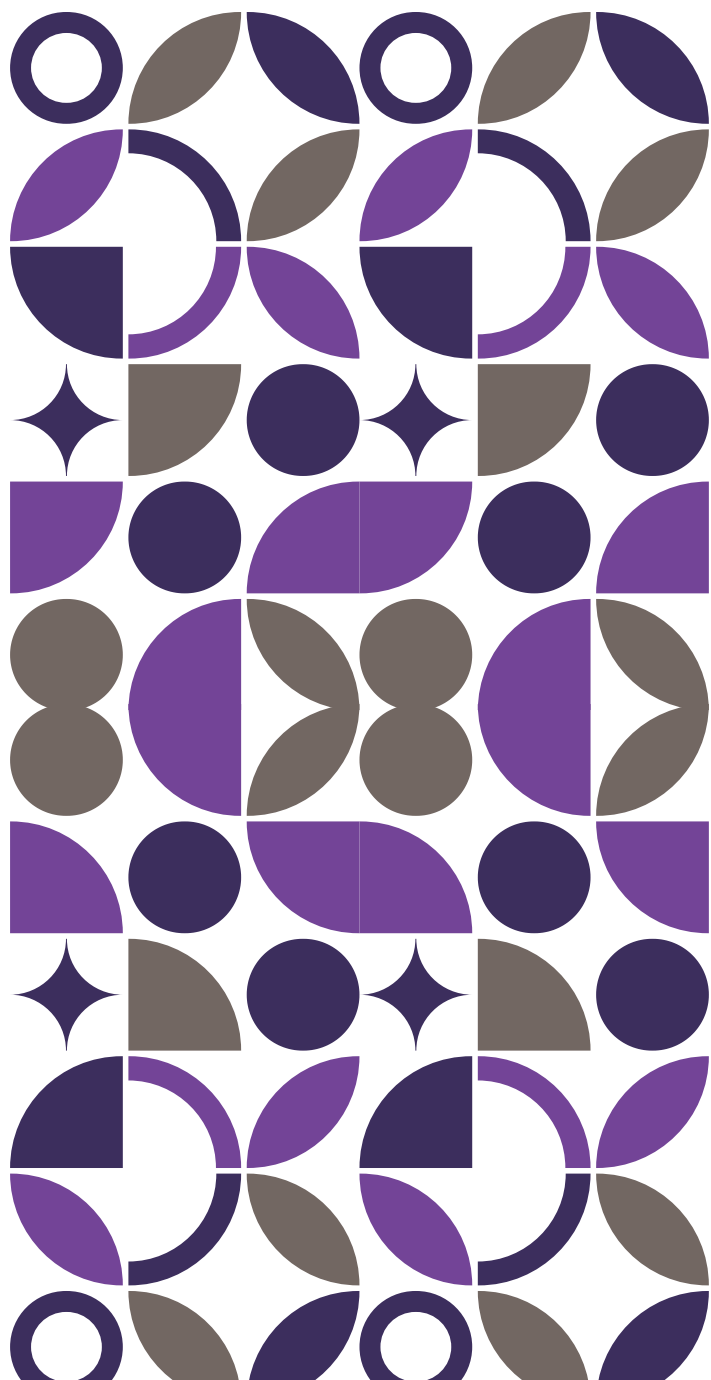


# KidKare



BUFFALO • HANOVER • MONTROSE  
Community Education Childcare Program



## Family Handbook 2026-27

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# Welcome

Thank you for choosing KidKare. This handbook is designed to inform you of our program. Please **read** through it with your child(ren) and use it as a reference for any questions or concerns regarding our program.

KidKare staff strives to provide a quality childcare program. Our aim is to have a program that compliments both the home and the school experiences of each child. In order to achieve this, we have adopted the following goals:

- To provide a secure setting staffed with **caring**, creative, enthusiastic, and committed childcare professionals.
- To encourage the development of respect for self and others, **responsibility**, and feelings of capability in each child.
- To endeavor to meet the social, emotional, psychological, cognitive, and physical needs of each individual child.
- To create an environment that is **enjoyable**, stimulating, and orderly.
- To provide opportunities for each child to experience success and develop a sense of self-worth.
- To offer children a variety of experiences and activities with the chance to discover and pursue new hobbies and interests, and **make new friends**.

## Site Contact Information

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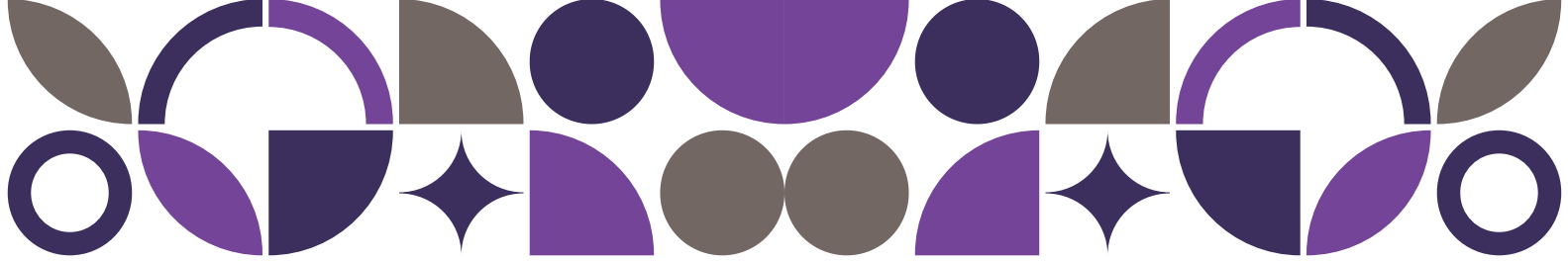
**Ginger Elsenpeter**

