

Bemidji Public Schools



Community Education



Kids & Company/Summer Kids
Family Handbook

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Parent Handbook

I. INTRODUCTION/PHILOSOPHY OF PROGRAM

Welcome to Bemidji School District's School Age Care Programs! This handbook provides a reference for parents regarding our programs, policies, and rules. Please review the handbook and refer to it as questions arise.

Currently we offer programs for elementary aged children, grades PreK-5:

Kids and Company Afterschool Care is offered until 6 p.m. at ISD #31 elementary schools: Gene Dillon, Horace May, JW Smith, Lincoln, Northern, Solway, Paul Bunyan (5:45pm) and Jack & Jill Preschool (5:45pm). This program operates each school day.

We may also offer full day programming on school release days (staff development, conferences and spring break).

Summer Kids, for children entering grades 1-5, is offered for approximately ten weeks each summer. Program hours are 7:30 a.m. until 6:00 p.m.

Our Philosophy.

Our program philosophy follows the Minnesota School Age Care Association (MNSACA) and National School Age Care Association (NSACA). We believe that school age care programs should promote, nurture, support and enhance all areas of children's development. We strive to provide a balance of recreational, social, and educational enrichment opportunities in an environment conducive to all children learning in a fun, playful way. Specifically, we hope to improve social competencies through guidance, positive role modeling and direct teaching of conflict resolution skills. In addition, we offer children a variety of activities from which to choose, offering physically active as well as quiet activities, reading and math enrichment through play and through structured programs such as America Reads, and homework assistance. Children may work on improving the skills they choose: athletic abilities, artistic expression, or depth of knowledge in areas of interest. We hope that each child will enjoy our program and learn many useful skills along the way.

II. PROGRAM FACTS

Registration: Registration for Kids & Company begins at the beginning of May before the program year. There is a nonrefundable registration fee of \$25.00 per child, and families may register online, by phone or in person. Registration for Kids & Company continues until the middle of August, unless we fill up prior to that date, at which time we temporarily close registrations so we have time to prepare for the first day/week of the school year. Those who attempt to register after that time will be put on a waiting list. If there are open spots, those on the waiting list will be notified and added to the site. Registration opens again on the Monday of the second week and continues throughout the school year depending upon availability.

Summer Kids registration begins in February, and all registration policies, including the nonrefundable \$25.00 per child registration fee, apply to this program. We close SummerKids registration at noon on the last day of school. Again, late registrations will result in the late registration fee and a start date the second week of the program.

Days of Operation: Kids & Company operates each day that school is in session. If school is closed, our program is also closed. We may also offer full day programming on school release days (conferences and staff development days) to those families already in our program. We have a separate registration process for these days, and notification is sent out by email, flyers and post on our website.

The SummerKids Program typically begins a full week after the last day of school, and it ends three weeks before school begins. This is necessary due to building maintenance requirements.

Hours of Operation: Kids & Company operates from school dismissal time (currently 2:50pm at each school except Paul Bunyan and Jack & Jill Preschool, which dismisses at 2:15/2:30pm) until 6 p.m. each school day. Summer Kids operates from 7:30 a.m. until 6 p.m.

Locations: Afterschool programming is offered at each elementary school in the Bemidji School District –JW Smith, Gene Dillon, Lincoln, Horace May, Northern and Solway. We also have 2 Preschool locations: Paul Bunyan Center and Jack & Jill Preschool for our preschoolers who need aftercare.

Summer Kids is at Bemidji Middle School. We currently provide a minimum of a separate room for each grade level 1-5. The children use the gym, the pool, and a large outdoor play space. We also take advantage of the Food Service Department's free Summer Breakfast and Lunch Program for the first six weeks during the summer, except on Fridays. Our program is active, with a wide variety of activities available, plus some Friday field trips by school bus. We send children to activities at the middle school (in the building or on the grounds) at no cost. We, or the coaches, escort them to/from the baseball, softball and soccer fields across the street on Middle School Road.

Contact Information: Listed below are telephone numbers you may need to contact us. Direct your questions about Kids & Company/Summer Kids to the Kids & Company office. Billing questions, in particular, are handled by our office. Remember that you must contact us if there is a change in your child's attendance.

