



KIDS' COMPANY

PRESCHOOL CHILD CARE

Family Handbook

SY 2022-2023



PRESCHOOL CHILD CARE SITES

EDGEWOOD SCHOOL

5304 Westwood Drive SE, Prior Lake | Main Office (952) 226-0950

Kids' Company Site Phone (952) 239-8564

Sara Pasek, Site Leader | [Email Sara](#)

ATTENDANCE LINE

If your child is ill or will be absent during their Kids' Company schedule, please call and leave a voicemail or text the Kids' Company site phone to report your child's absence.

(952) 239-8564

Program staff will only respond to your call or text if requested in the message or if additional information or a follow-up is needed.

For questions related to absences and billing, please refer to page 6 of this handbook or contact the Kids' Company office.

KIDS' COMPANY OFFICE

Located in La ola del lago at Grainwood

5061 Minnesota Street SE | Prior Lake, MN | 55372

Open Monday-Friday | 8am-4pm

For registration, account, or billing questions:

Email Us | Phone (952) 226-0375 | Fax (952) 226-0379

Ashley Kruse, Kids' Company Coordinator

Email Ashley | (952) 226-0378

Marijane Cochnauer, Kids' Company Assistant Coordinator

Email Marijane | (952) 226-0376

Lisa Kraft, Kids' Company Secretary

Email Lisa | (952) 226-0377

QUICK LINKS *click on me!*

Kids' Company Webpage

Kids' Company Preschool Child Care Webpage

Registration (Eleyo)

Account Management (Eleyo)

Eleyo Instructions

Medication Authorization Form

Emergency Action Plan Forms

District Calendars

WHERE CAN I FIND...

Registration Pg 3

Program Hours, Rates, & Fees Pg 4

Accounts & Payment Pg 5

Program Policies Pgs 6-7

What to Expect Pg 8

Inclusion Pg 9

Behavior Guidance Pg 10

Illness, Injuries, & Medical Care Pg 11

Medications at the Program Site Pg 12

Field Trips Pg 13

DISTRICT POLICY INFORMATION

Please read the following document that contains important district policy information:
[Click here](#)

The Kids' Company Preschool Family Handbook is occasionally updated. We recommend families revisit the handbook to acknowledge any program updates or changes. Last updated on 07/21/22.

Photo credit: unsplash.com Sven Brandsma, Kristin Brown, Markus Spiske, Jelleke Vanooteg, Ryan Wallace, Nathan Dumlao, Kelly Sikkema, Sigmund

REGISTRATION

REGISTRATION IN ELEYO

Children must be confirmed in a Circle of Friends class to be eligible for Preschool Child Care. Registration must be completed online in Eleyo. After submitting a registration, you will receive an email indicating that you have successfully submitted a registration. Once your child's registration has been processed, you will receive a second email indicating that your registration has been accepted and your contract has been approved. Please note, outstanding balances must be paid in full before new contracts will be accepted.

REGISTRATION FEE

Registration fees are paid once per season, per contract, and are non-refundable. Payment for these fees are automated and processed when the registration has been accepted.

CONTRACTS

Kids' Company requires a consistent schedule contract. You may choose- two, three, four or five days per week to align with your child's half-day Circle of Friends preschool class schedule. If your child attends Circle of Friends preschool on Monday, Wednesday and Friday, you may select care only on Monday, Wednesday and Friday. You may choose fewer days than your child's preschool schedule, but not more than your child's preschool schedule. You must register your child for child care at their preschool building.

SCHEDULE CHANGES

A schedule change must be submitted online through your Eleyo account.

- Schedule changes are to be entered in Eleyo by an account owner. If you need assistance, please refer to the Eleyo Instructions PDF found on our web page or contact the Kids' Company office.
- A 30-day (calendar day) notice during the school year program is required.
- Must be a minimum of one month in duration.
- Once a schedule change is submitted, Kids' Company will start the approval process. If your schedule change is approved, a Schedule Change Fee will be assessed to the account and the primary owner of the account will receive a confirmation email.