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## Staff

KidKare staff are carefully selected for their enjoyment of children, enthusiasm, creativity and sense of responsibility. The safety and well-being of your child is our number one concern. All Site Lead Supervisors and Supervisors are required to participate in ongoing training, in addition to keeping current in CPR and First Aid. All Assistants are 15 years and older. As childcare professionals, all staff are mandated child abuse and neglect reporters, and will report any and all suspected physical, emotional, or sexual abuse or neglect to the proper authorities.





# Programs

## KinderKids (Age 3–5)

Our KinderKids program offers a warm, engaging environment where children grow through theme-based activities that support social-emotional development, academic readiness, creativity, and hands-on exploration.

Care options include: Full day, Before and/or After school for 5 full day Bison Preschool students, and Wrap Around for 2–4 day Bison Preschool students.

## School-Age (Grade K–6)

Our school-Age children can choose from a wide variety of activities, including arts and crafts, hands-on science experiments, outdoor play, gym games, and many other engaging options throughout the day. Our program encourages kids to follow their interests while also trying new things, helping them build confidence and discover what they enjoy most.

With a structured yet flexible environment, children get the support they need to explore, create, problem-solve, and work together. It's a welcoming space where they can develop new skills, express their creativity, and form meaningful friendships along the way. Care options include: Before School, After School, and Early Release Days.

## Non-School Days (Age 3–12)

KidKare is open most non-school weekdays and provides **full day care** for enrolled children. Our dedicated staff plan **engaging activities** to keep kids entertained, learning, and active throughout the day. These special days may also include field trips, special events, or unique projects to enhance the experience. Whether it's a teacher workshop day or holiday break, KidKare is here to support your family's care needs.

**Note:** Families are required to register their child at the site the child regularly attends; alternate sites are not permitted.

## Summer (Age 3–12)

KidKare offers a **full-day** summer program filled with engaging, hands-on experiences that keep kids learning and active. Each week features a new theme with fun, educational activities such as science projects, arts and crafts, outdoor play, and group challenges. Our summer schedule also includes exciting **field trips**, special events, and creative projects that make every week unique and memorable.

With a safe, supportive environment and caring staff, KidKare is a place where children can explore new interests, **build friendships**, and enjoy a summer full of growth, discovery, and fun.





# Hours and Dates of Operation

KidKare is **open** on all elementary school calendar days and most non-school days, Monday – Friday, 6am – 6pm.

The major holidays that KidKare is **closed** are: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Jr. Day, President's Day, and Memorial Day. **Summer** KidKare will start the Wednesday following the last day of school. We will be closed Juneteenth, July 4th and the week before school starts.

KidKare is open on days that school is closed due to **inclement weather**, under the discretion of school administration. If school starts late or closes early, KidKare will be open 6a – 6p. We ask parents to use their best judgment as to picking children up as early as possible during inclement weather. Our staff need to travel home safely as soon as possible.

**Please note:** KidKare may be closed on additional days for staff training or depending on the year and holiday schedules.

## Enrollment

### The following requirements must be met before enrolling your child:

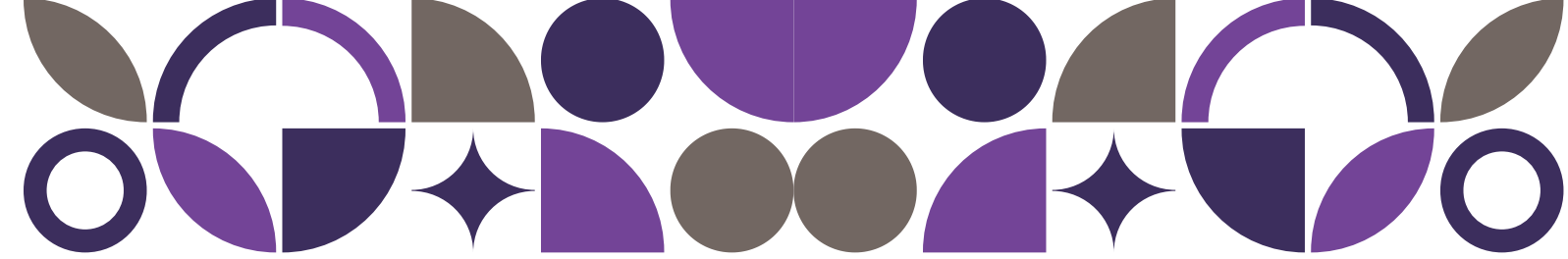
- The child must be between the ages of 3 and 12.
- The child must be fully and independently potty trained (please refer to the bathrooming section).
- Online registration must be submitted and approved.
- The registration fee must be paid, and the account balance must be up to date.
- Any outstanding Community Education program balances must be paid.

