

# Kids & Company

## School Age Childcare

### STAFF HANDBOOK

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**Welcome to the Kids & Company, School Age Childcare!**

**We are pleased to have you as part of our team.**

## **MISSION**

Kids & Company's mission aligns with the Bemidji Area School's mission to empower each learner to succeed in our diverse and changing world.

We believe:

- Each learner will be challenged to develop his/her full potential.
- Learning is a lifelong process that enriches our lives.
- Education is a partnership among school, family and community.
- There are expectations of quality for ourselves and for others.
- Our school district values and reflects culturally diverse talents, backgrounds and viewpoints.
- All students should take responsibility for their own success.
- Our staff are highly qualified and should be reflective of our student body.

## **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. We offer children a variety of activities in our program. 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.

## **EMPLOYEE INFORMATION**

Kids & Company staff are Bemidji Area Schools district employees and should read the Bemidji Area Schools Employee Handbook. The Employee Handbook may be found from the District website (<https://www.bemidji.k12.mn.us/>) under the District tab (District > Human Resources > Employee Handbook).

### **Breaks**

Time is allotted in the schedule to give you time to take care of personal matters. Your fifteen minute break must be taken on site. The table below shows an example of when you would get breaks and lunch during a full day program.

<b>5 + hours scheduled</b>	One 15 minute break
<b>7 hours schedule</b>	One 15-minute break Optional ½ hour unpaid/duty free break
<b>8.5 hours schedule</b>	One 15-minute break Non-optional ½ hour unpaid/duty free break

### **Payroll**

Bemidji Area Schools Community Education is paperless as much as possible. Paychecks and pay stubs are all electronic. Paychecks will be directly deposited into the assigned account on the 15th and last day of each month. If the 15th or last day of the month falls on a holiday or weekend, paychecks will be deposited on the previous work day. Paystubs can all be found in Skyward, accessed from the Bemidji Area Schools website (Staff tab > Staff Resources > Employee Access).

A link will be sent to your email on file which will allow you to set your password..

### **Absences**

If you are going to be absent, you need to contact one of the subs on our sub list. **It is your responsibility to find someone to cover your shift.** If no sub can be found, you will be expected to be at work at your regularly scheduled time (this applies to both school year and summer programs). Please inform the Site Lead as well Program Coordinator of any absences.

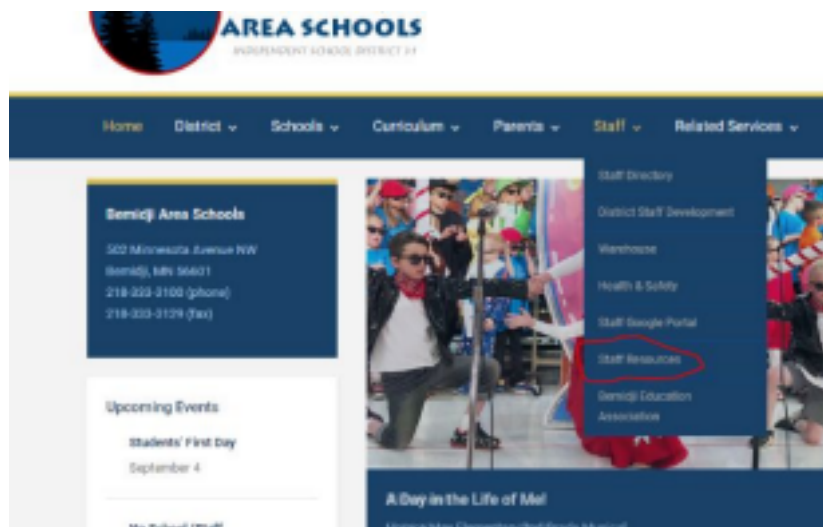
## Time Clock

Bemidji Area Schools uses TrueTime to track employee work hours. Below is a tutorial explaining how to document your work hours every day. Employees use electronic timesheets via Skyward True Time online software. Each employee will clock in and out for the day by logging into Employee Access. Your login information can be found below. Please log in to your account prior to your first shift to ensure you have access.

