



Waconia Kids' Company Family Handbook



Kids' Company provides quality, affordable care for your family, with an approach that includes unique programs to encourage children intellectually, socially, emotionally, and physically motivated. Kids' Company is a values-based organization that is for Youth Development, Healthy Living, and Social Responsibility. Kids' Company core values of caring, honesty, respect, and responsibility are taught in every program that we offer. Because of this, our program is a great place for your child to grow!

WELCOME TO KIDS' COMPANY

We are pleased that you have selected our program for your family! Kids' Company programs are sponsored by the Waconia Community Education Department, part of the Waconia Public Schools. This family handbook outlines the programs, policies, and procedures. Please note that Kids' Company reserves the right to amend its policies and procedures at any time. Program staff will update the Family handbook in a timely manner in the case of any policy and/or procedure changes.

MISSION

Kids' Company's mission is to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships, and have FUN! Kids' Company staff provides support to families by offering a safe, nurturing, and enriching environment for children when out of school.

COMMUNITY EDUCATION CONTACT INFORMATION

Community Education Office

512 Industrial Blvd
Waconia, MN 55387
952-442-0610

Hours: Monday - Friday 7:30 am-4:00 pm

<https://isd110.org/community-education/community-education>

Program Supervisor

Jenny Merritt
jmerritt@isd110.org
952-442-0618

Billing Specialist

Patty Karels
pkarels@isd110.org
952-442-0686

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PROGRAMS AND HOURS: Preschool

WEC (Waconia Enrichment Center) Preschool: 512 Industrial Blvd Waconia, MN 55387

Monday-Friday 6:00 am-5:45 pm

Begins the first day of school and concludes the last day of (K-12) school.

Care is also offered on most Scheduled School Closure days.

WEC Preschool Kids' Company is an inclusive program that offers a healthy, friendly, and developmentally appropriate environment for children ages 3 years -5 years. We are a wraparound childcare program for the district preschool program, Wildcat Preschool, as well as a standalone childcare program. Preschoolers need to be fully potty trained and self-sufficient in the bathroom to attend.

We offer choices that encourage and help develop creative, physical, and social-emotional growth. Our days are filled with a healthy balance of stories, child lead group times, large motor activities, free play, songs, and daily social-emotional lessons. We also include a small portion of academics through weekly letters, numbers, and projects that introduce and strengthen fine motor skills with the use of scissors, pencils, and pinching grasps through fun activities.

We use a social-emotional program called the Pyramid Model. Please see the WEC Preschool Kids' Company section for more information.

School year Preschool child care contracts are available in 2, 3, 4 or 5 days a week contract.

School Day	Day that a child attends AM or PM Preschool
Non-School Day	Day that the child does not attend Preschool
Scheduled School Closure Day	Day that Preschool is closed
Extended Day WEC	Day that child attends the Extended day preschool program
Extended Day Laketown or Southview	Day that child attends the all-day preschool program (bussing included)

PROGRAMS AND HOURS: K-5th

K-5 Kids' Company: there is a site located within each elementary school

Monday-Friday 6:00 am - 8:00 am & 2:30 pm-6:15 pm

Begins the first day of school and concludes the last day of school.

Care is also offered on most Scheduled School Closure days.

We are an inclusive program that offers a consistent schedule that helps create a routine for the children, but we make sure every day has a new craft, activity, or group game. This helps build teamwork with their friends and allows them to show off their creativity with their crafts. We focus on friendships, learning, and creativity. We encourage the students to be safe, responsible, and kind.

We encourage homework completion, by providing a scheduled time everyday along with a quiet area, which allows them to concentrate and ask questions when needed. If there are students who do not have homework they are able to have quiet reading time.

We love it when we are able to spend time outside, whether it be on a playground, in the fields, or playing a group game. If we aren't able to go outside we go to the gym, do rotating stations, or do an indoor building game.

School year child care contracts are available in 3, 4, or 5 days a week contract.

Before School	6:00 am-8:00 am
After School	2:30 pm-6:15 pm
Scheduled School Closure Day	6:00 am-6:15 pm
Scheduled Early Release Day	End of school day -6:15pm

SCHEDULED SCHOOL CLOSURE DAY

We offer care on most school closure days from 6:00 am-6:15 pm. On these days we offer on-site activities and field trips. School closure day sign-ups will be available ahead of each non-school day. You must register your child as either attending or not attending even if it is not a regular contracted day. No changes/cancellations will be accepted after the School closure day registration deadline. Children who are dropped off and NOT registered for care will be allowed to stay if space is available. A \$10 Non-Sign Up Fee will be charged to your account in addition to the daily fee.

All children attending a Scheduled School Closure Day need to bring with them:

- Healthy morning and afternoon snacks
- Bag lunch from home
- Appropriate clothing for both indoor and outdoor play

Signing up for a Scheduled School closure day automatically registers your child for any field trip or special event that may be planned for that time. Field trips and special events are routinely planned on Scheduled School closure days. We are not able to offer alternative care for children not participating in the field trips. School-year field trips are not included in your daily fee; they do require additional payment. The payment will be added to your tuition.

There are a few days in the year that Kids' Company is closed and you are not responsible for payment. Please refer to the Kids' Company school year calendar for these dates.

