



KIDS' COMPANY PARENT HANDBOOK

Learning-Leading-Linking

Welcome

We are pleased that you have selected our program for your family! The team at Kids' Company hopes your child's experience with us is a positive one. We all share a common goal-to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships, and have FUN!

The policies outlined in this handbook are what you may expect from Kids' Company Preschool and School Aged Care Programs and what the team members expect from you in return. In order for your child's experience to be rewarding, we all need to work together!

We hope this handbook is helpful. Please take the time to become familiar with the policies procedures of Kids' Company.

Our program focuses on respect, creativity, safety, friendship and fun! We welcome you and your child to our program.

Sincerely,

Jennifer Merritt

Kids' Company Program Supervisor

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Mission and Goals

Kids' Company's Vision

Our focus is to offer a place where children will have fun, be challenged, build relationships and feel a sense of belonging while fostering a sense of self.

Our goal is to build a strong community through our children

Important Phone Numbers

Community Education
952-442-0610

Program Supervisor
952-442-0618

Billing Specialist
952-442-0686

Our Mission

- Providing quality, affordable care for your children is not just a business to us. It is our mission – a vital part of our commitment to the community. It is an approach that includes unique programs to make sure kids stay motivated – intellectually, socially, emotionally and physically.
- 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!

Program Goals

Kids' Company Staff will seek to:

- Create a safe atmosphere of learning that helps develop self-confidence and builds character through promoting the values of caring, honesty, respect, and responsibility.
- Help each child develop relationships with others and learn to work together in a cooperative manner.
- Use activities that support child-centered and child-directed activities.
- Create an environment where team members are partners with parents and other caregivers, working together to help kids grow up healthy, happy and strong.

Registration and Enrollment Options

To view your online account:

Go to: <http://waconia.registryinsight.com/>

Click on the "My Account" tab

Enter your ID and Password

Under "My Account", click on "Schedule"

Click on the "Start Date" of the class you would like to review

School Year Registration

- There are two different sessions of Kids' Company every year-School Year and Summer. Families must fill out separate registration forms for School Year Care and Summer Care.
- Registration forms can be found on the Kids' Company website, or at the Community Education Office. All forms MUST be completed and turned

into the Community Ed Office prior to your child being eligible to start the program.

- During the school year, families must contract for a minimum of 3 days per week for K-5th grade and 2 days per week for Pre-K.
- To withdraw from the program, you must give a 2 week notice and contact the Program Supervisor in writing (jmerritt@isd110.org).
- Your charges start the first day of the new session.

Kids' Company Site Options

- Kids' Company is open for Before School care from 6:00-8:00 AM and After School care from 2:40-6:15 PM at Bayview, Southview and Laketown Elementary Schools.
- Our St. Boni location is open for After School Care only at this time. Children are bused over from Laketown Elementary.
- Our Preschool site at the Waconia Enrichment Center is open from 6:00 AM-6:15 PM daily.

Site Contact Information

Bayview 952-442-0614

bvkidsco@isd110.org

Laketown 952-442-0667

ltkidsco@isd110.org

Southview 952-442-0627

svkidsco@isd110.org

Pre-K 952-442-0649

dokidsco@isd110.org

St. Boni 763-458-5217

sbkidsco@isd110.org

Payment and Compensation Days

Kids' Company Payments

- 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.
- Payments are due at the end of each week, or you can submit an Auto Pay form to 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
- The rate for summer and non-school days are for full days. We do not have half day rates.
- Please contact the Program Supervisor for information regarding financial assistance.

Billing Disputes:

If there is a dispute over charges, contact the Billing Specialist within 2 weeks of the billing date. If no contact is made within 2 weeks of the billing statement, the charges will stand no future appeals regarding those dates disputed.

Billing Specialist Contact Info:

Patty Karels

pkarels@isd110.org

952-442-0686

If you are unable to make your payment by the due date, call the Billing Specialist as soon as possible to discuss payment arrangements. If no payment or contact is made within 10 days of the due date, childcare may be terminated. Until the account is in good standing, you will be unable to register for any Community Ed camp or class.

Compensation (Comp) Days

- The amount of Comp days depends on your number of contracted days for the school year. For the summer, you will earn one contracted week worth of comp time. For the school year, you will earn 3 weeks' worth. Comp days do not carry into other sessions.
- A request for a comp day must be indicated on the payment form. If notice is not given, full tuition will be charged. You can also email the Billing Specialist to request a comp day.

Planning for Each Day

What to Bring

- Healthy afternoon snack
- Water bottle (optional)
- Appropriate indoor and outdoor clothing.
- Home lunch ****NON SCHOOL DAYS ONLY****

Dress Appropriately

Please consider the weather before your child leaves home every morning and remember that the weather can change quickly. Appropriate footwear and clothing will help your child enjoy a more comfortable day. Clothing should be identified with the child's first and last name on it. A lost and found box will be kept in each Main Room

What NOT to Bring

- Cell Phone/Electronics
- Games
- Valuables
- Money
- Candy/Pop

Every day at Kids' Co...