### Bathroom Requirements

To attend KidKare, all children must be **fully independent** in the bathroom. This includes the ability to:

- Communicate the need to use the bathroom before it becomes urgent.
- Pull down and pull up their own pants and underwear without assistance.
- Wipe themselves after using the toilet.
- Get on and off the toilet independently.
- Wash and dry their own hands properly.
- Wait to use the bathroom if it is occupied or if we are away from the bathroom (e.g., outside).





## Special Services

KidKare welcomes children of all abilities. Please notify KidKare if your child has a health condition, special need or medical condition that impacts the child's health, well-being or involvement in daily activity. Contact your child's case manager to sign a **"release of information" authorization form** for KidKare so we can communicate with them to get a better understanding of your child's needs. A meeting may be necessary to review your child's needs.

# Registration

Online registration opens once per year for the school year and summer seasons. Each season requires a separate registration. All families, including current KidKare families, **must register each program season, each year**. All registration is done online, through **Eleyo**. Families are not considered fully registered until they've received an email confirmation of administrative approval.

The number of approved registrations are determined on the basis of the number of adult staff-to-child ratios (1 adult:15 K-6 children and 1 adult:10 preschool children) and on maximum group capacity of 20 preschool children and 30 grade K-6 children.

Registrations will be approved until the site has reached staff to student ratio and/or group max. capacity. **Priority is given** as follows: families currently enrolled in KidKare, number of scheduled days, and grade level. You will receive a confirmation email when your registration has been approved. Please allow a minimum of 3-5 business days for processing after the registration period has closed.

When sites reach staff to student ratio or group max. capacity, families waiting for approval will be moved to a **waiting list**. Families on the waiting list will be contacted via email if space becomes available. Waiting lists are reset at the end of each season.

## How to Register

Families will register using their Eleyo account. You can register for an account by visiting [bhmschools.ce.eleyo.com](https://bhmschools.ce.eleyo.com). Families will pay an annual non-refundable \$50 fee at the time of registration. Enrollment will be delayed if there are any outstanding balances with KidKare and other Community Education programs. All **fees must be paid** in full before your registration is processed.





# Schedule Options

**Consistent Schedule:** Choose this option if you need care on the same days of the week each month. 5 days a week is required for Full Time Rates. 1-4 days per week are required to receive Part Time Rates.

**Pick Your Days Schedule:** Choose this option if your care needs vary each week and will not always be on the same day each week. **1 day per week is required.** Care needs are to be **submitted by the Monday prior to the week of care.**

**Drop In Days:** If you need care on days outside your requested schedule you can request to drop in for the day. You must **call to request** a drop in day. Drop ins will only be approved if room is available to accommodate additional children. We do not offer Drop In Days only care, you must have a consistent or pick your days schedule. We do not allow drop in days on non-school days.

## Care Options

Once you have chosen your desired schedule option, you will then choose when you need care.

### School Year Options

**Before School:** Choose this calendar option if you need care before Elementary School or full day five days a week Bison Preschool from 6-7:45am.

**After School:** Choose this calendar option if you need care after Elementary School or full day 5 days a week Bison Preschool from 2:25-6pm.

### KinderKids Additional Options

**Full Day:** Choose this calendar option on days your child does not have Bison Preschool or if you are a full time family not attending Bison Preschool from 6am-6pm.

**Wrap Around:** Choose this calendar option on days your child has part time Bison Preschool and you need care outside class time hours between 6am-6pm.