CONTRACT WITHDRAWAL

- If you wish to withdraw your child from the program, please do so online in Eleyo. A 30-day (calendar day) notice is required.
- Tuition will be billed regardless of attendance through the effective date of withdrawal. All outstanding balances, including amounts billed during the notification period, must be paid in full.
- If you wish to re-enroll in the current season, and there is availability to do so, a full, non-refundable registration fee of \$75 per child will be invoiced.

NON-SCHOOL DAYS

Non-school days are offered on some dates during the school year when preschool is not in session.

Prior to the non-school day, information is emailed to all account owners, including the registration deadline. Pre-registration for non-school days is required and done online in Eleyo. Please note, you must register your child(ren) for non-school day care at their assigned school.

Non-school days cannot be removed online. To remove a non-school day for which you have registered, contact the Kids' Company office prior to the registration deadline. No refunds will be provided for illness or cancellation after the deadline.

IMPORTANT DATES 2022-2023 SCHOOL YEAR

Non-School Days

September 6-9 (Tue-Fri)
October 19-21 (Wed-Fri)
November 11 (Fri)
December 7 (Wed)
December 22 (Thu)
December 27-29 (Tue-Thu)
January 16 (Mon)
January 27 (Fri)
February 8 (Wed)
March 15 (Wed)
March 31 (Fri)
April 3-5 (Mon-Wed)
June 5-7 (Mon-Wed)

Closed Days

November 23-25 (Wed-Fri)
December 23 (Fri)
December 26 (Mon)
December 30 (Fri)
January 2 (Mon)
February 20 (Mon)
April 6-7 (Thu-Fri)
May 29 (Mon)

For current rates and fees, please refer to the next page.

PROGRAM HOURS, RATES, & FEES

School Year 2022-23

REGISTRATION FEE | \$75 / contract (non-refundable)

HOURS | 7:00 AM - 5:30 PM

LOCATIONS | Edgewood

NON-SCHOOL DAY RATE | \$52 / day

If a child attends an unregistered non-school day, the total cost for the child to attend is \$75 for non-school days (per child/per day). A tuition adjustment will appear on the next invoice.

REGISTRATION DEADLINE | Mon, August 1, 2022

Please Note! Any registrations submitted after the deadline will be placed on a waitlist. Contracts will be accepted as space and staffing allows.

MONTHLY CHILD CARE TUITION (Circle of Friends tuition is billed separately)

	7 AM - 5:30 PM	7 AM - 1 PM	11:30 AM - 5:30 PM
5-Day	\$1040 / month	\$600 / month	\$600 / month
4-Day	\$832 / month	\$480 / month	\$480 / month
3-Day	\$684 / month	\$420 / month	\$420 / month
2-Day	\$496 / month	\$320 / month	\$320 / month

ADMINISTRATIVE & MISC PROGRAM FEES

Schedule Change Fee: <i>This fee is assessed when a schedule change is processed.</i>	\$20 / change
Declined Payment Fee: <i>This fee is assessed when payment by debit card, credit card, or bank account is declined. There may be a delay in assessing this fee, based on when Kids' Company is notified by the card issuer or bank that a transaction has been declined.</i>	\$25 / transaction
Late Payment Fee: <i>If payment of the weekly invoice is not received by end of day on the invoice due date, a late payment fee will be assessed. The due date is typically a Monday, unless Monday is a holiday, and it is listed on the weekly invoice.</i>	\$10 / invoice
Late Pick-Up Fees: <i>This fee is assessed when a child is picked up after the program closing time, 6:00pm. Late arrival up to 10 mins - \$20; between 11-20 mins - \$40; beyond 20 mins - \$60</i>	\$20-60

ACCOUNTS & PAYMENT

INVOICES

Tuition is based on the schedule entered in Eleyo by the account owner; tuition is not based on attendance. Invoices are processed on the 10th of each month for the following month of care. Account owners will receive an automated email when a monthly invoice has been posted to their account. All accounts are paperless.