SUMMER PROGRAM

Kids' Company offers care June through August. All contracts begin on the first day of the summer program. Summer child care contracts are available 3, 4 or 5 days a week.

The Kids' Company summer site for preschool-aged students is at the Waconia Enrichment Center (WEC).

The Kids' Company summer site for all K-6 students is at one location for all ages.

See the Summer Programs section for more information.

UNSCHEDULED SCHOOL CLOSING/DELAYS

The following is the policy If Waconia Public Schools should close or delay:

- If the district closes school prior to 6:00 am Kids' Company will be closed.
- If the district announces there will be a two hour delay prior to 6:00 am Kids' Company will open at 8:00 am.
- If the district announces there will be an early release, Kids' Company will remain open until further notice, please watch your email for more information.

HOLIDAYS

Kids' Company is closed on major holidays. Tuition fees are not assessed when Kids' Company is closed in observance of these holidays. Please refer to the Kids' Company calendar for these dates.

COMMUNITY EDUCATION CLASSES

Families are welcome and encouraged to sign your child(ren) up to attend classes through Community Education. Kids' Company staff will walk them to their class if they are in the same building or within walking distance. This request can be done via a camp form, located on the Kids' Company website. You will still be responsible for your daily Kids' Company tuition if your child attends the class during programming time.

APPAREL/DRESS

Outdoor play is an important part of your child's day. We believe it is vital for the total health of a child therefore we will be going outdoors every day, weather permitting. All children who are well enough to be in the program are expected to participate in outdoor activities. We will typically go outdoors if the temperature is above -10 degrees F. Children are required to wear the following outside:

- Coat
- Snow Pants
- Boots
- Hat and Mittens

TOYS/SUPPLIES

Kids' Company provides all the toys/supplies your child will need while in our care. We will do our best to ensure the safety of your child's belongings. What to bring:

- Healthy afternoon snack
- Water bottle
- Appropriate indoor and outdoor clothing.
- Home lunch ****Non-School days ONLY****
- Extra set of clothing is always a good idea

Kids' Company asks that you do not send any unnecessary items with your child, such as:

- Cell Phone/Electronics/Mobile Watches
- Games
- Valuables
- Money
- Candy/Pop
- Toys from home

Kids' Company will not take responsibility or be held liable for lost, stolen, traded or damaged items.

STAFFING

Kids' Company staff consists of a Program Supervisor, Site Supervisors, Leads and Aides. Our primary responsibility is the safety, development, and happiness of the children in our care. The following are our children/staff ratios. Ratios are typically lowered when we are attending a field trip:

- Preschool: 10 children to 1 staff
- Kindergarten: 12 children to 1 staff
- 1st grade - 5th grade: 15 children to 1 staff

Kids' Company staff continually scan the area they are supervising, anticipating unsafe situations. Staff position themselves to see the entire group of children and are within close proximity to the group.

In order to maintain a safe environment for children, families and staff, all adult ISD 110 staff wear a district badge with photo identification. For the safety of all, please report any suspicious persons or activity to a Kids' Company staff member immediately.

SPECIAL NEEDS

Please notify us of your child's needs prior to enrollment so we can work to determine if we can provide reasonable accommodations within the existing program for them. While Kids' Company is housed in the schools, we do not receive additional support services for our programs. For more details see the What To Expect portion of our handbook.

EXCHANGE OF INFORMATION

Information may be exchanged between Kids' Company staff and school staff for safety and health of your child and/or information that would be beneficial for your child while they are in our care.

CHILD PROTECTION

We are mandated by law to report all suspected physical, emotional and sexual abuse and/or neglect of children to the local authorities.

