



BUFFALO • HANOVER • MONTROSE

Parent Handbook



Buffalo-Hanover-Montrose Schools
Community Education
301 NE. 2nd Ave., Buffalo
763-682-8787
ltrogsta@bhmschools.org

Welcome!

Thank you for choosing KIDKARE, Buffalo-Hanover-Montrose School-Age Care Program. Our program is available for all children entering Kindergarten through Seventh grade.

This parent 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 school-age care 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 Information

Parkside: 763-682-8746
Hanover: 763-682-0870
Montrose: 763-682-8360
Northwinds: 763-682-8830
Tatanka: 763-682-8631
Coordinator: 763-682-8787
Cell: 612-419-0231

KidKare Staff

KidKare staff are carefully screened and chosen 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 Supervisors and Assistant Supervisors are required to participate in ongoing training and in-service, in addition to keeping current in CPR and First Aid. All aides are 16 years and older, and are required to have First Aid training. As child care 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.

Calendar

KIDKARE is open all school days and most non-school days. The major holidays that we are closed are: Labor Day, Thanksgiving day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day (day closed depends on calendar year), President's Day, Memorial Day, July 4. KIDKARE will be open on days that school is closed due to inclement weather. If school starts late or closes early, KidKare will be open regular hours, we ask parents to use their best judgement as to picking children up as early as possible during inclement weather. Our staff need to travel home safely as soon as possible.

SUMMER KIDKARE will start the Wednesday following the last day of school. We will be closed on July 4th (exact day to be determined by calendar) and the week before school starts in the fall.

Please make alternate arrangements for your child's care on these days.

KIDKARE Discipline Policy and Procedures

It is our goal to make KIDKARE a fun, safe place for all children. 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.

Every effort will be made to prevent negative 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 techniques:

- ❖ Positive redirection: Staff will help the child explore the impact of their inappropriate behaviors, identify acceptable alternatives, and then explore the possible outcome of these choices.
- ❖ Modeling: Staff and peers will encourage each other to make appropriate behavior choices.
- ❖ Physical contact by staff to student will not be used unless restraint is necessary to prevent a child from hurting him or herself or another person.

KIDKARE has 2 rules we expect all children to follow:

1. Follow directions.
2. Do not hurt anyone.

If a child breaks a rule the following course of action is taken:

- 1st Consequence Verbal warning and re-direction.
- 2nd Consequence Situation documented and parent informed.
- 3rd Consequence Child removed from the group for 5-15 minutes to think about their actions. Parent notified.
- 4th Consequence Parent conference held and child will be suspended for a determined amount of time.

When a child returns to the program, if his/her behavior does not change, the parent will again be asked to come in for a conference. At this time the parent will be informed that the child will be dismissed from the program.

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

Rewards for Positive Behavior

Positive behaviors are rewarded with:

- Verbal encouragement
- Awards and surprises
- Smiles and hugs
- Special privileges and choices



Dismissal From the Program

KIDKARE reserves the right to dismiss any child from the program if the staff determines that the program cannot meet the needs of the child.

Withdrawal From the Program

KIDKARE requests a written two-week notice if you intend to withdraw your child from our program.

General Information

Daily Sign-in and Sign-out

Each parent or authorized person must have contact with a staff person and **must** sign their child in and out.

Pick-Up authorization

Children will be released only to their parent(s) or persons authorized by the parents. If a child is to be released to anyone other than an authorized person, a note or phone call from the parent 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 the child, we need to have a copy of the official restraining order in order to enforce. 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.

Breakfast and lunch

On all school days, breakfast and lunch are part of the school district hot lunch program and must be paid for through your child's district food account. Preschool students will also be assigned a PIN at Discovery, Northwinds or Tatanka. It is the parent's choice to participate in the hot lunch program or send a cold lunch. All non-school days and throughout the summer, breakfast and lunch are included in your KidKare fee. Snacks are always part of the KidKare fee.

Parent-Staff Communication

KidKare staff are available to discuss a child's day or needs at any time. Each site has a communication procedure – please check with staff at your site to learn what the procedure is for that site.