Invoice / Payment Schedule	Invoice Date	Payment Due On
September	8/10/22	8/15/22
October	9/10/22	9/15/22
November	10/10/22	10/15/22
December	11/10/22	11/15/22
January	12/10/22	12/15/22
February	1/10/23	1/15/23
March	2/10/23	2/15/23
April	3/10/23	3/15/23
May (includes June's tuition)	4/10/23	4/15/23

PAYMENTS

Payments may be made online by credit card (VISA, Mastercard, Discover, American Express) or checking or savings account, or in person (at the Kids' Company office) by cash, check or money order. Payments will not be accepted at the program site.

Account owners can enroll in auto-pay in their Eleyo account. Full monthly tuition for all auto-pay accounts will be processed on the 10th of each month. Payments are due in full on the 10th of each month. Families are expected to keep their account current. If payment of the monthly invoice is not received by end of day on the invoice due date, a late payment fee will be assessed. Failure to keep an account current may lead to suspension of care until the account balance is paid in full.

In the event that the card holder's payment by debit/credit card or bank account is declined, a Declined Payment Fee will be assessed. There may be a delay in assessment of this fee, based on when Kids' Company is notified by the card issuer/bank that a transaction has been declined.

OUTSTANDING BALANCES

Outstanding balances with Kids' Company are turned over to a collection agency. Families may be allowed to re-enroll once all outstanding tuition and fees are paid. Such accounts must be enrolled in auto pay.

FLEX SPENDING ACCOUNTS & TAX STATEMENTS

The Federal Tax ID number is 41-6007904. Detailed tuition for each child is listed on invoices. If you have a flex spending account and require a signature from the care provider, please contact your Site Leader or the Kids' Company office. Forms may take up to 48 hours to be signed.

TAX STATEMENTS

Tax statements can be viewed and printed online in your Eleyo account. Instructions on how to view statements can be found on our web page under "Eleyo Instructions".

ACCOUNT OWNERS

The adult who sets-up an account is considered the 'account owner'. The account owner is responsible for keeping the account current. Account owners are the only authorized persons with access to account information. Owners can initiate payments and add or remove authorized persons and emergency contacts.

Account owners will receive program information from Kids' Company via email.

Accounts can have multiple owners. Owners are entered into Eleyo during account set up. If you wish to add an additional owner to the account, the existing owner must email the Kids' Company office. Each owner will have their own login credentials.

MULTI-PARTY BILLING

In cases where a child's parents/guardians are in separate households, there are three options for set-up in Eleyo for Kids' Company.

Parents/guardians can choose to:

- 1) To share an account as co-owners
- 2) To have separate accounts
- 3) Or the parent/guardian who is not the account owner could pay online using the Quick Pay feature.

For more information, please go to [Multi-Party Billing Information](#) or call the Kids' Company office 952-226-0375.

FINANCIAL ASSISTANCE

Kids' Company does not offer scholarships or accept childcare assistance payments through CCAP - the Minnesota Child Care Assistance Program.

PICK-UP / DROP-OFF PROCEDURES

Signing In and Out

Policies surrounding child sign-in and sign-out are designed to protect your child. In order to maintain safe practices and accept legal responsibility for your child, you or an authorized adult or sibling over the age of 16 (who have identification) must sign your child in and out each day using the Kids' Company "attendance iPad".

Program staff are required to ask for photo identification from anyone unfamiliar attempting to pick up your child. If a person not authorized attempts to pick up your child, you will be contacted. Staff will only release your child to those authorized on your pick-up list, emergency contacts, local authorities (if necessary) or when granted permission by the account owner.

Children may not sign themselves in or out using the iPad. A person picking-up should only sign out as themselves.

If a staff member is listed as an authorized person on your contract, they may drop-off or pick-up your child, but this must be done outside of their working hours.

LATE PICK-UPS

Kids' Company preschool child care closes at 5:30pm. The digital time on the attendance iPad is the time followed. If you will be arriving after 5:30pm, please notify your child's site staff and make arrangements for an emergency contact or authorized pick-up person to pick-up your child. We ask that you prepare in advance for poor road conditions due to weather.

If a child is signed out after 5:30pm, Kids' Company will assess a late pick up fee. Fees are as follows:

- *Late Arrival up to 10 mins - \$20*
- *Late Arrival between 11-20 mins - \$40*
- *Late Arrival beyond 20 mins - \$60*

If your child is not picked up and you or your emergency contacts cannot be reached after 6:00pm, local authorities may be called to take responsibility for your child.