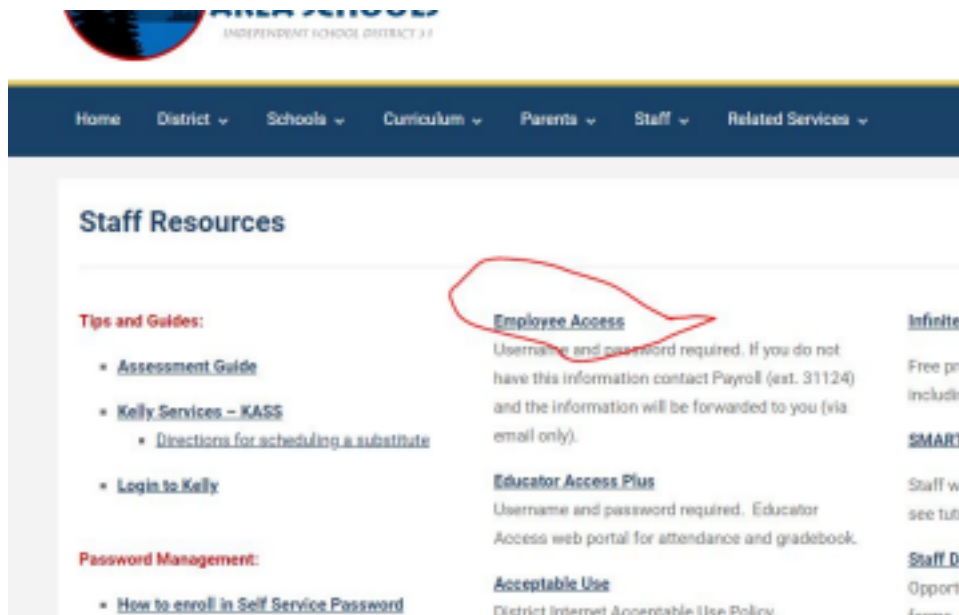
If you have any questions, please contact Staci Strassburg at (218) 333-3100 x31124.

## TrueTime Tutorial

1. Go to school district website ([www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us)). Hover over staff, then click on staff resources:



2. Click on employee access:



3. **Log in** to employee access: [www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us) > Staff > Staff Resources > Employee Access.

You will receive a link in your email that will set your password.