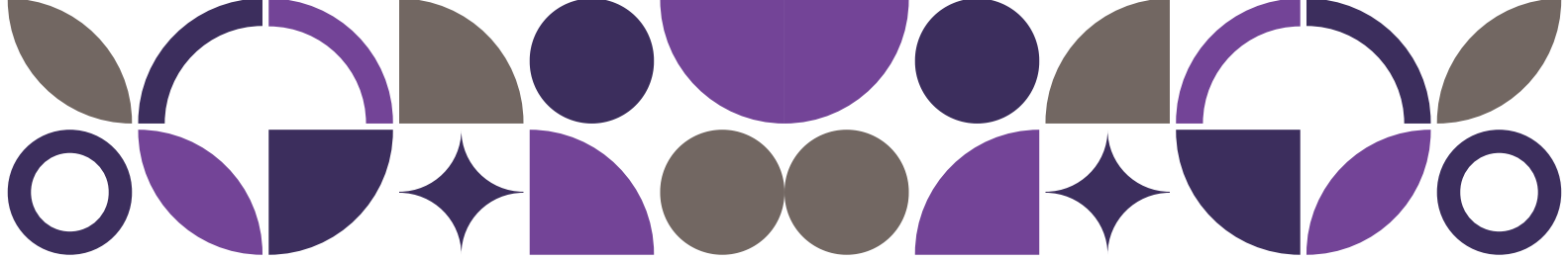
### Summer Options

**Full Day:** Choose this calendar option if you need care for the majority of the day between 6am-6pm.

**Half Day:** Choose this calendar option if you only need care for the AM (6am-12pm) or PM (12-6pm) hours of the day.







# Rates

## KinderKids Rates (Age 3-5)

| Schedule Options      | Details                          | Full Day    | Before School<br>5 day Bison PreK | Wrap Around School<br>2-4 day Bison PreK | After School<br>5 day Bison PreK |
|-----------------------|----------------------------------|-------------|-----------------------------------|--|----------------------------------|
| Consistent -Full Time | 5 days a week                    | \$39.50/day | \$7.75/day                        | \$31.50/day                              | \$14.50/day                      |
| Consistent -Part Time | 1-4 days a week                  | \$40.50/day | \$8.75/day                        | \$32.50/day                              | \$15.50/day                      |
| Pick Your Days        | Custom days, at least 1 day/week | \$41.50/day | \$9.75/day                        | \$33.50/day                              | \$16.50/day                      |
| Drop In Days          | Days outside of your schedule    | \$44.50/day | \$12.75/day                       | \$36.50/day                              | \$19.50/day                      |

Non-School Days: \$39.50/day

## School-Age Rates (Grade K-6)

| Schedule Options      | Details                          | Before School | After School |
|-----------------------|----------------------------------|---------------|--------------|
| Consistent -Full time | 5 days a week                    | \$7.75/day    | \$14.50/day  |
| Consistent -Part time | 1-4 days a week                  | \$8.75/day    | \$15.50/day  |
| Pick Your Days        | Custom days, at least 1 day/week | \$9.75/day    | \$16.50/day  |
| Drop In Days          | Days outside of your schedule    | \$12.75/day   | \$19.50/day  |

Early Release Days: \$27.50/day Non-School Days: \$39.50/day

## Summer Rates (Age 3-12)

| Schedule Options      | Details                        | Full Day    | Half Day    |
|-----------------------|--------------------------------|-------------|-------------|
| Consistent -Full Time | 5 days a week                  | \$40.50/day | \$28.50/day |
| Consistent -Part Time | 1-4 days a week                | \$41.50/day | \$29.50/day |
| Pick Your Days        | Custom days, at least 1 day/wk | \$42.50/day | \$30.50/day |
| Drop In Days          | Days outside of your schedule  | \$45.50/day | \$33.50/day |







# Non-School/Early Release Days

## How to Register for a Non-School Day/Early Release Day

1. Sign into your account at [bhmschools.ce.eleyo.com](https://bhmschools.ce.eleyo.com)
2. Click Your Dashboard in the footer section
3. Under "Your Accounts" select the KidKare account
4. Under "Current and upcoming contracts" click on the contract you are requesting attendance for
5. Click on "Register for Non-School Days" and follow the prompts

Note: You will need to review your requested dates. The system will not allow you to pick a date you have already requested.

## View Requested Attendance

When looking at your child's contract, all early release/non-school days you have requested your child to attend will be listed under the "non-school days" header when looking at their contract. Located under the regular school day calendar.

**Note: They will not be listed on the regular school day calendar.**

## Remove Requested Attendance

You can remove your child's requested early release/non-school day attendance prior to approval by clicking the **red "remove" button** next to the date. You will not be able to remove attendance after the 20th of the month prior.

## Approving Requested Attendance

Your requested attendance will remain **"pending"** until after the 20th of the month prior. This allows you the flexibility to remove requests as needed. Your child's spot is considered secured once the request has been submitted. Once your request is approved, you'll receive a confirmation email.

## Deadlines for Requesting Attendance

You have up until **4 weeks prior** to the date range to request attendance for the upcoming non-school/early release day. This lead time gives us time to plan staffing and prepare engaging activities for the children. Late requests will only be accepted if there is space and materials available to accommodate. A **\$15 late attendance fee** will apply.

We **do not** remove charges for unattended days.

**Preschool KinderKids** children **do not** register for early release days. Your care needs for early release days will be included in your school day schedule. You **do** need to register for non-school days.





# Payments

## Tuition Payments and Invoices

All families **must have auto-pay** added to their accounts to receive child care from KidKare. Care is billed based on the days you're contracted for on a weekly basis. Invoices will be issued the Monday prior to the week of care, with **payment due by the Wednesday before care** is provided. KidKare operates as a pay-ahead program. If payment is not received by the due date, care will not be provided. Any drop-in care will be invoiced in the next billing cycle.

## Multi-Party Billing

If families have more than one responsible party for payment, both parties must be listed as an account owner. Account payment can be split by percentages. Families must contact KidKare Coordinator to assist with split payments. Approval from both parties must be received before adding or removing split payment accounts.

# Fees

## Registration Fee

All Families will pay a per family annual **non-refundable \$50 per family** at the time of registration.

## Late Pick-up Fee

All KidKare sites close promptly at 6:00 pm. A late charge of **\$5.00** per child for the first 10 minute block or portion thereof incurs at 6:01 pm. After the first 10 minutes, the charge will increase to **\$1.00** per minute. There will be no exceptions. A child may be dismissed from the program if late pick up becomes an ongoing issue.

## Finders Fee

To help us manage time efficiently and ensure every child's safety, you must notify KidKare directly if your child will not be attending after school. If we are not informed and must spend time locating your child, a **\$10 Fee** will be added to your account.