If you are significantly late to pick up your child more than 3 times, a two-week notice of termination may be given for your Kids' Company contract.

ABSENCES

Tuition is not credited for sick days or other absences. If an illness extends beyond a week, contact the Kids' Company office.

VACATION

Kids' Company does not offer vacation time to families.

AUTHORIZED PICK-UP

Your child's safety is our first priority; Always be prepared to show identification at pick-up.

Authorized pick up persons are listed on the child's contract in Eleyo. If you are the account owner and need to add or remove an authorized person, please log in to Eleyo and make those changes. If you need assistance, instructions on how to update authorized pick-ups can be found on our web page under Eleyo Instructions. If you need further assistance, connect with your child's Site Leader or contact the Kids' Company office.

It is crucial that you periodically review your child's list of authorized pick-ups. Children will be released to listed authorized persons or emergency contact persons.

In an emergency, you may call to inform the site staff if someone other than an authorized person will pick up your child. Identification will be required before releasing your child.

CHILD CUSTODY

If a child's custody has been awarded to one party, or if the child has joint custody terms, official, legal documentation outlining each party's rights must be filed on site and will be followed as it relates to childcare.

If someone previously had legal custodial rights but circumstances have changed, notify the Site Leader. You must provide the program with a legal document that restricts this individual from picking up your child. Kids' Company can not obtain a copy from the school office, it must be provided by the parent/guardian. In the event that an unauthorized person attempts to pick up your child, the Site Leader will contact you immediately.

Kids' Company staff will not serve as a mediator between parties, nor will they be responsible for communicating details of care. This is solely the parent/guardian's responsibility and must be worked out between parental parties.

PROGRAM POLICIES

RELEASE OF INFORMATION

While Kids' Company must obtain and use certain information about participants to plan the best program possible, this need is balanced with the right of privacy for each child and parent/guardian.

- Kids' Company staff will not share or disclose any personal information regarding a child or their family with any unauthorized persons.
- Communication between Kids' Company and other relevant district staff may take place regarding your child to promote his or her success in our program, but only on a need-to-know basis.

MANDATED REPORTING

It is the policy of ISD 719 to fully comply with the Minnesota Statute requiring all school personnel to report suspected child neglect or physical or sexual abuse. All Kids' Company staff are mandated reporters.

TRANSPORTING CHILDREN

Under no circumstance will a Kids' Company staff transport a child in their personal vehicle, this includes emergency situations.

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.

RESPECTFUL COMMUNICATION

It is expected that Kids' Company staff maintain respectful and professional communication with parents, guardians and children during all interactions. In addition, it is expected that families will maintain respectful communication with all program staff.

STAFF SUPERVISION

For safety of staff and children and to provide quality programming, Kids' Company adheres to a staff to child ratio of 1 staff per 10 children. Additional program staff may be assigned if it is determined that extra support is needed.

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.

STAFF IDENTIFICATION

In order to maintain a safe environment for children, families and staff, all adult ISD 719 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.

WEATHER & EMERGENCY CLOSINGS

An automated phone call and email from PLSAS will be relayed to alert families of any weather or emergency-related delayed start, early closing or closing. Information will also be available on the district website.

DELAYED START

Kids' Company will open for care according to the delay. For a two hour late start, Kids' Company will offer child care as follows:

For children enrolled in 7 AM - 5:30 PM
Care will be available from 9 AM - 5:30 PM

For children enrolled in 7 AM - 1 PM
Care will be available from 9 AM - 1 PM

For children enrolled in 11:30 AM - 5:30 PM
Care will be available from 11:30 PM - 5:30 PM

EARLY CLOSING

In the event that the district announces an early closing due to weather or an emergency, the program will deliver a message to account owners (text and email) indicating the program closing time. For safety, families must arrange pick-up by the indicated time in the message. Kids' Company's closing time will be based on the severity of weather or emergent conditions. If you will be arriving after the indicated time, please notify your child's site staff and make arrangements for an emergency contact or authorized pick-up person to pick-up your child.