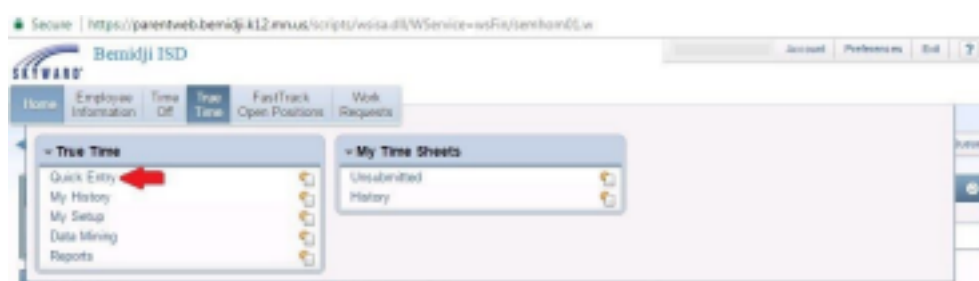
**Login ID:** \_\_\_\_\_

**Password:** \_\_\_\_\_

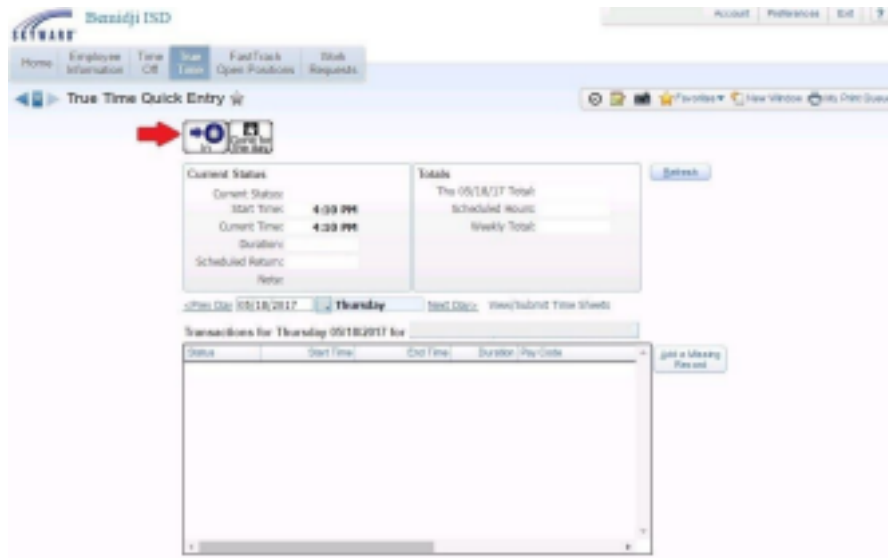
4. **Click on True Time.**



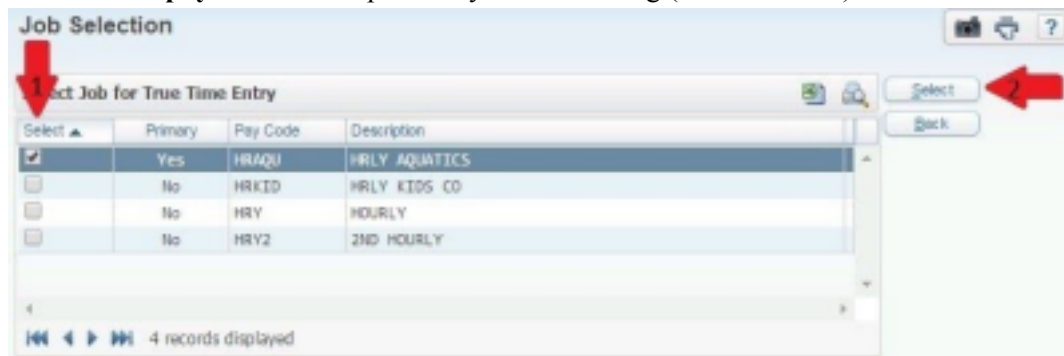
5. **Click on Quick Entry.**



6. Click on **“In”** button to clock in for the day.



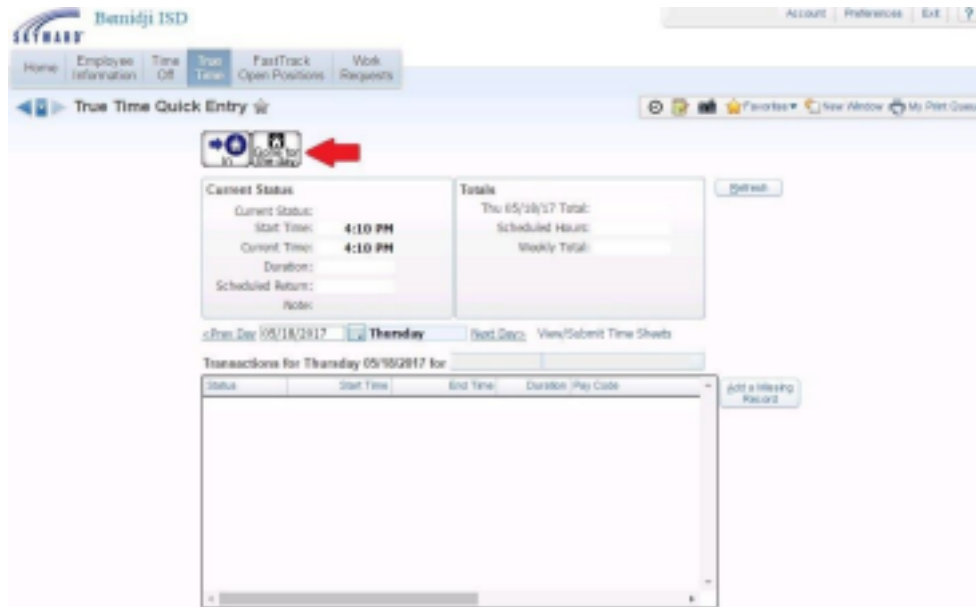
7. Check the pay code for the position you are working (HRkids for us) and hit Select.



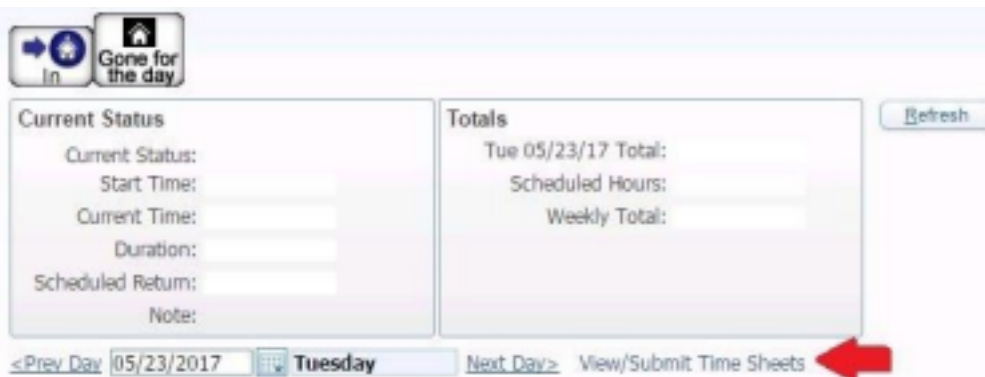
That's it for check in.