Parent Visits

We have an open-door policy at all times for parents to visit our program and/or their child. If a parent wishes to attend a field trip, we must know at least 2 weeks in advance to obtain bussing and tickets. The parent will pay the same field trip amount as the child. Payment is due prior to the field trip.

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. Homework time will also be part of every day after school.

Field Trips

Occasionally, we will be taking all the children on field trips. A parent permission form must be filled out in advance for any and all field trips. If we do not have a permission form, your child will not be allowed to attend, and you will need to find alternate care for your child on the day of the field trip.

There will be no additional charge for these field trips, except for Valley Fair.

KidKare T-shirts must be worn on all field trips. If a child forgets their T-shirt, a new one will be issued and \$5.00 will be billed to the family account.

Dress

Children must be prepared to go outdoors every day. Unless the weather prohibits, we will be outside throughout the day.

Please label and send the following items with your child daily:

- ❖ Sunscreen
- ❖ Insect Repellent
- ❖ Tennis Shoes (no sandals are allowed on the playground equipment)
- ❖ Extra set of clothes

Toys

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 or cameras while attending KidKare. Certain days may be designated as "Electronic Day" when electronic games 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, I pads, or any other electronic device if they are mis-used. The device will be returned to the parent.

Movie Policy

Movies will be shown periodically, only "G" rated movies will be shown, unless parents have been previously informed of a "PG" movie.

Summer SunBlock

KidKare students are automatically part of Summer SunBlock, the Community Education Summer Enrichment program. All children, going into grades 2 – 7 will be transported to the SunBlock site. There will be no extra charge for the SunBlock classes for KidKare students on days they are attending KidKare. (Some classes that cost more to run may cost an additional fee). It is important to have your child at the KidKare site before the bus leaves for these classes. If you arrive after the bus has left, it is the parent's responsibility to get your child to the SunBlock site.)

Lunch/Snack

KIDKARE will serve breakfast, lunch and an afternoon snack to all children on non-school days and throughout the summer. On school days, children will use their school PIN number to eat breakfast. All KinderKids will also have a PIN number assigned to them and it is the parent's responsibility to have money available for their child to eat breakfast/lunch. Parents may choose to send a bag lunch with their student also. All snacks are included in the KidKare fee.

These are all included in the daily fee. Menus will be posted.



Illness

Symptoms

KidKare adheres to the Buffalo-Hanover-Montrose school policies regarding illnesses. Your child should not attend KidKare if they have experienced any of the following within 24 hours:

- Fever of 100 degrees Fahrenheit or more
- Vomiting or diarrhea
- Undiagnosed rash
- Red, inflamed or mattery eyes
- Sever cold or sore throat
- Any communicable disease
- Head lice/nits*

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 parents 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 above 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 him/her 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. Additional charges may apply if we are required to care for a sick child longer than one hour.

***Please note:** Because head lice is terribly contagious and extremely difficult to irradiate, we reserve the right to check each child's head upon arrival, and refuse to care for any child who shows any evidence of lice infestation.

Medications

Prescription medications can only be administered if the medication is in its original prescription bottle. (Your pharmacy will give you an additional bottle if you request one.) A Medication Permission Form must be filled out and signed by the parent or guardian 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.

Illness or Emergency

A child should not attend KIDKARE with any of the following symptoms:

<i>Fever</i>	<i>Undiagnosed Rash</i>	<i>Vomiting</i>	<i>Severe Cold</i>
<i>Sore Throat</i>	<i>Diarrhea</i>	<i>Inflamed or mattery eyes</i>	

If a child becomes ill at KIDKARE, the staff will have the child rest in a quiet area isolated from the rest of the children until the parent can pick up the child. If the parent cannot be reached, the staff will call the emergency back-up person listed on the emergency card. The emergency back-up person should live within 15 miles of the KIDKARE site.

Accidents

If a child has a minor injury while at KIDKARE, the staff attending to the child will treat the injury and inform the parents. If a serious accident occurs which may need medical attention, the staff will contact the parent 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 parent. 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 parents will be responsible for all medical expenses.