PARENT CODE OF CONDUCT

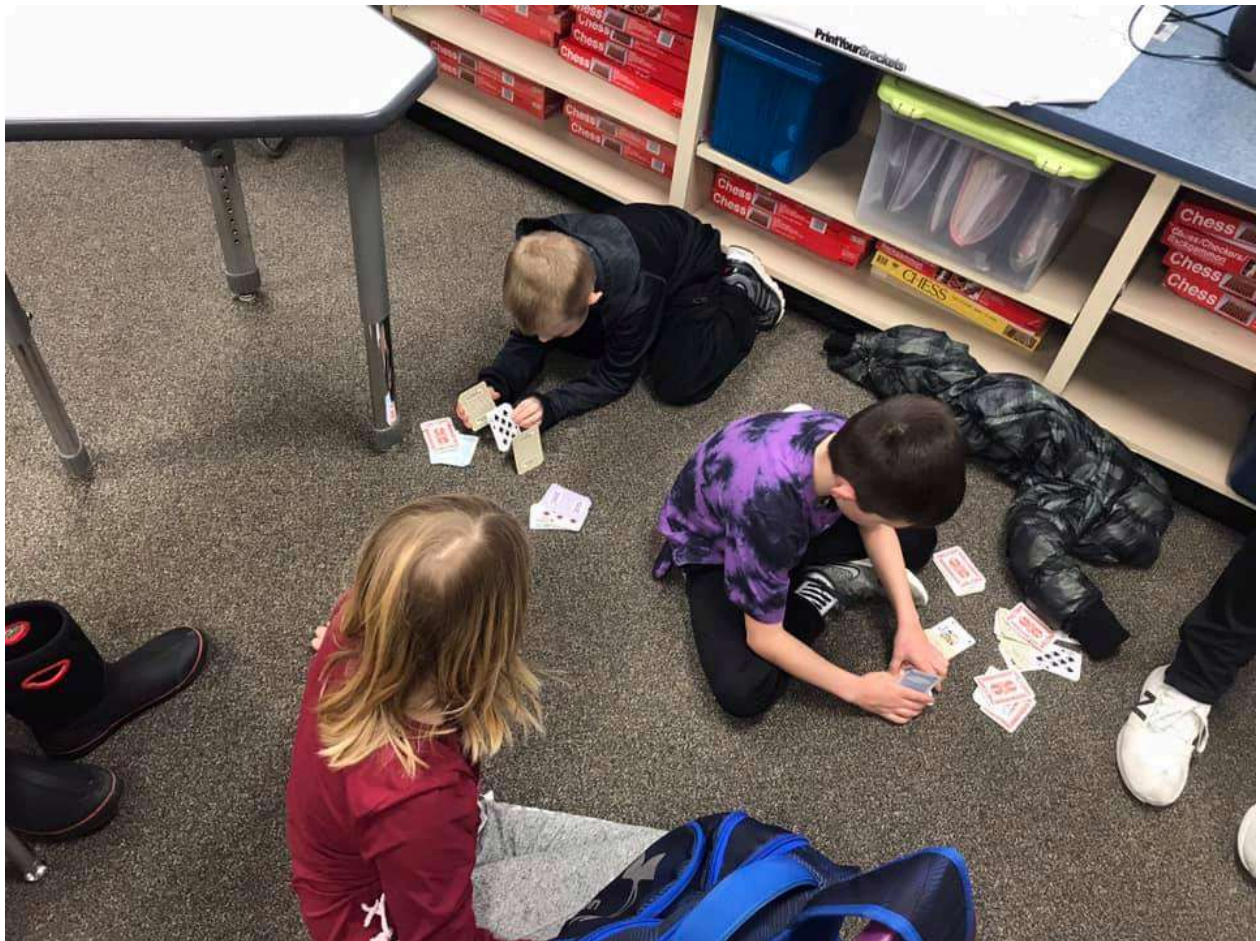
To ensure that Kids' Company has a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is our intent to have Kids' Company programs represented in a positive manner at all times.

- Parents/Guardians must be responsible for and in control of their behavior at all times, including refraining from foul language, and showing any derogatory conduct toward any Kids' Co staff, participants/children or other parents/guardians.

In the event that parents/guardians cannot or will not uphold these conditions, those families could face suspension from the program.

WEAPONS

If a child brings an instrument to the program that could be perceived as or used as a weapon, Kids' Company will notify the school administrator(s) and consequences will be applied up to and including termination of child care services. Weapons may include: firearms, loaded and unloaded, knives, explosives, or any instrument used to threaten or harm another child, staff person, or self.



THINGS TO EXPECT WHILE AT KIDS' COMPANY

Program Volume Level

Moderate to loud

Group Sizes

Groups of children often combine to make larger, mixed-age groups (often 30-75 children). Group sizes may grow beyond this range, depending on the time of day, activity, schedule and staffing. Children are expected to stay with their group.

Occupied Spaces

Dependent on site- Cafeteria, Gymnasium, Media Center, commons, playground, blacktop and athletic fields, open outdoor nature spaces. Children are expected to stay in program spaces.

Transitions Between Spaces

Children will transition multiple times each session. Transitions can include washing hands before and after snack/meals, when using the restroom, and rotating through activities. Children are expected to transition with their group through the hallways.

Kids' Company has limited to no access to

- Classrooms, certain areas, and special equipment
- Special education classrooms
- Motor and sensory rooms
- Special equipment used during the school day, i.e. wagons, swings, mats, etc.
- Changing areas and equipment required for bathroom cares

School-Day personnel not available before or after school or during summer programming

School-day paraprofessionals, special education teachers, case managers, counselors, and nurses (limited availability of a nurse during the summer months)

COMMUNICATING YOUR CHILD'S NEEDS

It is important for families to communicate openly about the needs of their child so that Kids' Company and program staff can create a safe environment and provide the appropriate care.

If a child receives support in a classroom, has an identified disability or has a behavior plan developed, it is the parent/guardian's responsibility to identify their child's needs during Kids' Company registration and on the appropriate forms. During the enrollment process, your child's start date will be determined by the program's ability to accommodate the needs of your child.

A conversation and/or conference will be necessary to determine the appropriate level of support. If your child's needs were not disclosed at the time of registration and additional support is now required, a temporary pause with the program may be initiated until an appropriate level of support is arranged and/or available.

IEPS & 504 PLANS

If a child has an existing Individualized Education Program (IEP) or 504 plan, families are encouraged to share these documents with the program. Kids' Company does not have access to these documents and requires a parent/guardian-provided copy.

ACCOMMODATIONS

Kids' Company will work with families to provide and support an environment in which all children have the opportunity to succeed.

Children who have needs that fundamentally alter the program philosophy or pose a direct threat to themselves or others may not be accommodated. Children whose limitations create a safety issue of unreasonable risk, harm to themselves, others or property may not be accommodated.