8. At the end of your shift, you will check out following the procedure below.

9. Click the **“Gone for the day”** button to clock out.



10. Click “View/Submit Time Sheets” to review hours worked.



11. Click “Submit Time Sheet” at the end of each week. Be sure to submit every Friday so your pay is not delayed!



## **PROGRAM RULES**

Kids & Company students and staff are held to the following Code of Conduct:

**Respect:** of self, others, their beliefs and property

**Honesty:** be truthful

**Kindness:** be caring, friendly and helpful

**Responsibility:** be dependable and accountable

**Fairness:** be committed to the just treatment of others.

### **Student Discipline**

If a student is not following the above Code of Conduct, Kids & Company staff will document the behavior using an Incident Report (located at each site). Inconsequential behaviors need not be reported; however, persistent and/or harmful behaviors require documentation. The following is a general guideline for dealing with student misbehavior:

1. Give a verbal redirection and monitor student behavior.
2. De-escalate and/or stop the harmful behavior. Seek help from the Site Leader or other Kids & Company staff if needed.
3. Once all students are safe, complete an Incident Report and turn in to the Site Leader.
4. Provide parents/guardians with a copy of the Incident Report.
5. Site Leaders will provide a copy of the Incident Report to the Program Coordinator.

### **Employee Discipline**

Kids & Company follows the same Employee Discipline Policy explained in the Bemidji Area Schools Employee Handbook. As explained in the Bemidji Area Schools Employee Handbook, “Corrective action may be implemented by supervisors to address employee behavior or performance that disrupts the activities and goals of the District. Corrective action may also be initiated to address violations of work rules, violations of District policies, or other acts that undermine public trust in the employee of the District.” Please refer to the Bemidji Area Schools Employee Handbook for further information concerning the Employee Discipline Policy.



## **PROGRAM COMPONENTS**

The Kids & Company School Age Childcare program is an after school program for elementary students who need a safe, supervised place after school (until 6:00 pm). We are proud of our quality program that provides enriching activities for youth. Our experienced staff offer children a variety of activities involving art, crafts, board games, sports and fitness, reading, computer lab, and just PLAY to keep them busily engaged. Children are also provided with a nutritious snack each day.

Our program operates each school day at Bemidji School District elementary schools: Gene Dillon, Horace May, JW Smith, Lincoln, Northern, and Solway.

We are an eligible Child Care Assistance Program (CCAP) program.

### **Summer Program**

Kids & Company provides summer care from June to August. Summer Kids & Company is open from 7:30 AM-6:00 PM. It is held at Bemidji Middle School and moves to Lincoln Elementary towards the end of summer. Kids & Company families must register separately for the summer program. Summer Kids & Company days are balanced between structured and self-directed activities, i.e. arts and crafts, games, computers, social time, structured sports, playground time, free play, academic play, etc. Summer Kids & Company follows the same structure and procedures as the school year program and sets the same expectations for students and staff.

### **Sign In**

Kids & Company staff will sign students in at each site. Site Leaders will have an Attendance Sheet, and accurate attendance must be recorded each day. Parents must call or text the site if their student is going to be absent on a scheduled day. During the school year program, staff will communicate with building administrators and/or teachers if a student does not arrive at Kids & Company. If a student is absent from school, Kids & Company staff must still contact the student's parent/guardian concerning the student's attendance.

During the summer program, we do not make attendance phone calls; we assume students who are registered and do not attend are already with their parents/guardians.

### **Sign Out**

All parents/approved pick-ups must come into the building to sign students in and out. Only approved pick-ups are listed on the Attendance Roster. If someone comes to pick up a student/s, and they are NOT on the pick-up list, they must contact Community Education or the Program Coordinator. If it is after 4:30 pm, an approved pick-up must be called.

## Late Pick Up

Kids & Company ends promptly at 6:00 p.m. If a student is not picked up by 6:00 p.m., Kids & Company staff should call parents/guardians of the student. If a student is consistently picked up late, staff should inform the Program Coordinator. The following late fees will apply to families who pick their students up late at the discretion of the Program Coordinator:

Late Level	Description	Fee
Level 1	Pick up between 5:50 and 6:04 pm	\$5.00
Level 2	Pick up between 6:05 and 6:25 pm	\$10.00
Level 3	Pick up later than 6:25 pm	\$15.00

### Late Level

- Level 1: If a child has not been picked up by 5:50pm, staff will attempt to call parent contact phone numbers, starting with a cell phone. If a parent cannot be reached, emergency contacts will be called.
- Level 2: If parent or emergency contacts cannot be reached, staff will begin asking the child if they know of plans the parent had, if they have a neighbor or relative's phone number who may know the parents' whereabouts. The SAC Program Coordinator will also be contacted.
- Level 3: If no one is coming to pick up the child by 6:30 pm, Law Enforcement will be called. They will pick up the child and take him/her to an appropriate shelter.