CLOSING

In the event that the district closes due to severe weather or an emergency, Kids' Company will also close.

Kids' Company will provide tuition credits for the first weather or emergency closing initiated by ISD 719. This credit will be rendered for families with children registered to attend the closed date. Families who have active contracts, but who are not registered to attend on the closed date will not receive a tuition adjustment.

WHAT TO EXPECT

READY FOR PLAY!

Children must be dressed appropriately for both indoor and outdoor activities every day. Children should wear tennis shoes whenever possible. Please pack an extra set of clothes to keep in your child's backpack. Children are encouraged to bring a reusable water bottle.

AM / PM SNACK

A light morning and afternoon snack are provided as a part of your child's tuition. If you intend to regularly send a snack from home, please inform site staff on your child's first day of care. If your child has a food allergy or sensitivity, please connect with your child's Site Leader to discuss. For the safety and equality of children, please do not send any celebratory/seasonal treats from home.

LUNCH

Children will have the option to have a hot lunch or bring lunch from home. More details regarding hot lunch accounts will be available in the fall. Tuition does not include lunch cost. If you intend to regularly send a home lunch, please inform site staff on your child's first day of care. Please note, the program cannot refrigerate or reheat lunch items. If your child has a food allergy or sensitivity, please connect with your child's Site Leader to discuss.

REST TIME

If your child attends morning preschool and is with Kid's Company in the afternoon, your child will have the opportunity to rest. Children are not expected to sleep, but must remain on their individual cot for quiet time. Children may bring a small blanket and security item each day. These items will remain in the child's backpack when it is not rest time.

HANDWASHING

Children and staff will wash hands frequently, including before and after handling or consuming food, after using the restroom, following hands-on activities, following an accident/injury that includes bodily fluids and before and after handling/administering medication.

TOILETING SKILLS

Children need to be fully independent in the bathroom. While we understand accidents happen, we are not a facility licensed to change diapers or pull-ups. If a child has an accident, we can guide them to change their own clothing. If a child has a bowel movement, a parent/guardian will be called and asked to come to the program to change them.

If accidents are a recurring incident, program staff will work with the family to create a reasonable plan for the child. If the accidents continue, Kids' Company may pause care until the issue is resolved. For children with special circumstances or medical needs, the program will make every effort to accommodate them.

SAFE & RESPONSIBLE

NAME TAG TRACKING

During program time, Kids' Company uses a name tag tracking system in addition to the attendance iPad. These name tags stay at the program site to help organize child transitions between program spaces, preschool classrooms, and outdoors. Name tags may be color-coded or have markings that represent varying data for staff use.

Staff are responsible for moving name tags; families do not need to move or collect their child's name tag at pick-up or drop-off.

INSIDE / OUTSIDE GUIDELINES

Children are expected to follow the school building's guidelines including voice levels, walking in the hallway, expected behaviors, respectful conversations, etc. Children are also expected to follow school playground rules.

Neighborhood children and families can share the playground as long as they adhere to school rules and safe play. Safety concerns will be addressed by staff immediately.

USE OF TECHNOLOGY

Technology is used for many E-STEM, educational activities. With direct supervision, children may have access to iPads and participate in interactive SMART board activities..

PERSONAL ITEMS

Items brought from home should be labeled with your child's name. Toys, stuffed animals (not used for rest time), and electronics should be left at home. The program is not responsible for any lost, stolen, or damaged items.

KIDS' COMPANY IS . . .

Program Volume Level - Moderate to loud

Staff to Child Ratio - 1 staff per 10 children

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, pod areas, maker spaces, open and closed-layout classrooms and spaces, 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.

Activities - Hands-on, cooperative play, exploratory, recreational

Kids' Company has limited to no access to:

- LIFESKILLS classrooms, 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 during Kids' Company program hours:

School-day paraprofessionals, special education teachers, case managers, counselors, and nurses

IEPS & 504 PLANS *please share with us!*

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.

Kids' Company is staffed to a 1:10 staff to child ratio. 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.

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.

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 their preschool 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.