We will do our best to ensure the safety of your child's belongings; however, we do ask that you please not send any unnecessary items with them. Kids' Company will not take responsibility or be held liable for lost, stolen or damaged items. Please do not send items of value from home with your child.

Kids' Company provides the majority of supplies your child will need while in our care. It is a good idea to have an extra pair of clothes supplied in your child's backpack and to have the appropriate indoor and outdoor clothing.

Outdoor Play

Outdoor play is an important part of your child's day. We believe it is vital for the total health of a child. We will be going outdoors every day, weather permitting. All children who are well enough to be at the program are expected to participate in outdoor activities. We will typically go outdoors if the temperature is above 0 degrees F. In hot weather, general precautions will be taken in determining appropriate outdoor time.

Safety and Security

Child Protection

- At the time of enrollment, Kids' Company must be provided with names and phone numbers of persons authorized to pick up their child, including all legal guardians. Please inform the staff at your child's site if someone other than those on the authorized list will be picking up your child. Please remind anyone picking up your child to bring their ID as staff will not be able to release the child until their identity is verified.
- If there is a non-custodial parent or court ordered custody agreement, Kids' Company will need a copy of the legal document in order to carry out the legality of the agreement/court order.
- All staff are mandated reporters.

Sign In/Out

For the safety of each child, Kids' Co requires that a parent/guardian sign their child in and out of the program daily with both the time of sign out and their signature. There is a \$5 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.

Search Fee

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. Please contact the site by phone or email before 2:15 on a contracted day to avoid a search fee.

Late Pick Up

Children must be picked up by 6:15. The fee for a late pick up is \$1 per minute per child if you are late 1-3 times. After 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 you have an emergency and will be late, please notify the staff by phone or email. If you do not pick up your child and you and your emergency contacts cannot be reached, the police may be called to pick up your child.

Communication

Parent Communication

Parents are encouraged to communicate openly with Kids' Co staff about the program and their child. Staff will make an effort to communicate with parents/guardians on a daily basis about upcoming activities, child's behavior or any program changes. Each child has a family folder for parents to check on a regular basis that will have calendars or notes from the Kids' Co Team.

Rotating Schedules

We require families that need a rotating schedule to provide a schedule a week in advance to the Site Supervisor at your child's site. If you are providing your child's school teacher a schedule as well, it is good practice to CC both the teacher and Kids' Company.

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.

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

- Parents/Guardians will conduct themselves in a manner that is consistent with Kids' Company's Core Values of caring, honesty, respect and responsibility.
- 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.
- Parents/Guardians should not be impaired by alcohol or another substance when picking up their child(ren).

Illness, Incidents, and Accidents

If your child does not attend school due to illness or suspension, they are not eligible to be at Kids' Company for that day.

Accidents

If your child has a minor injury, the staff will perform any necessary First Aid and notify you when you pick up your child.

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 immediately. A staff will accompany the child to the hospital and stay until the parent arrives if emergency medical transportation is required.

**All Kids' Co staff is First Aide/
CPR Certified.**

Exclusion of Sick Children

For the health and safety of all children in our program, please do not send your child to Kids' Company if they are ill. Please notify us if your child will not be attending.

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

- Fever– If over 100 degrees
- Respiratory symptoms
- Vomiting
- Uncontrolled Diarrhea
- Mouth sores with drooling
- Unexplained rash
- Eye drainage
- Bacterial Infection such as strep throat
- Contagious illness
- Head lice–presence of lice or lice eggs/nits

Children must be free from these symptoms for at least 24 hours (without the aide of medication for fevers) before returning to Kids' Company.

If your child requires medication while in our care, please fill out the Medication Administration form located on the district website and turn it in to the staff. Children should not keep medicine with them in their backpacks.

The site must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. You are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

Policies

Toilet Accident Policy

In order for children to be eligible for the Kids' Company program, they must be toilet trained.

For preschoolers:

If a child has 10 or more accidents in a one month span they will be deemed ineligible for the program.

For Kindergarten-5th Grade:

If a child has 3 or more accidents in a one month span they will be deemed ineligible for the program.

There is a three month time span from the date of the last accident that the child must be out of the program until they can return, if spots remain available.

Program Access

Kids' Company is committed to providing equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. We celebrate the presence of differences that make each person unique. We intentionally engage and develop all members of the community.

Babysitting

Staff is permitted to accept babysitting jobs outside of Kids' Company hours-there is even a list of babysitters and their phone numbers we can provide you! Please note that a liability form must be completed, signed and turned into the Community Education office before any Kids' Company staff member babysits during non-Kids' Company hours.

Pictures and Social Media

It is against Kids' Company policy for any staff member to take a picture of any child and post it to any form of social media. The only exceptions to this are our Kids' Company Facebook page and Community Ed Publications. Only children with photo consent as indicated on your registration forms will be published on these sites.