## Court Ordered Pick Up

When a parent is scheduled to pick up a child according to a Court Order, the parent cannot pick up the child before the time stated (or on dates not approved) on the Court Document. If an attempt is made to pick up a child that does not follow the Court Order, follow the steps below. **If a person is ordered to have no contact with the child, follow STEP 3 immediately.**

1. Tell the parent attempting to pick up, "The Court Document we have on file clearly states a pick up time as \_\_\_\_\_ or date of approved pick up as \_\_\_\_\_. Because this is a legal document, we cannot dismiss prior to the court ordered time or date."
  - a. Have Court Document available to reference
2. If the parent cooperates with the Court Document, he/she is free to wait in the hallway or outside the building until the appropriate time/date.

3. If the parent continues to press to take the child or tries to remove the child early, call law enforcement:
  - a. Bemidji Police Department/Beltrami County Sheriff's Office 218-333-9111 or 911 (when officer arrives show them court document)
4. Follow law enforcement directions.
5. Call the custodial parent to let him/her know what is happening/what has occurred.
6. If you need further assistance and to keep informed of events, please call the following:
  - a. Kids & Company Program Coordinator
7. Complete an incident form and submit to the Site Leader.

### **End of Day Procedures**

When Kids & Company staff leave a building site at the end of the day, all locations in the building used by Kids & Company must be left in better condition. Staff must ensure that:

- all equipment/supplies are put away neatly (gym toys, games, markers, etc.),
- tables are cleaned and disinfected
- floors are swept
- lights are off and doors are closed or locked where necessary.

### **Identification Badges**

All staff will be issued a school district badge by the District Office. Your identification badge is an important part of your work attire as it lets students, parents, co-workers, vendors, and the general public know who you are. Ensuring that everyone who enters our schools is identified is an important part of providing a secure environment for students and staff.

Employees must wear their District issued identification badge any time they are at work. From more information see the Employee Handbook

([https://www.bemidji.k12.mn.us/wp-content/uploads/2020/09/2020-2021-Employee-Handbook\\_1.pdf](https://www.bemidji.k12.mn.us/wp-content/uploads/2020/09/2020-2021-Employee-Handbook_1.pdf), page 9 and Attachment M).

**CPR training:** CPR Training (\*online training link)[CPR & First Aid.net](https://www.cprandfirstaid.net) – free (make your own certificate and give to SAC Facilitator) This must be completed before working in our programs.

## NetStudy2 Background Checks/Fingerprints:

- Ensure all staff have a current federal background study via [NetStudy 2.0](#)
- <https://netstudy2.dhs.state.mn.us/Live/Auth?ReturnUrl=%2fLive%2fHome>
- You will need the SAC facilitator's login and password. Go to applications and initiate study tabs. Complete the study.
- Once this is completed you will receive an email from the state to go to the local Identigo office and get a background check and your fingerprints done. This is required before working in our programs.

## Forms

Kids & Company staff need to be familiar with the following forms:

- *Injury Report*: to be filled out when a student is injured during program hours ([www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us)  
> Staff > Staff Resources > Forms > Student Injury Report Form (located on the top).
- *Incident Report*: to be filled out when a student displays concerning, harmful, or disruptive behavior.

Both forms will be available at each building site and at the Community Education office. Contact the Site Leader if no forms are available at a building site.

## Accidents/Injuries

Kids & Company staff members must protect the safety of all students. First Aid supplies are available with Kids & Company supplies at each building site. If a student is injured during program hours, report it to the Site Leader and complete an Accident Report form. The Accident Report form should be left with the Site Leader who will send the report to the Program Coordinator. Injuries should be discussed with parents at pick up time. **A student should never go home with an injury which has not been reported to parents or guardians.** In the event of a head injury or other serious injury, call for medical assistance (school nurse, school district nurse (333-3115 ext. 37209), or 911) and notify parents immediately. If a staff member is injured while working, notify the Program Coordinator.

## Missing Child

If a student disappears during sign in:

1. Check with school staff, Site Leaders or other Kids & Company staff (Did anyone receive a note that the student was doing something other than Kids & Company? Did anyone see a parent pick up the child?)
2. Contact Kids & Company Program Coordinator.
3. Thoroughly search the school.
4. Call parent/guardian. If a parent cannot be reached, call an emergency contact.
5. Call local police if the child is not found.
6. Complete an Incident Report and submit it to the Site Leader.

If the child runs away from the group:

1. Follow the student, keeping him/her within sight at all times.
2. Inform the Site Leader, if possible, to get assistance.
3. If the student leaves school grounds, call the police, then call the parents. If a parent cannot be reached, call an emergency contact.
4. Call Kids & Company Program Coordinator.
5. Complete an Incident Report and submit it to the Site Leader.

### Site Cell Phones

Each Kids & Company building site has a cell phone that should remain near the Site Leader. The cell phone needs to be plugged in at night so it is fully charged for the next day.

