows. Tornado drills are conducted at least once per year.

PROGRAM ACTIVITIES

We will include a variety of stations designed for various age levels where children can choose to spend their time. Examples of stations could be arts & crafts, reading, carpentry, board games, basketball, organized games, computer time, quiet time, Wii, dress-up, table games, etc. During the summer program we will also have swimming, pre-planned field trips (in and out of town) and guest workshops.

We will spend time outdoors as weather permits, as we have access to playground equipment and will also do organized games. Children will have the opportunity to choose active play or quiet play. They will have the opportunity to choose to play alone or with peers.

We will be inviting some of our community residents to share their unique talents with the children on a volunteer basis. Parents are encouraged to let the staff know, if they would like to share a talent or activity with the group, or if they know someone else who would like to participate.

SUMMER PROGRAM

For the summer months we require each student bring these items to be left at the program: complete change of clothes, hat for field trips. Please label all items with the child's complete name. All students will be required to have a pass to the Lennox swimming pool. Swimming suits, plastic bags for wet clothing and towels will need to be brought every day of the week for swimming, the start date will be posted. **Please send items in a backpack daily.** Tennis shoes or closed toe sandals with straps are required every day due to play activities we have planned. Each student will need to bring 1 large bottle (16 oz) of No-Ad sunscreen (no colored sunscreen) SPF30 or SPRAY SUNSCREEN and 1 can of Deep Woods Off bug spray (max 30% deet).

PARENTAL CONCERNS

The staff will make every effort to meet the needs of your child. If a problem arises, please discuss it with the site coordinator or director immediately. The director will consider your comments, concerns and suggestions in making any changes to the policies and procedures of the program. Staff will share information with the parents concerning their child's health, development and behavior. Confidentiality regarding information about children or their families is essential. All student records shall be kept in a locked file cabinet to retain confidentiality. Volunteers used to fill the staff positions will meet the requirements for the position. No staff member or volunteer will have a substantiated report for child abuse or neglect. Questions and/or concerns may also be directed to the Angela Arlt or the School Board. Parents are always welcome to drop in for a visit or to spend time.

If you have an issue that you would like to discuss, please do it in a polite manner. The Site Coordinators are following the handbook and guidelines given by the Director. You may not agree with the situation, but verbal abuse to the Site Coordinator will not be tolerated. Please call the Director if needed.

STAFF

Lennox Totally Kids Phone: 214-1670 (this is the OLDER group in the summer)

Worthing Totally Kids Phone: 214-1177 (this is the YOUNGER group in the summer)

Director – Sheryl Ledebor 647-2203 ext. 4322 or cell: 605-212-6261

An In-service training plan has been developed and includes the following topics:

1. Course in basic first aid
2. Course in child and adult CPR
3. Child growth & development
4. Program management and regulation
5. Learning environments
6. Communications and relations with staff
7. Detecting and Reporting Child Abuse/Neglect
8. Fire and natural disaster procedures
9. Health and safety
10. Identification and prevention of communicable diseases
11. Behavior management and guidance
12. Age-appropriate activities and planning
13. Understanding cultural differences
14. Safe food handling practices
15. Inclusion of all children
16. Nutrition for children
17. Professionalism
18. Partnerships with parents

DISPOSAL OF BIO-CONTAMINANTS

“Standard Precautions” is a term used by the U.S. Occupational Safety and Health Administration (OSHA) to refer to infection control practices.

Registered providers are to have procedures for handling hazardous materials and bio-contaminants. In a child care program, the following standard precautions should be used any time contact with, or the possibility of contact with, blood and body fluids:

- * Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barrier should be appropriate for the procedure being performed and the type of exposure anticipated.

- * Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.

- * Use sterile gloves when hand contamination with blood may occur. Use

Vinyl or latex examination gloves for procedures involving contact with mucous membranes.

- * Change gloves between contacts with children. Do not reuse surgical or examination gloves.

- * Use general-purpose utility gloves (e.g. rubber household gloves) for housekeeping chores involving potential contact with blood and for instrument cleaning and decontamination procedures.

- * Waste management: To clean spills of vomit, urine, feces, use a commercially available cleaner (detergent, disinfectant-detergent, or chemical germicide cleaner) that will not spoil the surface being cleaned. Remove nasal secretions with tissues and throw them in the ordinary trash. For spills involving blood or other body fluids, remove all visible soil, and then disinfect the surface with freshly prepared diluted bleach. A 1:64 dilutions are ¼ cup of bleach diluted in one gallon of water. Use disposable towels or tissues, and rinse mops in the disinfectant solution.

FOOD AND ALLERGIC REACTIONS

Totally Kids requires staff to be trained in the area of food and allergic reasons. Totally Kids requires all parents to complete an enrollment application and if there are allergies, to list those allergies. When a parent lists any allergy, they are required to complete a document that lists the allergy, what the allergy is related to (food, pets, etc.); what the process is for assisting the child should they be in distress due to a reaction. Each staff person who is associated with this child, is provided an overview of the situation, overview of the allergy document and the instructions for preventing a reaction, and instructions for handling a reaction.

INSURANCE

Information on liability insurance is on file at the business office

POLICY CHANGES

Parents will be notified when a significant change happens with center services or policies.

CELL PHONES:

Please do not send a cell phone with your child. We will take the cell away if we see your child using it. If the child needs to make a call, they need to inform the Site Coordinator. From that point the Site Coordinator will decide if it is an emergency. We ask that if plans change to please call the school or the Site Coordinator.

EMERGENCY PROCEDURES:

Tornado: We will be in the hallways away from flying glass.

Fire: We will go across the street to the Intermediate cafeteria

Intruder: Our meeting place will be the Ebenezer church on Elm and HWY 44 or the Intermediate school cafeteria.

We will contact the parents via phone and let them know what is happening. Our first priority is for all students to be accounted for and safe. We will then call parents.

SOCIAL MEDIA

Totally Kids has a Facebook page. This is to allow parents to get reminders, and see what is going on in Totally Kids. You must sign a Facebook page waiver and we do not put names of the students on Facebook, just pictures.

HANDBOOK ACKNOWLEDGEMENT

I have read the parent handbook and understand the behavior guidelines.

I understand what the steps will be if my child has a behavioral issue at Totally Kids.

I understand they can be dismissed from the program if a behavioral problem continues to happen after steps have been taken to eliminate the problem.

Signed: _____

Date: _____