## Late Payment Fee

**\$25.00** will be applied to your account if your payment is not received by the due date. If a family is unable to make payment by the due date, contact KidKare Coordinator to discuss payment arrangements. If no payment or contact is made within 7 business days of the due date, child care will be terminated. Your family will be unable to sign up for any other Community Education offerings until the account is paid in full.

## Late Schedule Change Fee

**\$15.00** will be applied to your account if your Pick Your Days schedule or requested non-school day is not received by the due date. If you no longer need care, submit a request to withdraw your contract using your Eleyo account.





### **Permanent Schedule Change Fee**

Permanent changes to your consistent schedule must be requested online through your eleyo account at least 7 days in advance of the effective week. Families are allowed one permanent schedule change per season. After that, there is a **\$25 fee** per change.

### **Unannounced Drop In Fee**

A **\$15 fee**, in addition to the tuition fee, per incident and child, will be charged for children who attend on a day without prior notice given to the KidKare Coordinator. We do not allow drop ins on non-school days.

### **Withdrawal from the Program**

A withdrawal can be made at any time through your Eleyo account. There is a 7 day notice required to withdraw from care and you will be **billed for those 7 days**. Vacation credit cannot be used towards your 7 day notice.

### **Vacation Credit**

If you have planned time that your child will be away from the program, you may request a Vacation Credit for the days your child will not be attending. Families may receive a credit for up to one week of care per month, based on the number of days your child attends per week. Example: If your schedule is set for 3 days per week, you may use up to 3 credit days per month. Requests are to be submitted via email to the KidKare Coordinator in advance.

Extended leave requests are reviewed based on individual circumstances. If you require an extended leave, contact the KidKare Coordinator.

**You are responsible for all costs incurred for your contracted days, whether your child attends or not, unless we have received a Vacation Credit Request, Schedule Change or Withdrawal with sufficient notice.**

## General Information

### **Key Fobs (Coming in 2026, more info. to come.)**

All doors will remain locked during program hours. Families will be issued two key fobs to access the building. Each key fob is programmed for the specific building your child attends.

On school days, key fobs will be active before and after school hours. If you need to enter the building during regular elementary school hours, please check in at the main office. Key fobs will be activated earlier on early release days and will provide full-day access on non-school days and during the summer. A \$10 fee per fob will be assessed for any lost key fobs.





## Daily Sign In/Out

For the safety of all children, we **require** families to escort their child in and out of our program area. We also require each child to be signed in and/or out. This is done in the sign-in area via the Ipad provided. Make sure a site staff person is aware of you picking up your child – either by verbally acknowledging or making eye contact with. Anyone designated to pick up your child must be 13 years or older and be on our Pick-up list for your child. You can add people to your child's account as pick-ups at any time. No child will be allowed to sign themselves in or out. Abuse of this policy will result in dismissal from the program.

## Pick-Up Authorization

Children will be released only to their family or persons authorized by the family. If a child is to be released to anyone other than an authorized person, a note or phone call from the family must be received prior to pickup time. An authorized person must be at least 13 years of age or older and will be required to show identification.

**If there is a biological parent who may NOT pick up your child, we need to have a copy of the official court order. Without a court order, we must release the child to the biological parent.**

## Absences

Families are responsible to call and inform KidKare staff any time their child will not be attending on a scheduled day. School staff to not automatically provide us with absence information.

## Parent Visits

Families are welcome to enter the program during regular drop-off and pick-up times as part of our open-door philosophy. Extended visits or regular presence in the program require prior approval and completion of the district background check.

## Parent-Staff Communication

KidKare staff are available to discuss a child's day or needs at any time via phone or email. Our staff utilize the SeeSaw app for another form of communication for our Preschool KinderKids. When a behavior occurs families will receive a behavior report about the incident and how it was handled. Emails, text messages and/or signs posted, will inform families about upcoming non-school days and important reminders.

## Daily Schedules

Daily schedules are determined by the site staff and may vary somewhat depending on the weather, the number of children in attendance, and the weekly theme. Every day will include free play time, outside play (weather permitting), quiet time, individual and group reading activities, and organized activities such as games, crafts and art.





## Daily Items

Each day children should have: an **extra set of clothes**, **tennis shoes**, a **water bottle** with their name on it, and **weather appropriate** clothing.

**Rest Time items:** KinderKids children may bring a blanket, pillow and/or stuffed animal to rest with. All Kinderkids will rest at least 30 min. Children who do not sleep will be allowed to play quietly in the room with teacher-directed activities after resting. Resting/naping will not exceed 2 hours.

*Note: KidKare does not provide extra clothing, shoes, water bottles, outdoor wear, or rest time items. Parents will be called to bring the appropriate items for their child.*

## Field Trips

Occasionally, KidKare will take children on field trips as part of our program activities. Participation in any field trip requires a **signed parent/guardian permission** form in advance. Without a completed permission form, your child will not be allowed to attend the field trip, and you will be responsible for arranging alternate care for that day.

**Please note:** During *all-ages* field trips, all staff will be off-site, and there will be no onsite care available during field trip hours. If you choose to opt your child out of a trip, alternate care must be arranged independently for the duration of the trip.

Children must arrive at KidKare well before the scheduled departure time, as the bus will not wait for late arrivals. All children will be transported by **Vision Transportation**, the school district's contracted bus company.