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

FINANCIAL INFORMATION

Program Rate Schedule (as of 6/13/2018)

	1 st Child	Additional Child
Pick your Day contract		
Daily	\$36	\$34
½ day (6 hours or less, am or pm)	\$25	\$23
Hourly	\$7	\$6.50
Before school (6-7:30 am)	\$6	\$5.50
After school (2:30-6:30 pm)	\$12.50	\$11.50
Wrap around ECFE	\$30	\$28
Drop-in Days		
Daily	\$41	\$39
½ day (6 hours or less, am or pm)	\$29	\$27
Before school	\$8	\$7.50
After school	\$17.50	\$16.50

Rates include most SunBlock classes, and some field trips.

A KIDKARE T-Shirt will be given to each registered student.

Invoices will be run every Monday for that week. Payment is then due that Friday. Auto pays will run this same Friday.

Weekly registration/payment policy

Charges will be assessed according to the schedule on your child's Contract unless an attendance form is turned in with an alternate schedule. Care will be discontinued for families whose balance remains unpaid after two weeks time.

Drop-in care will only be provided if staff/student ratio's allow room for your child. We cannot guarantee a spot for any drop-in care.

During the week of care, days may be added to the week or traded for a different day of that week, but not subtracted from. (No reimbursement for cancelled days.)

Late Pick-up Fee

KidKare staff enjoy their job, but they do have other responsibilities and families who like to see them! Therefore, our sites close promptly at 6:00 PM (BUFFALO AND MONTROSE SITES OPEN UNTIL 6:30 PM). (We will not open the site prior to 6:00 AM.) If you realize you will be late, please make other arrangements for your child to be picked up by 6:00/6:30 PM, and notify the site immediately. A late charge of \$5.00 per child for the first 10 minute block or portion thereof incurs at 6:01/6:31 PM. After the first 10 minutes, the charge will increase to \$1.00 per minute. There will be no exceptions! You will be asked to sign a Late Pick-up Acknowledgment Form, and the additional fee is expected to be paid when your child is picked up. A child may be dismissed from the program if late pick up becomes an issue.

KINDERKIDS



KinderKids is offered at Hanover, Parkside, Northwinds and Tatanka for all pre-school children, ages 3 – 5. The hours are 6 am – 6:30 pm (Hanover closes at 6 pm) . KinderKids follows a preschool curriculum and offers a wide variety of activities and explorations for children.

All KinderKids children **MUST** be potty trained – and able to independently use the bathroom.

A potty trained child is a child who can do the following:

- 1) Be able to tell an adult they have to go potty **BEFORE** they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get on and off the toilet by themselves.
- 5) Be able to wash and dry their own hands.
- 6) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom.

KinderKids children should have an extra set of clothes, tennis shoes, a water bottle with their name on it, and sunscreen, when needed, with them each day.

Children may also bring a blanket, pillow and/or stuffed animal to rest with.

All children will be assigned a locker for their outdoor clothing and backpack, and a cubby in the classroom for daily supplies.

KidKare Parent Responsibilities

Enrollment

In order for your child to attend KidKare, the following must be done:

- Registration fee paid and account balance current
- All forms completed, signed and on file (may be done on-line)
- Alternate Destination Form completed and sent to the bus company

Drop-off and Pick-up

For the safety of all children, we require a parent or designated person, to escort each 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 lpad at each site. Make sure a site staff person is aware of you picking up your child – either by verbally acknowledging or making eye contact with. Additional charges may be applied to your account if your child is not signed out properly. 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

If your child will be going home with someone not listed in our files or on the lpad, you **MUST** provide a written note or a phone call in advance for us to release your child. Anyone who we do not recognize as a pick-up will be asked to show us an ID before we will release your child to them.

If there is someone who is **NOT** authorized to pick-up your child, we need to know this as well, in writing. If a birth parent does not have authorization to pick-up, we must have a copy of the court order on file to enforce.

Visits

Parents are always welcome at KidKare. You may want to join your child for breakfast or lunch or just come to hang out with us. You are also welcome to join us on field trips – as long as there is room on the bus. Please notify us in advance so we make sure we have you included in our bus count.

Conferences

KidKare staff will only request a conference if they feel it is necessary. However, each parent is encouraged to request a conference with the site staff or the Program Coordinator at any time to discuss their own child or the program in general. KinderKids staff will send home daily activity sheets to keep you informed of what is happening in your child's classroom. Summer staff of KidKare students will send home weekly newsletters.