Each Kids & Company school has a cell phone. The phones will be on during program hours, so you may always contact the staff from school dismissal until 6 pm. You may also leave attendance messages by text or voicemail.

| | |
|-------------------------------------|--------------------|
| Kids and Company Office/Facilitator | 333-3284 ext 35309 |
| Kids and Company Billing | 333-3284 ext 35302 |
| Community Education Office | 333-3284 ext 35301 |

| <u>School</u> | <u>Kids & Co.Cell Phone</u> |
|---------------|---------------------------------|
| JW Smith | 218-407-7894 |
| Lincoln | 218-553-1154 |
| Northern | 218-553-1564 |
| Solway | 218-214-6366 |
| Gene Dillon | 218-407-7531 |
| Horace May | 218-553-1584 |

The Kids & Company Office is located at 3300 Gillett Dr NW. We have a locked drop box outside the building at door #1, so you may drop off paperwork or payments there at any time. The office is open 7:30am until 4pm through the school year. During the summer, our hours are 7:00am-4:30pm M-Th, 7:00am-11:00am Fridays. Our mailing address is:

Kids & Company
 ISD #31/Community Education
 502 Minnesota Avenue NW
 Bemidji MN 56601

Email Addresses and Websites:

Program email: sac@bemidjicommunityed.com

Community Education: <http://www.bemidjicommunityed.com>

Kids & Company: <http://www.bemidjicommunityed.com/page/2457>

Summer Kids: <http://www.bemidjicommunityed.com/page/2456>

Registration/billing: <https://bemidji2.sacc.rschooltoday.com/public/home/>

Facebook Page: <https://www.facebook.com/kidsandcobemidji>

III. PROGRAM REGISTRATION, CONTRACTS AND FEES

Definition of Contract: In order to keep costs as low and as fair as possible, we have created two different contract levels for our program. At each level, there is a daily fee charged, regardless of the number of hours of care.

The contract secures a place for your child in our program. Since our program costs remain the same regardless of actual attendance, we charge fees based on the contracted days. In other words, we charge for all days your child *is contracted* to attend, even if they do not actually attend.

Following are the two contract options:

Full Time: In order to reserve a space in our program each school day, parents should select the full time contract. You pay this fee for each day we hold the program. For Summer Kids, the full time contract reserves a spot for your child each day the program is offered.

Part Time Regular: This contract is for children who attend the same weekdays each week, such as each Monday, Wednesday and Thursday, or each Friday, etc. We reserve space for the child on those contracted days only. If requested ahead of time, we may be able to accommodate additional days if needed. There is a minimum requirement of 1 day per week.

Kids & Co. Daily Fees

| | |
|-----------|-------------------|
| Full Time | \$10.00/day/child |
| Part Time | \$11.00/day/child |

Summer Kids Daily Fees

| | |
|-----------|-------------------|
| Full Time | \$30.00/day/child |
| Part Time | \$33.00/day/child |

Contract Changes: Because we understand that situations can change, we allow two contract changes within the school year program and one within the summer program at no cost. Additional contract changes will be assessed an additional fee of \$25.00. To change your contract, please contact the Kids & Co office at 218-333-3284 ext.2. You may change your address, phone number, etc., yourself on the billing website.

EACH YEAR, you must re-register for our program. Our billing program streamlines the process significantly when registering online – you just need to add a new registration, choose a contract and start date, update your child’s grade and make changes as necessary to other fields. We will inform parents via email and flyers when registration begins.

Additional Charges

We require a **\$25.00 non refundable registration fee** for each child when you register for Kids & Company or Summer Kids.

Full Day Program Fees: We have one set fee per child for our full day programming. You are not charged, and your child is not expected, unless you register for the day. We have a deadline for registration that is a few days before the day in question so that we can accurately determine staffing needs. We may be able to accept additional children after the deadline, but the fee is higher. If you register your child but your child does not attend, you will still be charged the full fee. Full day program fees are included on your bill as a separate item.

Other than occasional costs for special activities, the following additional fees may apply:

Finder’s fee: If your child will be absent from our program, you must call or text your child’s site leaders cell phone to report that absence **before the end of the school day**. If it’s before 1:30 pm on the day in question, you may also call or email the office (218-333-3284 ext 2, or sac@bemidjicommunityed.com). **If we are not notified of the absence, you will be charged a \$5.00 finder’s fee for that day.** We ask for this notice because we take our responsibility for your children very seriously. A missing child must be located, so staff must take time from the group to find out why a child is not there, or why they showed up on an unscheduled day. If we do not get a call, we waste valuable time that should be spent doing activities with the children.