SPECIALIZED TRAINING & MEDICAL CARE

If your child's needs require specialized training or medical care that cannot be provided by program staff, Kids' Company will work with ISD 719's District Health Services in an effort to make accommodations. Collaboration between school-day personnel and Kids' Company may be limited or unavailable on non-school days.

BEHAVIOR GUIDANCE

If a child demonstrates behavior that has a negative impact on the child or others in the program, Kids' Company staff will utilize the following strategies:

PREVENTION

Every effort will be made to make reasonable adjustments to the program to accommodate the individual needs of each child. Adjustments may include modification to the child's schedule, altering activity choices, and/or changing staffing arrangements.

POSITIVE REDIRECTION

Staff will encourage the child to self-evaluate their behavior and provide time to identify acceptable and appropriate alternatives to unacceptable behavior. Staff will help the child understand the impact of their behavior on self and others.

SETTING LIMITS

Expectations will be stated in clear, positive language that is appropriate for the child's age and stage of development.

DISRUPTIVE BEHAVIORS

- Behavior which disrupts a staff person from fulfilling their ability to be available for all children.
- Demonstrating lack of self control.
- Blatant disrespect or refusal to follow directions of staff.

INAPPROPRIATE/HARMFUL BEHAVIORS

- Behaviors which directly or indirectly threaten the safety of children or staff, including any form of aggression such as hitting, kicking, biting, pushing, throwing objects, disrespectful language, verbal threats, inappropriate gestures, inappropriate touching, etc.
- Behavior which intentionally causes destruction to property.
- Behavior which disrupts a staff person from fulfilling their ability to be available for all children, including removing self from program space or away from a group without staff approval, demonstrating lack of self control, blatant disrespect or refusal to follow directions.

PROVIDING SUPPORT

In the event of disruptive, inappropriate, or harmful behavior, the child will be given time to de-escalate. If the child shows they are ready to discuss the incident or behavior, staff will attempt to address the behavior and offer a coping strategy. The incident will be documented by staff and communication with the parent/guardian will take place as the incident occurs or following the behavior. Staff will try any reasonable suggested strategies by the parent/guardian and will work as a team to deliver supportive care for the child. If the behavior is severe or becomes repetitive and provided strategies are not working, the Site Leader will request a meeting with the family. At any time, a parent or guardian may be contacted to pick up their child immediately. If called, the child must be picked up within 30 minutes. If staff are unable to reach a parent or guardian, staff will call emergency contacts to arrange for pick-up.

Please note: program staff are not trained to restrain, hold, or lift children.

PROGRAM DISMISSAL

The program may create individualized accommodations and behavior plans for children to allow for greater flexibility and support. Staff will continually evaluate a child's progress and communicate successes, questions and concerns with the family. Children who are unable to adhere to the terms in the Family Handbook or who engage in harmful and/or inappropriate behavior may be suspended and be required to re-enter the program after a formal meeting with the Site Leader and/or program Coordinator(s). Suspension periods will be determined by the Site Leader and Kids' Company Coordinator and/or Assistant Coordinator.

ILLNESS

Kids' Company follows ISD 719's illness policies.

You will be contacted to pick up your child if your child has any of the following symptoms:

- A fever above 100° F
- Vomiting
- Diarrhea
- Any rash that may be disease related or the cause is unknown
- Any open, inflamed or draining skin sores, eyes, or ears

If staff are unable to reach you, staff will call your emergency contacts to arrange for pick-up of your child.

Do not send your child to Kids' Company if they are exhibiting one or more of the symptoms listed above. Do not send your child until treatment for communicable disease has been established for at least 24 hours, and your child is symptom free for 24 hours.

Report any communicable disease to Kids' Company immediately. Parent(s)/guardian(s) will be notified in the case of infectious/communicable diseases according to policies set by ISD 719. More information can be found [here](#).

INJURIES

Injuries come in all shapes and sizes. In an effort to provide the best care possible, Kids' Company adult staff are CPR/First-Aid Certified. Staff are knowledgeable and trained to address injuries quickly and efficiently.