In the event of an injury during a field trip, KidKare staff will make every effort to contact the family using the phone numbers provided. If necessary, a physician or emergency medical provider will be contacted. Families are responsible for any medical costs incurred.

Field trips are considered a **privilege**. KidKare staff reserve the right to revoke field trip privileges if a child's behavior presents a safety concern. In certain cases, a family member may be required to accompany their child as a chaperone to ensure a successful and safe experience.

Any additional field trip fees will be added to your regular weekly invoice. Fee is based on bus and venue admission prices. Fees will be communicated prior to the trip.

## Toys

We encourage families to keep personal toys at home. Toys brought from home will be the responsibility of the child and parent. KidKare will **not** be responsible for the loss or damage to these items.





## Electronics

Children are **not allowed** to have cell phones, smart watches, cameras, headphones/earbuds, etc. while attending KidKare. Certain days may be designated as “Electronic Day” when electronics will be allowed. Whatever device is brought to KidKare, the child is responsible for it. KidKare does not accept responsibility for lost or broken devices. We reserve the right to confiscate cell phones, Ipads, or any other electronic device if they are mis-used. The device will be returned to the family.

## Meals

**Elementary School Days:** KidKare provided a daily afternoon snack.

**Non-School Days:** KidKare provides a light breakfast and an afternoon snack. Children will need to bring a lunch from home.

**Summer:** KidKare will provide a light breakfast and daily afternoon snack. Hot lunch is available Monday – Thursday provided by BHM School Nutrition Services at no extra cost. On Fridays and field trip days children will need to bring a lunch from home.

**KidKare KinderKids:** Our preschool students have the option to eat breakfast and lunch provided by BHM Schools Nutrition Services on elementary school days. These meals are optional. You may choose to send a cold lunch with your child.

If your child is enrolled in **both** KidKare and Bison Preschool: Your child qualifies to receive free meals through the state-funded food program.

If your child is **only** enrolled in KidKare: Your family's information will be added to the district's online payment system, Campus Portal:

[bhmmn.infinitecampus.org/campus/portal/buffalo.jsp](http://bhmmn.infinitecampus.org/campus/portal/buffalo.jsp)

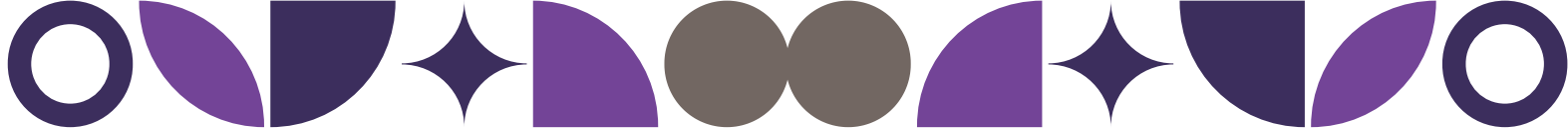
- If you do not already have a Campus Portal account, the district will send you an email with your GUID#/Activation Key to create one.
- It is the family's responsibility to ensure funds are available in the account for your child to purchase meals.
- Cost per meal: Breakfast: \$2.50, Lunch: \$5.05, Milk Only: \$.50

## Bug Repellent and Sunscreen

Before going outside in sunny weather, children will be encouraged and given adequate opportunity to apply both sunscreen and bug repellent. Staff will be available to assist. Because of the great variety of products and different sensitivities to them, we ask that **you provide** and frequently replenish your child's supply. These products must be in their original container, and include any special instructions for application. Please label the containers clearly with your child's name.

**Release of Student Data Opt Out** form on page 17.





# Illness

## Symptoms

KidKare adheres to the Buffalo-Hanover-Montrose school policies regarding illnesses. Here are some guidelines to help you determine if your child should stay home:

- **Temperature of 100.4 degrees or higher:** Students should not return to school until fever free (without medications) for 24 hours.
- **Vomiting or diarrhea:** Students should stay home until 24 hours after the last episode.
- **Chicken pox:** Students should not return until pox are dry and crusted. Please inform the health assistant if your child has chicken pox.
- **COVID-19:** It is recommended that students stay home for 5 days from the start of symptoms. If a student must be absent because of a fever or other symptoms, it is required that the student be fever-free for 24 hours without fever-reducing medication and have improved symptoms before returning to school.
- **Head lice:** Students can return when lice are adequately treated and no live lice are present.
- **Impetigo:** Students can return 24 hours after prescription treatment has started. Please inform the staff if your child has Impetigo.
- **Pink eye (conjunctivitis):** No exclusion unless the student has a fever or is not healthy enough to participate in routine activities. Students with significant discharge from their eyes may be sent home for further evaluation.
- **Skin rash:** Students should be excluded until the rash has been diagnosed as non-contagious or 24 hours after treatment has begun.
- **Strep throat:** Students can return to school after 12 hours of antibiotic treatment.

If your child experiences any of these symptoms, **keep them home** for their own safety and comfort, and to prevent the spread of illness/symptoms. Please also contact us to inform us of symptoms so we can alert other families that their child may have been exposed. If your child is given medication for their symptoms, they must have taken the medication for at least 24 hours before returning to KidKare. Any abuse of this policy is grounds for immediate dismissal from the program.