Late pick-up fee: Our program ends promptly at 6 p.m., and our staff have not committed to work beyond that time. If parents are late picking up their child, it is a great inconvenience and additional cost to our program. Therefore, we do charge a significant fee if children are not picked up by 6 p.m. See table below. A consistent problem with lateness may result in dismissal from our program.

| Late Level | Description | Fee |
|-------------------|----------------------------------|------------|
| Level 1 | Pick up between 6 pm and 6:05 pm | \$5.00 |
| Level 2 | Pick up between 6:06 and 6:11 pm | \$10.00 |
| Level 3 | Pick up later than 6:12 pm | \$15.00 |

Staff will attempt to call parents beginning at 6 pm, starting with cell phone numbers. If we cannot reach parents, emergency contacts will be called. If no one is coming to pick up the child by 6:30 pm, law enforcement will be called to pick up the child and take him/her to an appropriate shelter.

Daycare Assistance

We do bill the county for those parents who receive daycare assistance. At this time, we are only certified to work with Beltrami County. Please let us know when you register or call our office as soon as possible to notify us if you receive this assistance. If you pay a copay, that fee is due within 10 days of being invoiced. Failure to pay your copay can result in the county cutting off your assistance and cancellation of your contract with our program! NOTE: only daily childcare fees will be paid by the county. Parents are responsible for late fees, finder's fees, transportation fees or any other charges.

Billing/Payment Information

Kids & Company

Kids & Company bills are sent via email, every two weeks, and are due (paid in full), within 10 days of receipt. Payments **may not** be dropped off with Kids & Co staff at each site. See "Ways to Pay".

Summer Kids

Summer Kids bills are sent via email, weekly every Monday. They are due (paid in full), by the end of each week (Friday). Payments **may** be dropped off with Summer Kids staff at the Middle School.

Ways to Pay Your Bill

AUTO PAY: This is the easiest way to pay your bill in a timely manner. **If you would like to be set up for Auto Pay, please call our office at 218-333-3284 ext 2.** You will need to supply a credit card number that we will keep on file, and pull from after each invoice. **This must be done every time you register for a new program!!**

CREDIT CARD: We accept payment by credit card, either by phone 218-333-3284 ext 2, or you can pay online, by logging into your account at **<https://bemidji2.sacc.rschooltoday.com/public/home/>**.

DROPOFF/MAIL: You may bring or mail payments to our office (3300 Gillett Drive NW). Our office hours are 7:30am-4:00pm during the school year. There is a locked drop box in front of the building at door #1, for payments or documents.

PLEASE NOTE

We accept payments at the middle school during Summer Kids, but we do not accept payments at Kids & Company sites during the school year. Thank you!

Child and Dependent Care Tax Credit.

Information necessary to claim the child and dependent care tax credit is available at our billing website. This includes the total amount you paid us from January 1 to December 31 of the previous year. Note that some payments may be excluded if required by law, such as late fees.

IV. SUPERVISION/STAFF

School Age Care standards require a staff-child ratio of 1:15 at the elementary schools and 1:10 at the preschool sites. Some sites may have lower ratios because of space limitations or the particular children enrolled.

Each site has at least one Site Leader and one or more Activity Leaders. Everyone must submit to a criminal background check before they can work or volunteer with our program. We train staff in CPR and First Aid as well as special training sessions on topics such as guidance, safety, etc. We attempt to hire the best possible staff for our program – those who have experience working with children and coursework in education or child development. Please contact our office if you have any concerns about the quality of our staff.

V. PROGRAM OFFERINGS

As our philosophy indicates, we believe that our program should attempt to meet the needs of the whole child. Therefore, we offer choices of activities each day. Each child is different: some want quiet play with one or two others, some need physical activity the entire time, and many want a combination of activities at different times. Art exploration, craft and hobby activities, gym games, board games, reading, imaginary play and free play are all part of our program as well as occasional clubs.

Homework Help/Tutoring. We provide children with the opportunity to work on their homework and offer tutoring when possible. Sometimes it is difficult to find a quiet space for this, but we will do our best to provide quality space and the help children need. Homework time will be scheduled so that children have a chance to have a snack, relax and play for a period of time before going “back to work”. Please contact the staff at your school about the particular homework or tutoring needs of your child.