Accident/Incident Reports following all moderate-to-severe accidents and injuries will be completed and filed. To obtain a copy of an Accident/Incident Report, contact your child's Site Leader. Reports and any additional documentation of the incident may be shared with the school Health Office and administrators.

EMERGENCY CARE

If your child requires emergency care, Kids' Company staff will:

- Administer First-Aid and/or CPR, as needed
- Contact emergency services (9-1-1)
- Contact parent(s)/guardian(s). Emergency contacts will be contacted if staff are unable to reach a parent/guardian.

If the injury requires emergency services (9-1-1), a phone call to the parent/guardian will follow the emergency call. If emergency transportation is required for your child, Kids' Company reserves the right to call (9-1-1) without parental approval. If emergency transportation is required for your child, and you are unable to be reached, emergency personnel will determine where your child will be transported. Program staff are not authorized to transport children in personal vehicles.

EMERGENCY CONTACTS

At the time of registration, you are required to enter a minimum of three emergency contacts to be used in the event of an emergency, injury or child illness. It is the account owner's responsibility to ensure their child's emergency contacts are current and the information provided is accurate.

Staff will call the account owner(s) first. If they are unsuccessful in reaching the account owner, they will contact the child's emergency contact persons until they are able to connect with someone.

ALLERGIES + CHRONIC CONDITIONS

When registering in Eleyo, it is the parent/guardian's responsibility to disclose if their child has any medical conditions or food or non-food allergies that may impact the child's health, well-being or involvement in the program.

For the safety of your child, please report any health or condition changes to your child's Site Leader.

EXTREME TEMPERATURES

Program staff will monitor all reports of extreme temperatures and poor air quality warnings. Time outside may be limited when advisory warnings are in effect. Children will not be permitted to go outside when the "feels like" temperature is below -5 or if it is steadily raining. During times of extreme heat, daily schedules and the amount of time spent outside will be at the discretion of the Site Leader and program staff.

SUNSCREEN + BUG REPELLENT

If you would like your child to use sunscreen or bug spray during Kids' Company, you must provide a sunscreen lotion and/or bug spray with your child's name written on the bottle. This product will remain at Kids' Company and will not be transferred to and from your child's preschool class. Your child will be responsible for applying the sunscreen lotion or bug spray, with direct staff supervision.

OVERVIEW

Kids' Company does not have a licensed nurse during program hours to oversee or administer over-the-counter, controlled or life-saving medications. Kids' Company program staff will administer most medications following physician orders and under the direction of parents/guardians. Medications that require specialized training or that fall outside the scope of the program's abilities, may require a parent/guardian to administer or will delay child care until plans can be put in place.

REQUIRED MEDICAL PAPERWORK

Prior to any medication administration, Kids' Company requires copies of medication authorization forms and any related emergency action plans. Medical documents shared with the health office will not be automatically shared with Kids' Company. It is the parent/guardian's responsibility to provide a copy of these documents to the program prior to the child's first day of attendance or as they are prescribed.

Failure to provide all required paperwork prior to your child's first day of scheduled care will delay your child's start date.

Physician Orders

Physician orders with your child's name, name of medication and dosage are required before administering any type of medication.

Emergency Action Plans

If your child is being treated for anaphylaxis, asthma, diabetes or seizures, you will be required to submit an Emergency Action Plan for each condition that applies.

Medication Authorization Form

Written permission from a parent/guardian is required before administering any prescribed or over-the-counter medications.

ANY REQUIRED TRAINING

Any required training to oversee or administer medications or provide special care must be completed prior to the child's first day of child care. Training may be organized in collaboration with PLSAS staff and/or the parent/guardian.

Failure to provide time for program staff to complete any required training will delay your child's start date.

SELF-CARRY MEDICATIONS

Children who are authorized by a physician and parent/guardian to self-carry medications are allowed to do so during program hours. If your child self-carries a medication, please provide a completed Medication Authorization Form to the Kids' Company program prior to or on your child's first day of care.

MEDICATION DOCUMENTATION

Staff will document the date, time and staff who administered your child's medication during their participation in the program. Parents/guardians may request a copy of this documentation at the program site.