If your child should experience any of the listed symptoms while at KidKare, the site staff will have the child rest in a quiet area away from the other children, and contact you to come and get them as soon as possible. If you cannot arrive within one hour, you must make arrangements for someone else to come and get your child, or your emergency contact will be called to take your child.

## Medication

Prescription medications can only be administered if the medication is in its original prescription bottle. A **Medication Permission Form** must be filled out and signed by the family in order for a staff member to administer the medication. Over-the-counter medications can only be administered after a Medication Permission Form has been filled out and signed. Children are not allowed to administer their medication by themselves without KidKare staff present.

## Injury

If a child has a minor injury while at KidKare, the staff attending to the child will treat the injury and inform the family. If a serious injury occurs which may need medical attention, the staff will contact the family immediately in order for the child to receive the necessary medical or dental treatment. **In the case of an emergency**, where immediate medical attention is needed, the staff will call "911" first and immediately thereafter notify the child's family. After "911" has been called, it is up to the paramedics to decide on the appropriate action. If they should determine that the child needs emergency treatment, they will take the child to the nearest medical facility. The family will be responsible for all medical expenses.

## Behavior Policies

At KidKare, we believe that all children deserve a safe, welcoming, and supportive environment where they can learn and grow. To ensure this, we have set up the following guidelines for staff and children.

- Everyone will be treated with respect – for self and others.
- Everyone will be accepted with his or her individual differences and uniqueness.
- Everyone will take responsibility for their own behaviors, and accept the consequences of their behaviors.
- Everyone will respect KidKare property, community property, and equipment.





KidKare has 3 expectations for all children to follow:

## Be Responsible, Be Kind and Be Safe

These expectations apply during all activities, including indoor and outdoor play, transitions, field trips and group time.

### Behavior Support Strategies

Every effort will be made to prevent challenging behaviors by constantly monitoring the environment, how children interact, the activities, and the staffing. However, any time there are conflicts that arise, KidKare staff will attempt to minimize conflict by employing the following support strategies:

- **Modeling:** Staff and peers will encourage each other to make appropriate behavior choices.
- **Proximity:** standing or sitting close to the child to make your presence known without verbal interaction.
- **Redirection:** getting students involved in more successful or more appropriate activity.
- **Offer choices:** give two acceptable options that allow the child to be successful.
- **Opportunities for leadership:** ex. Line leader, in charge of the ball bucket, holding the clipboard, counting kids, cleaning, sorting, etc.
- **Change in environment/Break from activity:** go for a walk, move to a different activity, go to a different group/room
- **Give time:** walk away – observe from a distance, give the child time to process.
- **Loss of Privilege:** Lose privilege to use equipment or be in a space if it is a logical consequence.
- **Problem solving conversation:** work with a child to create solutions, guide the child through the problem solving steps.
- **Lead Supervisor or KidKare Coordinator contacted for support:** occurs when needing to seek additional strategies and support.





- **Family contact:** reaching out to the family in the moment to assist directly with regulating behavior. This may involve staff seeking additional strategies or having the child speak with their family.

Physical contact by staff to student will not be used unless restraint is necessary to prevent a child from hurting themselves or another person.

## Behavior Types and Protocols

**Incidental Behaviors** are minor and developmentally typical. These may be addressed in the moment using proactive strategies and are not documented unless they become persistent.

**Minor Behaviors** are disruptive to others and/or the classroom. Families will be notified with a behavior report sent home.

**Major Behaviors** involve safety concerns that significantly violate the rights of others and puts self/other at risk/harm. These require immediate staff and family intervention. Families will be contacted by phone and receive a formal report. Major behaviors can lead to Temporary Breaks in program attendance in duration of 1-10 program days.

- Site Supervisors can issue **Temporary Breaks** in program attendance of up to 3 program days.
- Program Coordinator can issue Temporary Breaks in program attendance of up to 10 program days.
- All Major Behavior incidents are logged and reviewed by Site Supervisors and Program Coordinator to track behavior trends and follow up as needed.

**Persistent Behaviors** involve repeated major behaviors. These behaviors consistently violate our behavior policies and can lead to Extended Breaks (Greater than 10 program days) and/or permanent dismissal from the program.

- Program Coordinator and Director of Community Education can issue Extended Breaks and permanent Dismissal from the program.

A child may be removed from the program at any time immediately after any severe behavior incident occurs. Families will be informed immediately of this decision.

### Dismissal From the Program

Our program is a high energy and active environment with many children enrolled, which may not suit all children. KidKare reserves the right to discontinue participation of any child whose actions create a safety issue, harm to themselves, others or property.





# Family Code of Conduct

To create a safe, respectful, and nurturing environment for all children in our care, we ask that all families adhere to the following Code of Conduct:

## **Respectful Communication**

- Speak to all staff, children, and other families with respect and courtesy at all times.
- Avoid using harsh language, raised voices, or confrontational behavior.
- Address concerns or questions directly with staff in a calm and respectful manner, preferably in private.