If a special event, or fun moment takes place while your child is in our care, staff may take snap shot and send it to you through your email. This will not be shared with anyone but your family.

Behavior

Program Rules

All children, team members and parents should be following the core values of Kids' Company: caring, honesty, respect and responsibility. In addition to following the values, program rules are:

1. Follow Directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your hands and feet to yourself
5. Stay with the group

Behavior Guidance Practices

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.

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.

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. Suspension steps are outlined in our Behavior Policy found on the next page of the handbook.

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 anytime and remove a child if the inappropriate behavior warrants.

Kids' Company Behavior Policy

Preschool through 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. quiet time .
- When a child misbehaves a third time in one day, a 10 min. time out 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.

After each time out, the staff will talk with the child, explain why he/she is sitting out, and suggest what the child could do to avoid further time outs.

Phone Calls

- If two calls for behavior are made within a 2 week period, the child will be suspended from the program for 1 day.
- If 4 or more calls are made within a 3 week period, the child will be suspended for 1 week.
- If 6 or more total calls are made to the parent within a 3 week period, the child will be suspended from the program for a minimum of 1 year. Please see 4th Incident under Physical Incident for re-enrollment criteria.

- **3rd Incident:** Immediate pick up and suspension from the program for a minimum of 1 year from date of incident.

Kindergarten-5th Grade

- **1st Incident:** Suspended for 5 contracted days
- **2nd Incident:** Suspended from the program for a minimum of 1 year from the date of incident.

Leaving the Premises

If your child leaves Kids' Company's location without permission, the staff will make every effort to locate the child without neglecting the other children at the site. If they 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:

Preschool

- **1st Incident:** Immediate pick up and suspended for 1 contracted day
- **2nd Incident:** Immediate pick up and suspension for 5 contracted days

Behavior Policy Continued..

Preschool Physical Incidents

1st and 2nd Incidents: A call is made to the parent immediately. The child is then placed in an isolated area for 10 minutes and a behavior notice will be issued. The child will be redirected to a new activity.

3rd Incident: The parent is notified immediately and the child will be dismissed from the program for the remainder of the day.

4th Incident: The parents is notified immediately and the child will be dismissed from the program for the remainder of the day, plus one contracted day.

5th Incident: The parents is notified immediately and the child will be dismissed from the program for the remainder of the day, plus two contracted days.

6th Incident: The parent is notified immediately and the child will be dismissed from the program for the remainder of the day, plus 5 contracted days. A meeting will then be set up with the Kids' Company Staff, parent and child.

Physical Incidents expire off your child's record after 6 months

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.

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. A meeting with the Site Supervisor, parent and child will be set up.

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 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 and child by the Site Supervisor
- Approval by Kids' Company staff

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

If your child has been suspended from the program for five days and does not receive another physical for one year from the 3rd Incident, physicals on file will expire at the one year point.

Summer Kids' Co and Non-School Days

Summer Care

Kids' Company offers care June through August. 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. Refer to the Summer Registration form and Contract Terms for cost. Kids' Company only has full day contracts. There is no half day rate.

The Kids' Company summer site for all 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. Kids' Company is open Monday-Friday from 6:00 am-6:15 pm.

The weekly rate includes:

- Morning and Afternoon Snacks
- Hot Lunch
- Weekly field trips (local and out of town)
- Endless FUN!

Summer Kids' Company Contact Information

Phone Number: 952-442-0617

Email: cwkidsco@isd110.org

Non-School Day Care

Non-school 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 non-school 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.

All children attending a Non-School Day need to bring with them:

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

Signing up for a non-school 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 non-school days and the summer. 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 weekly fee-they do require additional payment. The payment will be added to your weekly tuition.

Severe Weather and School Closings

Closings, delays, or early closing of Waconia Area Schools are announced on:

- www.waconia.k12.mn.us
- All local news and radio stations
- (952) 442-0640 (weather hotline)

School Closings

Please remember that anytime school is closed or delayed prior to Kids' Company opening for that day we will follow what District #110 is doing. Please read the following situations:

- If District #110 closes school prior to 6:00am Kids' Company will be closed.
- If District #110 announces there will be a two hour delay prior to 6:00 am Kids' Company will open at 8:00 am. -
- If District #110 decides to close after they have announced a two hour delay before 8:00 am Kids' Company will be closed.

Early Dismissal

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 given to the school and filled out on the release forms. Please make sure the same information is given to school and Kids' Company. Please talk to your children about alternative arrangements in the event of school closing and inform your school and Kids' Company of these arrangements. If schools are closed and your child is contracted to be at the St. Boni site, they will need to go to the site located at their school. If your child attends St. Joe's or Trinity, they will attend Bayview.

In regards to payment anytime Kids' Company is closed you are not responsible for your contract and will not be billed for that day.

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.waconia.k12.mn.us or call any of the Kids' Company Sites. We will update these resources as soon as we receive the information from the District.

Kids' Company will be closed on....

- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve and Christmas Day
- New Years Eve and New Years Day
- President's Day
- Good Friday