Gene Dillon Kids & Company	218-407-7531
Northern Kids & Company	218-553-1564
Lincoln Kids & Company	218-553-1154
Solway Kids & Company	218-214-6366
Horace May Kids & Company	218-553-1584
JW Smith Kids & Company	218-407-7894
Bemidji Middle School Kids & Company	218-407-7531
Rachel Amdahl, CE Director	218-240-9031 218-333-3284 ex. 35311
Tricia Jessen, Program Facilitator	218-766-2494 218-333-3284 ex. 35309
Robin Frisco, Kids & Company Secretary - Billing and Registration	218-333-3284 ex 35302

### Holidays

Kids & Company is closed on the following holidays:

- New Year's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

### **Non-School Days**

Kids & Company is open during some non-schools days during the school year. On scheduled non-school days, Kids & Company will be available at Bemidji Middle School from 7:30 am - 6:00 pm. Kids & Company staff are required to work an average of 2 non-school days each year.

Non-school days for the 2022-2023 school year:

October 3	October 20 - 21	November 4	January 16	
February 20	February 27	March 10	April 7	April 10

### **Inclement Weather**

Kids & Company will close if schools

1. close for the day,
2. close early, or
3. cancel afternoon activities.

Bemidji Community Education may close Kids & Company early in the event of deteriorating or severe weather. At that time, Kids & Company staff will be informed and assist in contacting parents/emergency contacts of students.

### **MISCELLANEOUS PROGRAM INFORMATION**

The following sections address other important issues that may affect Kids & Company staff or families.

#### **Parental Access**

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

#### **Field trips**

Staff must always know where students are before, during, and after a field trip. Staff will count students in the group before leaving the building, while at the field trip location, and upon returning. Parents should not pick up at a field trip location unless communicated in advance. Specifics about field trips will be discussed with staff and program coordinator before any planned events.

Staff must bring the following items on field trips:

- First aid kits
- Itinerary
- List of students' emergency contact information
- Site Cell phone

## **Health Procedures**

We follow the same general guidelines as Bemidji Area Schools. Students should stay home if they have any of these symptoms within the past 24 hours:

Fever of 100 or higher  
Diarrhea  
Undiagnosed rash  
Vomiting  
Sore Throat  
Earache  
Green discharge from nose

If a student becomes ill during Kids & Company, he or she should be removed from their group, away from other students, and a parent needs to be called to pick up the student. If staff become ill during Kids & Company, please communicate appropriately with your Site Leader.

Kids & Company will notify a parent/legal guardian of an exposure the same day the program is notified of a reported contagious disease: scabies, impetigo, ringworm, or chicken pox.

Kids & Company will notify parents of an exposure by posting information of the contagious disease in a conspicuous space that includes the illness, symptoms, treatment, preventative measures, and how many cases have been reported.

## **Administration of Medication**

Written permission is obtained from the child's parent or legal guardian before administering prescription medicine, sunscreen lotion and insect repellent.

Non-prescription medicine, sunscreen lotion and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional advises to use a product differently. We must have written permission on file prior to administering.

Students are encouraged to take any prescription medication under the supervision of the school nurse shortly before students leave school for the day. If prescription medication must be administered to a student during program hours, staff will

- Keep medication in original container with a legible label stating the child's first/last name.
- Give medication only to the child whose name is on the label. Check expiration date on the label.
- Return medication to the child's parent or legal guardian if unused.

Staff will document in the child's 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.

### **Building and Physical Premises Hazards**

Kids & Company staff will ensure:

- Areas used by a child are clean and in good repair.
- Furniture/equipment is structurally sound and appropriate to the age/size of child who uses the area.
- Hazardous items including but are not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child.

Kids & Company will 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.
- Disposing of bodily fluid in a securely sealed plastic bag.

### **Confidentiality**

ALL information collected on students is confidential.

### **Mandated Reporting**

Any person who works with students in Bemidji Area Schools has a legal responsibility to protect all students from sexual abuse, physical abuse, and neglect. Failure to fulfill these responsibilities can result in disciplinary action and/or criminal penalties. Any Kids & Company staff who suspect a student is being abused or neglected should communicate with the program coordinator immediately. Please see the Bemidji Area Schools Employee Handbook for more information about mandatory reporting and the District's policies concerning it

(<https://www.bemidji.k12.mn.us/wp-content/uploads/2020/09/2020-2021-Employee-Handbook-1.pdf>, pages 11-12 and Attachment P).