Kids' Company is not designed to provide long term 1:1 assistance. Staff will make reasonable changes in programming to accommodate special needs of children. However, there may be times when it is not reasonable to accommodate a child's needs.

The program may create individualized accommodations and behavior plans for children with special needs, to allow for greater flexibility and support. Staff will continually evaluate a child's progress and communicate successes, questions and concerns with the family. If a child is not successful in the program environment, with the level of support offered, alternative child care arrangements may be recommended.



FAMILY COMMUNICATION:

Communication between the home and Kids' Company is important to the success of children in our program. Please feel free to share any information that may affect your child's time at Kids' Company with staff at any time. If you need to share important confidential information about your child please call, email or set up a meeting with the Site Supervisor.

If you have any concerns about Kids' Company or staff, please set up a time to discuss the issue with the Site Supervisor or Program Supervisor.

Newsletters

Kids' Company sends out a monthly email to all families.

WEC Preschool Kids' Company sends out a weekly "Peek at the Week".

Daily Sign in/out

For the safety of each child, Kids' Co requires that a parent/ guardian or an authorized pick up person sign your child in and out of the program daily with both the time of sign out and their signature. There is a \$10 fee for not signing in/out. Continued refusal to do so will result in termination of childcare. If the group is away from their room, you must go to the lead staff to sign out.

No person will be allowed to sign a child out who:

- Has not been named as an authorized pick-up
- Cannot verify identity with proper photo ID
- Is under the influence of alcohol or drugs
- Is under the age of 16 years

K-5th Grade Families

It is the parents responsibility to notify Kids' Company staff if their child will not be attending on a regularly contracted day. The school office does not share absences/changes to schedules with Kids' Co. If a staff needs to call a parent, seek out that child's teacher, or be informed by the school office for verification of a child's absence on a contracted day, a \$10 search fee will be automatically charged to your account for the 1st—3rd time and after that it will be a \$20 search fee. Please contact the site by phone or email before 2:00 on a contracted day to avoid a search fee.

Authorized Pick-Ups

Kids' Company will not release a child to anyone who is not listed as an "authorized pick-up". Parents/guardians add these individuals upon registration. All individuals that are listed as authorized pick-ups should be prepared to show a picture ID until the individual becomes familiar to staff, this includes a child's parent/guardian. If an individual is picking up that is not listed as an authorized pick-up, please call or email to inform Kids' Company staff of the change. Safety is our number one concern.

Court Orders

Kids' Company is obligated to release children to either parent unless otherwise informed by a court order. A copy of the court order should be provided by the family to the Site Supervisor, staff will follow the custody arrangements outlined in the court order provided. Kids' Company will not be involved in custody or parenting time disputes between parents. We will not keep track of each parent's "parenting schedule" and who has physical custody on a given day.



ENROLLMENT AND REGISTRATION

Registration

Registration is available through the Community Education registration site. You need to register your child for each new session (School Year and Summer), and pay the designated registration fees. Registration fees are non-refundable and due at the time of registration. We require a one week notice for any new contracts if the session is already in process.

Kids' Company reserves the right to delay enrollment due to the following conditions:

- The need to increase staffing
- The need to obtain additional information about the student
- Non-payment of previous Kids' Company contracts

Change to Contract/Withdrawal

Kids' Company requires a one week notice for any contract changes and a two week notice for withdrawal. These changes should be emailed to the Program Supervisor, Site Supervisor or the Billing Specialist.

Program Dismissal

Kids' Company staff reserves the right to terminate or deny a contract for childcare services due to:

- Non-payment of Kids' company charges
- Parent/guardian's inability to follow the Kids' Company policies and procedures
- Child's inability to follow the Kids' Company behavior plan.

Scheduled School Closure Day Registration

Scheduled School closure day sign ups will be available ahead of each non-school day. You must register your child as either attending or not attending even if it is not a regular contracted day. No changes/cancellations will be accepted after the School closure day registration deadline. Children who are dropped off and NOT registered for care will be allowed to stay if space is available. A \$10 Non-Sign Up Fee will be charged to your account in addition to the day fee.

FINANCIAL POLICIES

Tuition charged is based on your contracted schedule. If your child does not attend on a day which you have contracted, you will still be billed for the day.

Payment Schedule

Payments are due at the end of each week via a payment form, online, or you can submit an Auto Payment form and be automatically billed monthly.

Weekly payments can be made by check or cash along with a Weekly Payment Slip attached and filled out with your CHILD'S FULL NAME, dated with the week you are paying. You can also pay using your online account.

Auto payments are put through on the 8th of each month for the previous month.

Billing Disputes

If there is a dispute over charges, contact the Billing Specialist within 2 weeks of the billing date. If no contact has been made within the 2 weeks of the billing statement, the charges will stand.

Compensation (Comp/Vacation) Days (School Year)

With your Kids' Company contract you receive Compensation (Comp/vacation) Days. These days can be used on days that your child does not attend Kids' Company due to illness or vacation. The amount of compensation days depends on your number of contracted days for the school year.