Snack Program. Kids & Company afterschool program provides a snack. Preschool students will be asked to bring in snacks to share as they are not provided.

Other Activities/Transporting Children

Occasional field trips or special activities may be planned. If the entire group attends a field trip, a District school bus is used, driven by an approved bus driver.

The additional costs for field trips at Summer Kids are included in your daily fee. On rare occasions, we may participate in activities that involve an extra fee.

VI. PROGRAM POLICIES

Behavior Guidance. It is our goal to serve all children and help them be successful in our program. Whenever possible we will use positive guidance techniques to encourage appropriate behavior, such as modeling, reinforcing positive behavior, redirection, giving verbal reminders, etc. Most children respond well to these methods. Behavior that is more serious and/or puts the child or others in danger requires more serious interventions such as “time in” or removing privileges. “Time in” is similar to a timeout in that the child must leave the activity, but the time is spent with a staff person so that, once the child calms down, the issue may be discussed. Parents will be notified by receiving an Incident Report Form. Please let us know if you have helpful information. Parents are a valuable resource, knowing what works or does not work with their child. If the behavior is a serious problem, we will ask for follow up at home with consequences you feel are appropriate. If the behavior continues despite our interventions, we will again bring it to the parent’s attention. The child will be excluded from the program, temporarily at first, or permanently if necessary. Obviously, we are particularly concerned about behavior that harms or endangers other children. Note that bullying will be handled in the same way. Bullying includes physical threats, exclusion, spreading lies, damaging another child’s items or projects, name-calling or any form of intimidation toward another.

If you ever have any concerns about your child’s behavior, please feel free to contact the staff. Also, the staff appreciates knowing ahead of time about any issues and possible solutions.

We will also discuss recurring problems that are continuing despite our best efforts. Although these issues may not seem dangerous, they have a negative impact on the program and children. Examples include running away/hiding from staff, being disrespectful, using inappropriate language, or not following other Kids & Company rules. All of these can be a reason for your child to be removed.

Remember that we are part of the school district, and we do follow the same rules as the school. To view the School District's Code of Conduct, you may go to the following website:

<http://www.bemidji.k12.mn.us/parent/code-of-conduct/>

At Kids & Company, we strongly believe in the value of each child, regardless of differences. We will not tolerate use of any words, language or actions that demean another child based on ethnicity, religion, gender, height, weight, clothing, disability, athleticism, etc. – basically demeaning language and behavior is not tolerated. We expect children to display appreciation for the uniqueness of each individual.

In addition to the behavior of children, we occasionally must deal with parent behavior that is inappropriate. There are certain behaviors that we cannot tolerate at our program. These behaviors include:

Use of inappropriate language, including typical “curse” words and derogatory terms associated with a particular ethnic group, religion, gender, etc.

Bullying children or staff. Bullying includes more than physically harming another; it includes threats or other forms of inappropriate intimidation, yelling at others, or insulting others. If you have a concern about the comment or behavior of another child, please speak to a staff person about it and allow us to handle the situation. It is not appropriate for a parent to yell at or intimidate any child at our program. If your concern is about a staff person, please address your concern respectfully to the staff person directly, away from children and other parents. Also, please call the Program Coordinator about any concerns you have with staff or other children.

Keep in mind that all of us are role models when we are around children. We expect our staff to model appropriate behavior around children, and we expect parents to do the same. When you need to discuss something with our staff, please be respectful toward them. If you are upset and feel out of control, we ask that you step aside with the staff person so you are away from the children.

Reporting

Who Should Report Child Abuse and Neglect

Any person may voluntarily report abuse or neglect.

If you work with children in a certified center, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your center. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

If you know or suspect that a child is in immediate danger, call 911.

Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.

Reports concerning suspected abuse or neglect of children occurring in centers certified by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)431-6600.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement.

If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.

What to Report

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556)

A report to any of the above agencies should contain enough information to identify the child involved, any person(s) responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a

licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Kids & Company must inform the commissioner within 24 hours of:

- Death of a child in the program
- Any injury to a child in the program that required treatment by a physician

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed or certified by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations. MN Department of Human Services Division of Licensing December 2017.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Staff Training

The certification holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The certification holder must document the provision of this training in individual personnel records, monitor implementation by staff.

Parental Access.

An enrolled child's parent or legal guardian is allowed access to the parent's or legal guardian's child at any time while the child is in care.