IMPORTANT TO KNOW *please read!*

A parent/guardian must drop-off and pick-up medications. Do not send medications in your child's backpack. Failure to provide all medications listed in your child's contract and/or physician's orders will delay your child's start date. Medications will need to be picked-up by a parent/guardian at the end of the school year season.

- The first dose of any medication must be given at home to monitor side effects.
- Prescribed medications must have an original, pharmacy-printed label. Over-the-counter medications must be stored in the original container and labeled with the child's name.
- Program staff cannot crush, cut or alter any medication. Medications will only be given as directed on the label and following physician orders.
- Your child's medications will be stored in a zippered pouch labeled with their name. All medical documentation will be stored with it. Controlled medications will be counted upon arrival and stored in a lock box.
- Medications will not be administered after the expiration date, this includes life-saving medications. In the event of an emergency, (9-1-1) will be called. It is the parent/guardian's responsibility to exchange expired medications.

NO ACCESS TO THE HEALTH OFFICE

Kids' Company does not have access to medications stored in the Health Office. Kids' Company requires a separate supply of medication for program time; it must be stored in its original container. Medications cannot be transferred between the Kids' Company program and PLSAS Health Offices or between Kids' Company program site locations, this includes season to season and on non-school days when sites are combined.

QUICK LINKS *click on me!*

Medication Authorization Form
Emergency Action Plans: Anaphylaxis | Asthma
/ Reactive Airway | Diabetes | Seizure

OVERVIEW

Field trips may be planned on non-school days during the school year. Field trips can include both off-site venues and on-site enrichment opportunities. Experiences often include hands-on activities, team building, interactive demonstrations, recreational events, local exploring and more.

By submitting a Kids' Company contract, permission is granted for a child's participation in field trips.

Information about field trip opportunities and registration will be shared with account owners via email. As the field trip dates grow closer, additional information will be shared with registered families, such as arrival and departure times, activity descriptions, what to expect, etc.

ALL FEES INCLUDED

All field trip fees are included in your tuition; including all entry costs and costs for participation during the trip. Field trips are 'all inclusive' to allow children the same opportunities.

Please do not send money with your child. Children are not permitted to make purchases during the trip and will be asked to leave any money at the program site.

SAFETY & SUPERVISION

- Before departure, Site Leaders will provide instructions and expectations for the field trip. Children will take restroom breaks and collect any items required for travel, i.e. jackets, hats and mittens, water bottles, field trip shirts, etc.
- Children are expected to follow all bus rules. Staff are seated in all areas of the bus, ensuring safety rules are followed and children are making safe choices.
- While on the field trip, children will be placed in small groups with 1-2 staff leaders. Staff to child ratios will be determined by the Site Leader. Ratios will be based on the field trip destination and also dependent on the specific needs of a group.
- Children will always be escorted to public restrooms, accompanied while waiting in lines, and supervised while participating in programs and activities. Children will never be left alone or allowed to break into groups without a leader present.
- Staff will participate alongside children, when appropriate. Supervision will always take priority over staff participation.

CHAPERONES

Chaperone requests should be directed to the Site Leader. Approval to chaperone will be based on the field trip location, number of individuals scheduled to attend and any pre-purchased ticket arrangements.

Background checks are required for all individuals interested in chaperoning. Background checks are completed through ISD 719 and are valid for one year. Any fees incurred are paid for by the individual.

PICK-UP ARRANGEMENTS / LATE ARRIVAL

If you will be picking up or dropping off your child at the field trip location, you must make prior arrangements and coordinate with your child's Site Leader.

If you arrive at school after the announced field trip departure time, your child's participation in the field trip will be dependent on you providing transportation directly to the destination. Care at the school site may not be available until the field trip group returns. Families are responsible for connecting with their child's Site Leader or site staff for approval before leaving their child at the school site or field trip location.

UNSAFE BEHAVIORS

In the event that your child displays unsafe behaviors, is continually disruptive, or takes significant staff attention or time away from other children prior to leaving on the field trip or during the field trip, you may be called to promptly pick up your child. If your child must be picked-up from the program site or field trip location, your child will not be permitted to attend the field trip, participate in any remaining activities at the destination or return to the program site for the remainder of the day.