- 5 day contracts receive 15 Compensation Days
- 4 Day contracts receive 12 Compensation Days
- 3 Day contracts receive 9 Compensation Days
- 2 Day contracts (preschool only) receive 6 Compensation Days

Compensation days do not carry into other sessions.

Please note the following policies regarding Compensation Days:

- When your allotted days have been used, payment is required for any additional absences.
- If your contract is started or withdrawn during a current session your compensation days will be prorated.
- It is your responsibility to request for a compensation day via a payment form or through an email to your child's site or to the Billing Specialist. If notice is not given, full tuition will be charged.

Late Pick Up Fees

WEC Kids' Company (PreK) closes promptly at 5:45 pm

Kids' Company closes promptly at 6:15pm

Families that arrive after our closing times will be charged as follows:

- If you are late 1-3 times \$1 per minute per child.
- 4-6 late pick ups, the fee is \$2 per minute per child

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- After 7 late pickups, your childcare contract will be terminated.

The fee is paid directly to the Lead staff on duty. If late fee is not paid by your next contracted day, an additional \$10 late fee will be charged for each additional contracted day until late fee has been paid.

If you have an emergency and will be late, please notify the staff by phone or email (late fee will still apply).

- If a parent/guardian or emergency contact has not been reached within 30 mins of closing time, staff will contact the local police.

Flex Spending Accounts

The Federal Tax ID number is 41-6000476. If you have a flex spending account and require a signature from the care provider, please contact your Site Supervisor.

Tax Statements

Tax statements can be viewed and printed online.

Financial Assistance

We are unable to accept childcare assistance payments through the Minnesota Child Care Assistance Program. Kids' Company does offer a limited number of scholarships.

Emergency Closings

If early dismissal occurs on a day when your child is not contracted to attend Kids' Company, they will be sent home according to the instructions you have given to the school and filled out on the school release forms. Please talk to your children about alternative arrangements in the event of school closing and inform your school and Kids' Company of these arrangements.

Please remember that unique situations may arise, so if at any time that you are unsure if we are open please consult our website at www.isd110.org. We will update these resources as soon as we receive the information from the District.

MEDICAL AND ILLNESS INFORMATION

Allergies/Chronic Health Conditions

Parents/guardians are responsible for reporting all allergies, health conditions and special needs that impact your child's health, well-being, or involvement in activities at the time of enrollment. If your child has a medical condition that requires an action plan, the plan and any needed medication must be given to your child's Site Supervisor prior to their first day of Kids' Company. Parents/guardians are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

Medications

Kids' Company does not have a registered nurse on staff, but we are able to administer prescription medications that are in their original prescription bottle, we will not crush or cut pills. A Medication Permission Form must also be filled out and signed by the parent/guardian in order for a staff member to administer medication. Kids' Company staff can also administer over-the-counter medication such as Tylenol, Benadryl, and cough drops only after the parent/guardian has filled out and signed the Medication Permission Form. All medication, including cough drops, are to be given to the Kids' Company staff. Children are not allowed to keep medicines with them in their backpacks.

Illness

For the health and safety of all children in our program, please do not send your child to Kids' Company if they are ill. If your child appears ill while at Kids' Company we will take their temperature to determine the next steps. If their temperature is 100 degrees or above, the staff will contact the parent/guardian and your child will need to be picked up. If the parent/guardian is not able to pick up the child within a reasonable amount of time, then an emergency person will be contacted next to pick up the child.

Children are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

- Fever of 100 degrees Fahrenheit or higher before fever reducing medication. The child cannot return to Kids' Company until they are symptom free without fever reducing medication for 24 hours
- Any respiratory symptoms associated with Influenza, Covid-19 or bacterial pneumonia. A child may not return to Kids' Company until they have been on antibiotics for 24 hours or a doctor's note has been received stating that they are no longer contagious.
- Vomiting. The child cannot return to Kids' Company until they are symptom free for 24 hours.
- Uncontrolled Diarrhea. The child cannot return to Kids' Company until they are symptom

free for 24 hours.

- Mouth sores with drooling
- Unexplained rash or rash that is associated with a fever.
- A Bacterial Infection such as strep throat, impetigo. The child cannot return to Kids' Company until they have been on antibiotics for 24 hours.
- Contagious conditions such as scabies, chicken pox, ringworm, hand foot and mouth disease, impetigo, pink eye, pinworm. A child may not return to Kids' Company until they have been on antibiotics for 24 hours or a doctor's note has been received stating that they are no longer contagious.
- Head lice-presence of lice or lice eggs/nits. The child cannot return until treatment has been administered and there are no eggs or nits.

First Aid & Accident Reports

Kids' Company staff are certified in First Aid, CPR and concussion training.

In the case of an injury, basic first aid will be administered. Any time first aid is administered parents/guardians will receive a notification via an Accident Report. The report will include how the child got injured, where they were when the injury occurred, and what steps were taken to care for the injury.

If a serious injury should occur, the staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist. In case of emergency, Kids' Co will call 911, perform immediate First Aid and contact parents/guardians at the first opportunity. A staff will accompany the child to the hospital and stay until the parent arrives if emergency medical transportation is required. Expenses incurred will be the responsibility of the family.