Medications. Please notify us of any medications your child takes. This could be important information for medical staff in an emergency. If we need to give medication to your child during our program hours, you must provide us with the same information and items required by the school: medication in an appropriately labeled prescription bottle, a doctor's prescription and instructions on administering the medication, if it is prescription medication, or a form signed by the parent for non-prescription medication. Please ask for the appropriate paperwork if this situation applies to your child.

If your child has a medical issue that requires an emergency plan with the school district, you must provide us with a copy of that emergency plan.

Program Check In/Check Out. Whenever you bring or pick up your child from our program, we need you to personally sign in and/or sign out your child on the attendance charts. Safety is a basic part of our program, and we cannot send a child to a car or have an underage sibling sign out a child. If a child is dropped off at the door, there is no assurance that the child actually comes into our program safely. We are not responsible for a child if he/she is not signed in.

When you register your child, you may authorize others to pick up a child. Please provide at least three names as requested. We would also need to be notified if someone other than the parent will be picking up your child. If you have a court order to exclude someone from having contact with your child, please provide the name of the person and a copy of the legal documents. We would also appreciate a photograph if possible. We cannot keep a child from a parent without this documentation.

Parents often want our staff to know all of the children and parents right away, and the staff does attempt to learn names and faces quickly, but it may take some time. Our initial focus is on learning each child's first name, then last name (to help with taking attendance), then the parent names. We would appreciate you taking the time to learn our staff names, also!

Movies and Music. Although not considered a regular part of our program, staff may occasionally show movies during program hours. Also, children occasionally bring in videos to show during our program. The only movies we will play without question are those rated “G”. In order to show a “PG” movie, staff must have reviewed the entire movie for appropriateness, and information about the video will be posted a week in advance. If you have an objection to any particular movie, arrangements will be made for an alternate activity for your child. Music CDs must have an appropriate rating to be listened to during our program, even with headphones. Music for the whole group must be carefully screened for content.

Building & Physical Premises. All buildings and physical premises are free of hazard.

Kids & Company ensure:

1. The areas used by a child are clean and in good repair; and the furniture and equipment is structurally sound and is appropriate to the age and size of a child who uses the area.

2. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child.

3. Safely handle and dispose of bodily fluids and other potentially infectious fluids by: using gloves; disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag.

Other Policies.

As a part of the Bemidji School District, our program follows the ISD 31 behavior policy.

For the ease of the children, we follow the same rules as the school where they attend our program. This includes rules about bringing particular items to school such as Pokemon cards, Gameboys, toys that could be real or replica weapons, etc. In addition, we will not be responsible for items a child brings to our program such as toys or money. It is best for all concerned if these items remain at home.

Our policy on outdoor play is also the same as the school: if the temperature is below 0°F (actual or wind chill), we will not take children outdoors. Please be sure your child brings appropriate clothing each day for outdoor play!

VII. EMERGENCY INFORMATION

Emergency Contacts. It is very important that you provide the names of three emergency contacts when you register. In an emergency, we will need as many options of ways to find you as possible. Also, keep in mind that only the emergency contacts listed may pick up your child.

Illness. Kids & Company are committed to providing an environment in which students can thrive. Please keep your child home if they have any of the following symptoms: fever of 100 degrees or higher, diarrhea or vomiting within the last 24 hours, an undiagnosed rash, inflamed eyes, severe cold or sore throat. A student may return to Kids & Company after:

1. Temperature is normal for 24 hours.
2. 24 hours after the last occurrence of vomiting and/or diarrhea.
3. 24 hours of treatment.

If a child becomes ill at Kids & Company we will isolate the child with proper supervision, and notify the parent/guardian listed on the student's account to immediately pick up your child. If you cannot be reached, the staff will contact the emergency contacts listed on your child's account. Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.

Please notify Kids & Company if your child develops a communicable disease. Information about confirmed contagious diseases will be posted the same day we are notified to inform parents of possible exposure.

Kids & Company will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox.

Immunizations. Before your child starts at Kids & Company we must have access to a record detailing current immunizations or applicable exemption.