### **Harassment and Violence Policy**

Bemidji Area Schools is committed to maintaining work and educational environments that are free from harassment, violence and discrimination. All Kids & Company staff should familiarize themselves with the School Board's policies concerning harassment, violence, and discrimination in the Employee Handbook

(<https://www.bemidji.k12.mn.us/wp-content/uploads/2020/09/2020-2021-Employee-Handbook-1.pdf>, page 9 and Attachments K and R).



2021 Minnesota Statutes

**245H.13 HEALTH AND SAFETY REQUIREMENTS.**

Subdivision 1. **Exclusion of sick children and infectious disease outbreak control.** (a) A certified center must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. \*Remove the child from the classroom and have the site supervisor or nurse on staff supervise the child and call the parents to come and get the child.

(b) A certified center must 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. \*If we have a student who has a contagious disease such as those listed or covid a letter to the entire classroom or others in the program who may have been exposed will be sent home by the SACC Facilitator, CE Director or site supervisor that day. \*\*See examples in the binder. It is important to keep the name of the contagious child private due to HIPAA laws.

Subd. 2. **Immunizations.** By a child's date of attendance, the certified center must maintain or have access to a record detailing the child's current immunizations or applicable exemption. \*All children attending Kids and Co will be required to fill out the immunization form and we will keep it on file upon registration.

Subd. 3. **Administration of medication.** (a) A certified center that chooses to administer medicine must meet the requirements in this subdivision. \*Any child who needs medication administered throughout the day must see the nurse. Kids and Co staff are NOT permitted to administer medication. On field trip days when we are off-site the nurse will give you specific instructions on when and how to administer– this is really the only time you will be allowed to administer meds.

(b) The certified center must obtain written permission from the child's parent or legal guardian before administering prescription medicine, diapering product, sunscreen lotion, and insect repellent. \*Forms will be given to families who need to have medications administered during the day. We will keep these on file for the nurse and field trips. All families must sign the sunscreen lotion permission form in order for staff to use it on a child. We do not use insect repellent.

(c) The certified center must administer non prescription medicine, diapering product, sunscreen lotion, and insect repellent according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

(d) The certified center must obtain and follow written instructions from the prescribing health professional before administering prescription medicine. Medicine with the child's first and last name and current prescription information on the label is considered written instructions.

(e) The certified center must ensure all medicine is:

- (1) kept in the medicine's original container with a legible label stating the child's first and last name;
- (2) given only to the child whose name is on the label;
- (3) not given after an expiration date on the label; and
- (4) returned to the child's parent or legal guardian or destroyed, if unused.

(f) The certified center must document in the child's record the administration of medication, including the child's first and last name; the name of the medication or prescription number; the date, time, and dosage; and the name and signature of the person who administered the medicine. This documentation must be available to the child's parent or legal guardian.

(g) The certified center must store medicines, sunscreen, insect repellents, and diapering products according to directions on the original container. \*Store sunscreen in a cool, dark area away from children and heat (Cupboard or first aid bag.) All medications must be stored with the nurse unless we are on a field trip. Then

the site leader should carry the medication in a backpack with other first aid supplies or in a cooler if it needs to be refrigerated.

**Subd. 4. Preventing and responding to allergies.** (a) Before admitting a child for care, the certified center must obtain documentation of any known allergies from the child's parent or legal guardian. The certified center must maintain current allergy information in each child's record. The allergy information must include:

(1) a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and

(2) procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

(b) The certified center 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. \*Documentation form is in the binder.

\*\*\* (c) A child's allergy information must be available at all times including on site, when on field trips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child. \*Allergy information will be kept in the child's classroom binder and in the cafeteria binder. The nurse will also be given a copy. Make sure you bring the binder on all field trips and on transports. If the child has an allergic reaction, notify the nurse, parents and site supervisor or call 911 if it is an emergency situation. This should be documented.

**Building and physical premises; free of hazards.** (a) To be accepted for certification, the applicant must demonstrate compliance with the State Fire Code, section 299F.011, by either:

(1) providing documentation of a fire marshal inspection completed within the previous three years by a state fire marshal or a local fire code inspector trained by the state fire marshal; or

(2) complying with the fire marshal inspection requirements according to section 245A.151.

(b) The certified center must designate a primary indoor and outdoor space used for child care on a facility site floor plan.

(c) The certified center must ensure the areas used by a child are clean and in good repair, with structurally sound and functional furniture and equipment that is appropriate to the age and size of a child who uses the area. \* Clean tables, toys, supplies and areas in the room after each use/often and at the end of the day. Use age/size appropriate equipment in the classroom, field trips, gym and on the playground. If something breaks or needs repair please notify the SACC facilitator.

(d) The certified center must ensure hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child. \* Keep all spray bottles, cleaning supplies, sharp objects UP and out of sight.

