



BUFFALO • HANOVER • MONTROSE

# Parent Handbook

Buffalo-Hanover-Montrose  
Community Education  
301 NE. 2<sup>nd</sup> Ave., Buffalo, MN 55313

**763-682-8787**  
**[tlund@bhmschools.org](mailto:tlund@bhmschools.org)**

# **Welcome!**

Thank you for choosing *KidKare*. 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 and preschool 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 Contact Information**

KidKare Coordinator  
Tiffany Lund  
763-682-8787  
[tlund@bhmschools.org](mailto:tlund@bhmschools.org)

Hanover Lead Supervisor  
Renee Kalinowski  
763-682-0873  
[rkalinow@bhmschools.org](mailto:rkalinow@bhmschools.org)

Montrose Lead Supervisor  
Ashley Stuart  
763-682-8360  
[astuart@bhmschools.org](mailto:astuart@bhmschools.org)

Northwinds Lead Supervisor  
Jill Ebeling  
763-682-8830  
[jebeling@bhmschools.org](mailto:jebeling@bhmschools.org)

Parkside Lead Supervisor  
Anais Bersie  
763-682-8746  
[abersie@bhmschools.org](mailto:abersie@bhmschools.org)

Tatanka Lead Supervisor  
Ginger Elsenpeter  
763-682-8631  
[gelsenpeter@bhmschools.org](mailto:gelsenpeter@bhmschools.org)

## ***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.

*KidKare* is open on days that school is closed due to inclement weather. If school starts late or closes early, *KidKare* will be open 6a – 6:30p, 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 4<sup>th</sup> (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.

## ***General Information***

### **Enrollment**

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

- Registration submitted and accepted online
- Registration fee paid and account balance current
- Alternate Destination Form completed and sent to the bus company

- IEP and Release of information form signed and on file with *KidKare*. (if applicable.)

### **Daily Drop off/Sign-in and Pick up/Sign-out**

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 Ipad 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**

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. 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. You are still obligated to pay tuition for the day. Elementary school staff do not notify *KidKare* if your child is absent from school. It is the parents responsibility to notify *KidKare* directly. **There will be a \$5 finders fee if we need to go looking for your child.**

### **Parent-Staff Communication**

*KidKare* staff are available to discuss a child's day or needs at any time. A daily information sheet is sent home for our Preschool KinderKids. A Here's the scoop form is filled out when parent need to be informed of an incident and is handed to the parent at pick up. When a behavior occurs a parent will receive a Minor or Major report about the incident and how it was handled. **Watch for emails and text messages about upcoming non-school days and important reminders.**

### **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. Parent must have a volunteer background check on file.

### **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.

### **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 you child on the day of the field trip.

### **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 (Even the older kids!)

### **Toys**

We encourage family 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 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, Ipads, or any other electronic device if they are mis-used. The device will be returned to the parent.

### **Summer SunBlock**

*KidKare* students are automatically part of Summer Sunblock, the Community Education Summer Enrichment program. All children, going into grades 2 – 7 will get to participate in Summer SunBlock classes. There will be no extra charge for the Sunblock classes for *KidKare* students on days they are attending *KidKare*. (Swimming, tennis and other classes that cost more to run may cost an additional fee).

### **Lunch/Snack**

*KidKare* will serve breakfast, lunch and an afternoon snack to all children on non-school days and throughout the summer. Parents may choose to send a bag lunch with their student. Breakfast and lunch is available for purchase through the district food services on school days for our preschool KinderKids.

### **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.

## ***KINDERKIDS***

**KinderKids** is offered at Parkside, Northwinds, Tatanka, Hanover and Montrose for all pre-school children, ages 3 – 5. The hours are 6 am – 6:30 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 potty 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.

### 7) **Items your child will need daily:**

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 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/napping will not exceed 2 hours.

Please make sure your child's items are an appropriate size and fit in their cubby or on their hook.

### **Breakfast and Lunch:**

All KinderKids Preschoolers will have breakfast and lunch provided at a cost during regular school days. Your family's information will be added into the district online payment system, Campus Portal, <https://campus.bhmschools.org/campus/portal/buffalo.jsp>. If your family does not have a Campus Portal account the district will send you an email with your GUID #/Activation Key to create one. A PIN number assigned to them and it is the parent's responsibility to have money available for their child to eat breakfast/lunch on regular scheduled school days. Your child will not be required to know their pin number.

## ***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
- Severe 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. Children are not allowed to administer their medication by themselves without *KidKare* staff present.

### **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.

## **FINANCIAL INFORMATION**

### **Program Rates**

<b>Pick your Day contract</b>	<b>1<sup>st</sup> Child</b>	<b>Additional Child</b>
Full day	\$38	\$36
Morning only (6am – 12:30pm)	\$26	\$24
Afternoon only (12pm – 6:30pm)	\$26	\$24



Before school (6 – 7:30 am)	\$7.00	\$6.50
After school (2:25 - 6:30 pm)	\$13.50	\$12.50
Wrap around (for KinderKids in a preschool program outside of KidKare)	\$30	\$28
\$5 additional charge for any child dropped-in on a non-scheduled day		

***Weekly invoices will be run Monday morning, with auto payments processed on Friday of the same week.***

**Weekly registration/payment policy**

***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.) If you add a day, payment must be made on that day when your child is dropped off or picked up.