Administering Medication. We are not permitted by law to give any medication, including over the counter medication, without a doctor's order. Kids & Company staff can administer medication if all of the following conditions are met:

1. A medical permission form is signed by the parent/guardian and doctor and on file with Kids & Company. Forms are available upon request, or a doctor's permission may be faxed to the site.
2. Medicine is brought in the original container. Your child's first and last name, directions and dosage must be clearly marked.
3. Record the administration of medication, including: child's first and last name; name of the medication or prescription number; date, time, and dosage; and name and signature of the person who administered the medicine.
4. We only give medicine to the child whose name is on the label.
5. We are not permitted to give expired medication. Any unused medication will be returned to the parent or guardian or destroyed.

Nonprescription medicine, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently, also we store medicines, insect repellents, and diapering products according to directions on the original container.

Medical Information/Special Needs. Please complete the medical information portion of the registration packet as completely as possible. Information you provide will only be shared with staff that work with your child. In addition, we appreciate any additional information you provide that may help us understand and better serve your child. If there is a diagnosed condition that may affect the child's behavior, ability to communicate, or ability to do different activities, please indicate that information on the form. We ask because we want to do what's best for your child. We may ask for additional information from you or the name of a school resource for assistance on your child's needs, if necessary.

Emergency Preparedness.

Kids & Company has an emergency preparedness plan that is written using the Child Care Emergency Plan form developed by the commissioner and will include:

Kids & Company has a plan available for review upon request by the child's parent or legal guardian.

Kids & Company has a staff person at orientation and at least once each calendar year on the emergency plan and document training in each personnel file.

Kids & Company will conduct quarterly: one evacuation drill; and one shelter-in-place drill.

Emergency Response Plan.

If your child has a condition that could result in an emergency (such as a seizure disorder, life threatening allergy, diabetes, etc.), you must provide our office with a copy of his/her Emergency Response Plan. This document should also be on file in the Health Para office. This plan gives us direction on how to handle an emergency that may occur. We also need any emergency equipment or medications, such as an epipen and inhaler, because we cannot access the items you have given to the school. Health paraprofessionals do not work beyond 3:00 pm, and the health office must be kept locked at all times.

Weather Related Closings

Weather alerts can be very confusing, and decisions, unfortunately, often have to be made last minute. We have updated our policy to coincide with the radio announcements you hear on the radio to make this communication easier:

When school is canceled or dismissed early, Kids & Company is canceled. School staff remain at the school until all children are on a bus or picked up, so it is less confusing for the kids in our program to be cared for in the same way.

When school continues until normal time, but after-school activities are canceled, we will operate, but only for **one hour**. This announcement comes late, and it is difficult for parents to find an alternate place for their child with short notice. We will provide a stopgap so that parents have time to get to the school to pick up their child. For everyone's safety, we ask parents to pick up their child no later than 4:00 pm on these days.

Full day program: Unless the entire school district closes, we will still offer our planned full day program days.

It is strongly suggested that you make a family plan for these situations and let your child's teacher know the plan. If your child has a designated bus, you should be able to have them ride the bus home, if necessary. In addition to the radio announcement, we will update the Kids & Company, Community Ed, and School District websites and the Community Ed facebook page with the above information. I will also send an email to all parents who have provided us with an email when they registered.

Allergies. Upon registration, a parent/guardian must complete the allergy information form, which includes a description of the allergy, avoidance techniques, description of reaction and how to respond to the allergic reaction. Kids & Company must maintain current allergy information in each child's record. The allergy information must include: a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. Kids & Company must inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, the certified center must inform staff of any change. Documentation that staff were informed of the child's current allergy information must be kept on site. A child's allergy information must be available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child

VIII. PARENT INVOLVEMENT

There are many ways that parents can become involved with our program, as shown below.

We ask for parent volunteers to serve on the Community Education Advisory Council. The Advisory Council Reviews Community Education policies and programs and provides advice on additional programming ideas. Please contact the Community Education Director if you would be interested in becoming a part of this important group.

Are you looking for another way to help or be involved? We always welcome donations of toys, items useful for crafts (fabric, paper products, spools, buttons, ribbon, etc.) or time. Parents are welcome to join us on field trips (though we may ask you to drive yourself if the bus is full). We also welcome parent volunteers to assist with projects, teach or share a craft or interest, etc.

IX. SOME FINAL THOUGHTS

We consider parents and children as our customers, and we wish to provide the best possible childcare at a reasonable rate. We welcome your ideas and suggestions and give serious consideration to incorporating parent ideas into our program. Please call our office at any time to discuss any concerns or suggestions you may have.