BEHAVIOR EXPECTATIONS

Working with groups of children, we are often faced with the task of managing behaviors that may occur when children are in group settings. Kids' Company strives to maintain a positive approach to managing children's behavior at all times. Team members establish and enforce clear and consistent limits and expectations for appropriate behavior. Team members deal with inappropriate behavior through various techniques including modeling, distraction and redirection, adjusting the environment, cooperative problem solving and removal of the activity/area as a last resort.

Program Expectations

All children, staff and parents should be following the core values of Kids' Company: Caring, Honesty, Respect, and Responsibility. In addition to following the values, program expectations are:

- Follow directions
- Respect self, others and property
- Use appropriate verbal and body language
- Keep your hands and feet to yourself
- Stay with the group

Behavior Management Process

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

Reasoning: Efforts to help the child understand the inappropriateness of their actions and agree to an alternate form of behavior.

Preschool Behavior Management Process:

Please see the WEC Preschool section

Kindergarten- 5th Grade Physical Incidents:

Redirection: When reasoning has been pursued and behavior has not changed, the child will be redirected to another space or activity.

Take a Break: If reasoning and redirection do not change the inappropriate behavior, the child will be asked to sit and take a break for a decided amount of time.

Written Behavior Notice: This form is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. The staff and the child will discuss ways to guide the child to make positive choices.

Suspension for Inappropriate Behavior: In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines.

Removal from the Program: If the above process has not resulted in corrected behavior as outlined in our Behavior Policy, the child will be removed from the program.

****Kids' Company reserves the right to bypass the above behavior steps at any time and remove a***

child if the inappropriate behavior warrants.

K-5th Grade Behavior Guidelines:

- When a child misbehaves (does not listen, does not clean up when asked, name calling) they will receive a warning from staff and will be redirected to a different activity.
- When a child misbehaves a second time in one day, the child receives a 5 min. break.
- When a child misbehaves a third time in one day, 10 min. a break will be given in an isolated area. The parents will be notified and the child may be asked to sit out from an activity.
- When a child misbehaves a fourth time in one day, a call is made to the parents to come and pick up their child from the program immediately. The child is also suspended for the remainder of that day, plus one contracted day.

Physical Behavior Management Process

Physical Incident is defined as a child acting out aggressively, with the intent of harm toward another student or staff. This can include, but is not limited to, hitting, kicking and spitting.

Preschool Physical Incidents:

Please see the WEC Preschool section

Kindergarten- 5th Grade Physical Incidents:

- 1st Incident: A call is made to the parents immediately. The child is then placed in an isolated area for 10 minutes.
- 2nd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus one contracted day. A meeting with the Site Supervisor, parent and child will be set up.
- 3rd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus five contracted days.
- 4th Incident: A call is made to the parents immediately and the child will be suspended from the program for a minimum of one year from the date of incident. Re-enrollment after one year may be possible pending the following:
 - Space Availability
 - Kids' Company account is current
 - First week fee and registration fee is paid in advance
 - A satisfactory meeting with the parent, child and the Site Supervisor
 - Approval by Kids' Company staff

Physicals on file expire at one year from date written.

Payment must still be made when the child is suspended. You may choose to use Compensation Days.

Behavior Reports

If your child exhibited behavior that was inappropriate while in Kids' Company, our staff will fill out a behavior report regarding the incident.

Leaving the Premises

If your child leaves Kids' Company's location or group without permission, the staff will make every effort to locate the child without neglecting the other children at the site. If the child is not located, the parents will be called. If the parent cannot be contacted, Kids' Company staff will contact the child's emergency contacts. The Police Department may also be contacted.

Due to the seriousness of the situation, consequences are as follows:

- 1st Incident: Immediate pick up and suspended for 1 contracted day
- 2nd Incident: Immediate pick up and suspension for 5 contracted days
- 3rd Incident: Immediate pick up and suspension from the program for a minimum of 1 year from the date of incident.



WEC PRESCHOOL KIDS COMPANY

Drop off/Pick Up Procedure

WEC Kids' Company has a cell phone that is used for drop off and pick up. When you arrive to drop off or pick up please call or text the number posted on our entry door.

Late Pick Up Fees

WEC Kids' Company closes promptly at 5:45pm Families that arrive after 5:45 pm will be charged as follows:

- If you are late 1-3 times \$1 per minute per child.
- 4-6 late pick ups, the fee is \$2 per minute per child
- After 7 late pickups, your childcare contract will be terminated.

The fee is paid directly to the Lead staff on duty. If late fee is not paid by your next contracted day, an additional \$10 late fee will be charged for each additional contracted day until late fee has been paid.

If you have an emergency and will be late, please notify the staff by phone or email (late fee still applies).

- If a parent/guardian or emergency contact has not been reached within 30 mins of closing time, staff will contact the local police.

Scheduled School Closure Day

Location of Scheduled School Closure Days are based on the number of children signed up to attend. If numbers are low, we will be located at the same elementary school that the K-5th are located at those days.

Toileting Skills/Policy

Children must be potty-trained and able to use the toilet independently. This means being able to recognize and communicate to a staff member the urge to go to the bathroom, use the toilet, clean themselves to the extent needed, and get dressed independently. We understand that some of these skills will still need to be practiced at school and reminders given. If a child is having frequent accidents or is unable to independently use the bathroom, we may need to pause care for that student. All accidents are documented and count towards the Kids' Company Potty Policy.