## **Teamwork with Staff**

- Recognize that staff are trained professionals working in the best interest of your child.
- Support the classroom routines, behavior expectations, and developmental goals set by staff.
- Maintain open, honest communication and collaborate with staff to ensure your child's success.

## **Respect Staff Authority in Problem Solving**

- Trust staff to manage conflicts or behavioral concerns among children.
- Do not attempt to discipline, correct, or speak to other children about behavior—bring any concerns to staff immediately.
- Allow staff to investigate and resolve incidents according to program policies.

## **Child and Family Privacy**

- Refrain from discussing other children, or family situations with staff or other families.
- Maintain confidentiality and respect the privacy of all children and families enrolled in the program.

## **Positive Participation**

- Engage in program activities and events in a way that fosters community and inclusion.
- Provide constructive feedback through appropriate channels such as emails, meetings or surveys.

**By enrolling your child in our program, you agree to uphold this Code of Conduct and to contribute to a positive, respectful environment for all.**

**Thank you for choosing KidKare!**

## 2024-25 Release of Student Data for Buffalo-Hanover-Montrose Schools

According to the Minnesota Data Practices Act and the federal Family Educational Right and Privacy Act (FERPA), student directory information is public unless a parent requests that the information not be released. Parents who **do not want their child's data released for the year must use this form to notify their child's school, before the start of the school year.** If you have questions, you may contact the school your child attends.

### 1. Student Directory Information

Parents may choose to opt out of the release of student directory information. The primary purpose of directory information is to allow BHM to include this type of information in certain school publications. Examples include, but are not limited to:

- Playbills showing your student's role in a drama production
- Yearbook and other photos
- Honor roll or other recognition lists
- Graduation programs
- Sports/activity programs
- District-sponsored social media and local newspapers

#### Student Directory Information Includes

- Name
- Date and place of birth
- Major field of study
- Grade level completed
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous education agency or institution added
- Enrollment Status (*i.e. Full-Time or Part-Time*)
- Participation in officially recognized activities and sports

**2. Military/Post Secondary Educational Institution Recruitment (Grades 9-12 ONLY).** Each year the military and post secondary institution asks high schools to provide name addresses, phone numbers and emails of students in grades 9-12 for recruitment purposes. They provide information to students about education and career opportunities.

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## Release of Student Data Opt Out for the 2024-25 School Year

**A parent/guardian must complete and return this form ONLY if they choose to Opt Out** of any of the categories outlined above. This form must be completed for each child you wish to opt out of any section and returned to the school he/she will attend for that school year. If you need additional forms, you can make a copy or contact your child's school. It is understood that if the form is not completed, you are accepting the district's policy of the dissemination of student information.

Students Name (*Please Print Clearly*): \_\_\_\_\_

School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

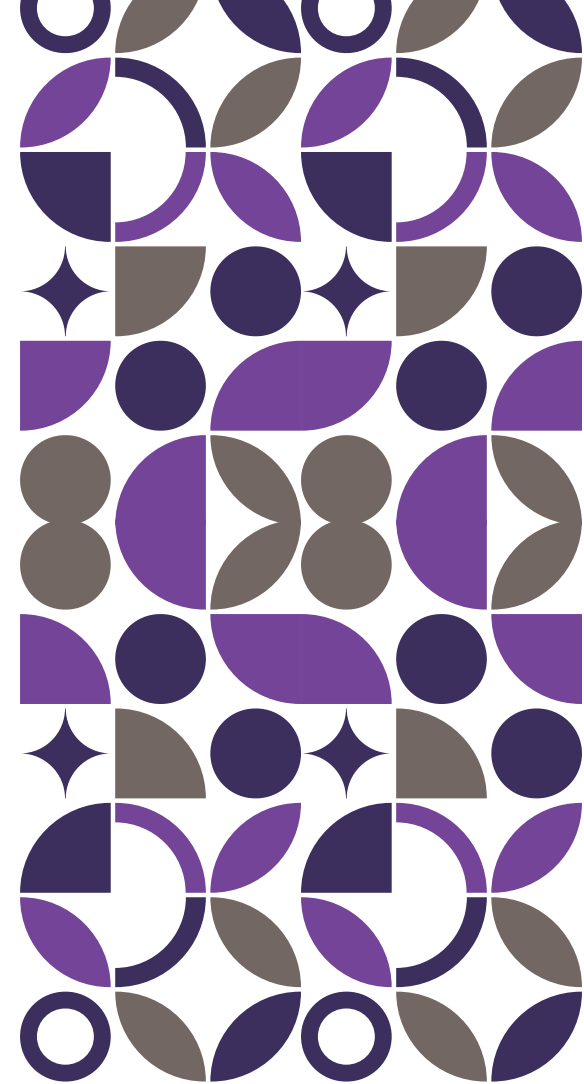
\_\_\_\_ I choose to opt out of **ALL** Student Directory Information.

\_\_\_\_ I choose to opt out of Military Recruitment/Post Secondary Educational Institution Recruitment (**Applies Grades 9-12 ONLY**).

Parent/Guardian Name (*Please Print*): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you choose to Opt Out, please return this form to your child's school of attendance for the 2024-25 school year.*



763.682.8787



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[bhmschools.org/kidkare](http://bhmschools.org/kidkare)



BHM Schools KidKare

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