**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 6:30 PM. If you realize you will be late, please make other arrangements for your child to be picked up by 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 6:31 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.

**Steps to access your KidKare account online**

- Log on to <http://bhmschools.ce.eleyo.com>
- Click on the “My Account” button on the left-hand side of the page. This will bring up the log-on page. Your account has already been established. **DO NOT** login as a “new user”. (This would create a duplicate account.)

*Please enter your primary (home) phone number, beginning with the area code. Do not use spaces or dashes.*

*Then enter your password.* If you do not know your password, select forgot password and follow the steps.

- On the “My Account” page, you are welcome to verify and update your directory information. This is very helpful to us, to make sure we have accurate parent contact information.
- If you have multiple family members with a Community Ed. account, a drop down box will appear at the top of the page. You can then select the family member whose information you want to view. Please note that the system will automatically assign each family member different passwords, but then once you are in a family account; you can access all family records via the phone number and any of the passwords. You may also change the passwords to be the same for all family members if you choose.
- After selecting the appropriate family member from the drop down box, click on “*Schedule*” on the upper right hand side of the page. This will bring up your registration history since September 2008. (In order to see your account history from previous years, you will need to select the year using the drop down box at the top of the page.)
- Click on the *Magnifying Glass* button in the “Actions” column to the right hand side of the registration listing. This will bring up a summary screen which will show the following:
  - Top portion: Registration Details information for the class, such as the class date, class hours, and class days.
  - The next portion is the Transaction History detail where you will find the payment history.
  - Above the current balance, you will see your \$25.00 registration fee along with any payments you have made, including information such as your check number.
  - Below the current balance, you will see projected payments for future weeks attendance. ○ *To make a payment:* simply click on the shopping cart icon to the right hand side of the payment line.
  - This will take you to the Shopping Cart Contents page where you will check out.
  - Click on the check out button and it will take you to the Payment Information Page. Type in your credit/bank card number and expiration date of the card, along with the cardholder information, then click on the submit button. Your payment will be processed on your credit card at this time.

**When adding/removing attendance for your child(ren) we ask that it be done the Friday before week of care. To do this, follow the steps below:**

1. Sign into your account at <http://bhmschools.ce.eleyo.com>
2. View your dashboard
3. Under "your accounts" click on your child's KidKare account
4. click on your child's school year KidKare contract.
5. Under "contract management", click on "change schedule"
6. Click on the calendar days you would like to add/remove
7. Then click on "submit contract schedule changes"

**Non-school days:** Non-school day registration will open 3 weeks prior to the non-school day. You will find that option listed under "Contract Management" when it opens up. Reminders will be emailed to you and posted at your site.

## ***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 themselves or another person.

**KidKare has 3 expectations for all children to follow:**

- 1. Be helpful**
- 2. Be respectful**
- 3. Be safe**

If a child has a behavior incident the following course of action is taken:

**1<sup>st</sup> step: Incidental behaviors:** The child's behavior does not infringe on the rights of others and the child responds to correction, verbal warning, and redirection.

Consequences for the behavior: redirection, proximity control, nonverbal cue to correct behavior, private conference with child, in-class timeout.

Parent will be notified with a Here's the scoop form sent home.

**2<sup>nd</sup> step: Minor Behaviors:** Violations that do not respond to step 1 and significantly disrupts child's learning, others' learning or the classroom/school environment.

Consequence for the behavior: Describe expected behavior, step 1 consequences, removal to another group or space loss of privilege.

Parent will be notified with a minor behavior report sent home.

3 Minors for same behavior will be classified as a Major behavior going forward.

**3<sup>rd</sup> step: Major Behaviors:** Behaviors that require Lead Supervisor/Coordinator involvement. Significantly violates the rights of others and puts self/others at risk/harm or chronically/severely disruptive or disrespectful.

Consequence of behavior: inform child of rule violated and describe the expected behavior, removal from room immediately, parent called for pickup, warning of suspension.

Parent will be notified with a major behavior report and be called to pick their child up immediately with a warning of suspension.

3 Major reports will be classified as a chronic behavior.

**4<sup>th</sup> step: When Behaviors become chronic:** Child will be suspended for 3 - 5 days. When a child returns to the program, if his/her behavior does not change, the parent will be asked to come in for a conference. At this time the parents, child, and *KidKare* staff will discuss and sign a behavior contract.

**5<sup>th</sup> step: Behaviors do not improve:** 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.

**Covid – 19 safety and health guidelines:**

**Monitoring your child's health:**

1. Please monitor your child's health each morning and adhere to the state's guidelines for when to keep your child home from care. **We will not be able to care for children who have a fever of 100.4 or higher, or any other symptoms of illness.** If your child happens to fall ill while at KidKare you will be called and your child will need to be picked up within 30 minutes.

**\* KidKare adheres to all BHM School district policies. \***

***Thank you for choosing KidKare!***

**Like us on Facebook: *BHM Schools KidKare***

**Visit our website: *<https://www.bhmschools.org/kidkare>***