- If a child has 5 or more accidents in a one month span they will be deemed ineligible for the program.

If it is determined that care needs to be paused, the length of the pause will be decided based on each unique situation.

Special Needs

Please notify us of your child's needs prior to enrollment so we can work to determine if we can provide reasonable accommodations within the existing program for them. While Kids' Company is housed in the schools, we do not receive additional support services for our programs. For more details see the Inclusion portion of our handbook.

Day to Day Details

Appropriate Dress

Children should wear comfortable clothing that allows for participation in all activities. Tennis shoes are required to play in the gym and preferred for warm weather outdoor play. Weather permitting, outdoor play is a part of every day, every season. Plan accordingly with appropriate clothing, outdoor gear, and footwear for each season.

Preschool Rest Time

Rest time is from 12:00pm - 1:30pm, and is offered to all families. If you would like your child to nap, please let the staff know. If they lay down to nap and are still awake after 30 minutes we will send the child back out with the group.

If your child isn't napping we still take a 30 minute break to relax. The staff will put on an age appropriate short 20 min show, allowing the children to relax.

Lunch/Snacks

Cafe' 110 caters a hot lunch to Kids' Company every day that ISD110 is in session. The menu is located on the ISD110.org website under Cafe' 110.

Each child needs to bring a healthy am & pm snack to Kids' Company each day they attend. You are welcome to send snacks in bulk and we will store them with your child's name and let you know when they are running low.

Behavior Guidance

Pyramid Model:

Pyramid Model provides strategies to support children in their social/emotional development. We embed strategies into our everyday routines, which support the success of each child while in our care. It is our goal to equip children with the tools they need to recognize and name emotions, appropriately express those emotions, and regulate their bodies when they are experiencing big emotions.

The model consists of 3-tiers:

- **TIER I:** building positive relationships: with students, parents and staff and creating supportive environments
- **TIER II:** Social Emotional Teaching strategies: includes large group instruction along with targeted instruction for children at risk (includes the social skills curriculum that is

part of the program)

- **TIER III:** Individualized Intensive Intervention: planned support provided by classroom staff, behavior specialists, parents, and other qualified staff designated to help.

Behavior Plan:

Kids' Company is committed to providing a positive and safe environment for all children. Staff work to establish clear and consistent limits and expectations for appropriate behavior. Program staff encourage and teach children to understand behavior and related consequences. Staff help children develop safe and appropriate ways of expressing their feelings and interacting with staff and other children through strategies offered by the Pyramid Model. One of these Strategies is using the "Problem Solving Kit", this kit helps teach children to recognize a situation as a problem and then try different solutions, via visuals in our room and staff support.

In the case that inappropriate behavior occurs the following actions will be taken:

1. **Warning:** Staff will give the child a verbal/visual reminder of the rule and or appropriate behavior. Behavior that threatens the safety of others will result in a separation from the group or area without a warning.
2. **Redirection:** If the inappropriate behavior continues to be displayed the child will be directed by a staff member to a new activity or program area.
3. **Cooperative Behavior Modification:** When calm, the child will be invited to talk with a staff member about what happened and what alternative actions the child could have used. The child will return to the activity after concluding the debriefing of the undesired behavior.
4. **Parent Notification:** Parents/Guardians will be informed of the incident by phone, email or with a written Incident Report when the child is picked up.

If the behavior is not resolved with steps 1-3 of the Behavior Plan, parents/guardians may be contacted and asked to pick up their child. Continued incidents may require a conference with the family to create a plan of action to resolve the behavior concerns. Termination of childcare may occur if a child exhibits challenging behaviors and the interventions for behavior modification have not been successful. The dismissal will be given to parents/guardian in writing with a one week notice.

SUMMER KIDS' COMPANY (June Through August)

Location

The Kids' Company summer site for all preschool aged children is at the WEC location. The Kids' Company summer site for all K-6 students is at one location for all ages. This site may change year to year due to the volume of students and community needs during the summer.

Registration

Registration is available through the Community Education registration site. You need to register your child for each new session (School Year and Summer), and pay the designated registration fees. Registration fees are non-refundable and due at the time of registration. We require a one week notice for any new contracts if the session is already in process.

Kids' Company reserves the right to delay enrollment due to the following conditions:

- The need to increase staffing
- The need to obtain additional information about the student
- Non-payment of previous Kids' Company contracts

Children registered for the summer program must begin the first day or request a comp day. Summer child care contracts are available in 3, 4 or 5 days a week contract.

Your school year account must be current and all fees need to be paid before your child can attend Summer Kids' Company.

Days and hours:

Monday - Friday 6:00 am - 6:15 pm

Closed June 19th & July 4th

Drop off and Pick up

Drop off and pick up information varies upon the site we are at in the summer, this info is available via the parent meeting that happens prior to the start date.

Express Check in happens from 7:00am-8:15am daily.

On field trip days, please drop off your child at the summer site at least ½ hour before the trip is scheduled to leave.

Late Pick Up Fees

Kids' Company closes promptly at 6:15pm

Families that arrive after our closing times will be charged as follows:

- If you are late 1-3 times \$1 per minute per child.
- 4-6 late pick ups, the fee is \$2 per minute per child
- After 7 late pickups, your childcare contract will be terminated.