(e) The certified center must 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. \*Wear gloves for all first aid procedures, disinfect the areas with spray and dispose of the rags/papertowels, etc. in sealed plastic bag.

**Subd. 6. Transporting children.** (a) If a certified center chooses to transport a child, the certified center must ensure that the driver of the vehicle holds a valid driver's license, appropriate to the vehicle driven. \*Only staff members that have passed the transportation hiring process are allowed to drive a school vehicle and transport kids.

(b) If a certified center chooses to transport a child, the center must comply with all seat belt and child passenger restraint system requirements under sections 169.685 and 169.686. \*If riding in the van all children must be seat belted.

FYI: We have our buildings inspected by the fire marshal. We have a written evacuation plan, a risk reduction plan, and written policies for health and safety requirements. The holder of these documents is the SACC Facilitator if anyone wishes to see them.

Positive Behavior Guidance:

## **Mandatory Reporting**

### **WHAT DOES IT MEAN TO BE A MANDATORY REPORTER OF SEXUAL ABUSE, PHYSICAL ABUSE, AND NEGLECT?**

#### **Introduction**

Any person who works with students in the Bemidji Area Schools, whether paid or volunteer, accepts a very important legal responsibility, protecting all students against sexual abuse, physical abuse and neglect. Failure to accept these responsibilities can result in censure, fines and even incarceration.

#### **Sexual Abuse, Physical Abuse, and Neglect**

In general, when someone has touched the genital area, sexual abuse has occurred. Physical abuse is oftentimes observable. Neglect or the withholding of nurture or basic needs is more difficult to ascertain.

#### **Mandatory Reporting**

There is a very long and complex law on abuse. Part of the law **requires** anyone who works with children to be a mandatory reporter. This includes **all** paid employees (teachers, paraprofessionals, and school staff) as well as volunteers. This is an area where you are required to use your **own best common sense**. If, in your judgment, there is the potential that a student in your care has been abused by anyone, you must report the incident to social services and/or law enforcement immediately.

#### **How to Report**

If you suspect abuse or neglect you should call Child Protection Intake at Beltrami County Social Services immediately. The phone number is (218) 333-4223. You can call Law Enforcement during non-business hours at (218) 751-9111 or (218) 333-9111. Hubbard County Child Protection phone number is (218) 732-1451.

#### **Reporting Specifics**

If you suspect abuse:

1. Call Social Services and/or Law Enforcement immediately. Minnesota statute mandates this call be made within 24 hours of knowledge of the incident.
2. Within 72 hours you must follow your verbal report with a written report for Beltrami Cty., fax report to 218-333-4295. For Hubbard Cty. , fax report to 218-732-2311. The same written form can be used for both counties.
3. **Do not investigate** – wait for someone in authority to ask you to do something.
4. Do not talk about the case.
5. Keep good documentation of what you have observed in your personal files.
6. Keep a copy of the written report in a locked cabinet.
7. Staff who have first hand knowledge are required to write and submit the report.

#### Suspected Child Abuse-Neglect Referral Form

8. It is acceptable to report incidents of suspected abuse or neglect to your supervisor. However, it does not meet the requirement of the law.

Mandatory reporters are immune from any legal action. This has been made part of the law to allow students maximum protection and freedom to grow up in a society free from abuse.

### **Knows or Has Reason to Believe**

These words come from the statute. How do you know or have reason to believe? People who physically or sexually abuse children or neglect their basic needs come from all walks of life.

You cannot look at someone and make a judgment about their potential to abuse students.

Experience tells us it is better to look at the characteristics of those who have the potential to be abused than abusers. Assume anyone can be an abuser.

The key word is vulnerability. Some children are more vulnerable than others. When students are placed in vulnerable positions they are potential victims. The last child to get off the bus; the coach who takes students home after practice; the only female in a work group. These are examples of things to watch. Homes with risk factors are also areas to watch. If a student is struggling with life issues, he or she could be more vulnerable to abuse and neglect.

### **Summary**

Students can be physically abused. Marks left on their bodies are generally evidence of this type of abuse. Sexual abuse is generally learned by listening to student complaints as well as listening to their friends. Neglect is withholding life's basic needs from a child. This too will be observed by closely watching students and listening to what they say.

Students who are abused or neglected can be scarred for life. You may be the only person who stands between them having a normal childhood and adolescence and an abnormal one. This makes your responsibility one of the most important ones you will ever experience.

If you have any questions please feel free to call:

**Bemidji Area Schools Human Resources**

(218) 333-3100 ext. 31111

## ACKNOWLEDGEMENT

I have read and understand the contents in both the Kids & Company Staff Handbook and the Bemidji Area Schools Employee Handbook.

Staff name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Please remove and turn in to the SACC Program Coordinator.