The fee is paid directly to the Lead staff on duty. If late fee is not paid by your next contracted day, an additional \$10 late fee will be charged for each additional contracted day until late fee has been paid.

If you have an emergency and will be late, please notify the staff by phone or email (late fee still applies).

- If a parent/guardian or emergency contact has not been reached within 30 mins of closing time, staff will contact the local police.

The Verge

The Verge is a part of Kids' Company meant for 5th and 6th graders. This program holds no contracts, so you pay as your child attends. The Verge students also have a bit more freedom such as signing themselves in and out and by leading the planning of activities that will happen over the summer.

Summer Compensation (Comp/Vacation) Days

With your Kids' Company contract you receive Compensation (Comp/vacation) Days. These days can be used on days that your child does not attend Kids' Company due to illness or vacation. The amount of compensation days depends on your contract.

- 5 day contracts receive 5 Compensation Days
- 4 Day contracts receive 4 Compensation Days
- 3 Day contracts receive 3 Compensation Days

Compensation days do not carry into other sessions.

Please note the following policies regarding Compensation Days:

- When your allotted days have been used, payment is required for any additional absences.
- If your contract is started or withdrawn during a current session your compensation days will be prorated.
- It is your responsibility to request for a compensation day via a payment form or through an email to your child's site or to the Billing Specialist. If notice is not given, full tuition will be charged.

Typical Daily Schedule

Listed is an outline of a basic schedule but also subject to change based on the daily activity. Refer to the summer activities calendar for the most accurate schedule of the day.

Monday-Thursday

6:00-9:00 drop off and table games/ gym and playground

9:00-9:30 groups gather for attendance

9:30-9:45 snack

9:45-12:00 enrichment activities

12:00-1:00 lunch

1:00-1:30 brain break

1:30-4:00 Parks/on-site activities (water day, Wheels day, etc)
4:00-6:15 group spaces activity

Friday...Subject to change based on the trip location
6:00-8:00 drop off and table games/ gym and playground
8:00-8:30 groups gather for attendance
8:30-9:00 snack
9:00-2:00 field trip
2:00-1:30 brain break
1:30-4:00 staff planned activities
4:00-6:15 group spaces activity

Community Education Classes

Families are welcome and encouraged to sign your child(ren) up to attend classes through Community Education. Kids' Company staff will walk them to their class if they are in the same building or within walking distance. This request can be done via a camp form, located on the Kids' Company site. The camp forms need to be turned in 2 weeks prior to the start of the class to guarantee your child attendance. If the class is on a field trip day we will not be able to bring your child to their class.

You will still be responsible for your daily Kids' Company tuition if your child attends the class during programming time.

Summer Breakfast and Lunch

At registration you have the option to register for a contract with Snack and Lunch or a contract without Snack and Lunch. Cafe' 110 staff will be on-site daily to make a hot lunch and an alternative lunch option each day. The menu will be emailed to you at the beginning of the summer program and is also located on the Kids' Company section of the ISD110 website. If there is a change to the menu an email will be sent to families. But it is also subject to change without notice.

If your child isn't signed up for the lunch/snack option they need to bring a morning snack, lunch and an afternoon snack. Refrigeration & Microwave use is not available. If your child forgets a snack or lunch there will be a \$7.00 charge billed to your account.

Friday Field Trips

Field Trips are scheduled on Fridays during the summer program. Field trip costs are billed to your account. On field trip days, please drop off your child at the summer site at least ½ hour before the trip is scheduled to leave.

Sunscreen/Insect Repellent

Sunscreen is required to be worn anytime your child is outside. Please send a bottle of liquid sunscreen (please no spray) labeled with your child's name. Site staff are not allowed to help children apply the sunscreen, but encourage buddy help and staff are there to supervise and ensure accurate coverage. Insect repellent is optional.

Please apply sunscreen to your child prior to arriving to Kids' Company

WHO TO CONTACT

Process for Addressing a Concern

For concerns that would like to be addressed. Please follow the following protocol:

1. Contact your students' lead instructor.
2. If the concern is not addressed to your satisfaction, contact the site supervisor of the building your child attends Kids' Company
3. If the concern is still not addressed to your satisfaction, contact the supervisor of the Kids' Company program.
4. If the concern is still not addressed to your satisfaction, contact the community education director.
5. If the concern is still not addressed to your satisfaction, contact the school superintendent.
6. Finally if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

LOCATIONS AND CONTACT INFORMATION:

Building Site Supervisors

Bayview Kids' Company

Ashley Karels
952-442-0614
akarels@isd110.org

Laketown Elementary

Sommer Poehler
952-442-0667
spoehler@isd110.org

Southview Elementary

Yanet Rosales
952-442-0627
yrosales@isd110.org

WEC Preschool Kids' Company

Rhonda Bjerke
952-442-0600 X6117
rbjerke@isd110.org

Program Supervisor

Jenny Merritt
952-442-0618
jmerritt@isd110.org

Community Education Director

Steven Jensen
952-442-0615
sjensen@isd110.org

Kids' Company Billing

Patty Karels
952-442-0686
pkarels@isd110.org