Dawson-Boyd School Board

Monday, August 11, 2025 Regular Meeting Time - 6:00 p.m.

Dawson-Boyd Board Room

Monthly Board Meeting

Google Meet joining info:

Meeting Agenda

1. Call to order - 6:00 p.m.
    - Pledge of Allegiance
2. Adopt/Amend Agenda
3. Public Comments
4. Consent Agenda: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSENT APPROVAL
    a. Approval of Meeting Minutes
    b. Approval of Financial Report and Monthly Claims and Accounts
    c. Approval of Staffing Matters/Personnel
    Resignations:
    Trishana Maharaj - Childcare Aide - Effective August 1, 2025
    Jill Erickson - paraprofessional - Effective August 6, 20205
    Brad Benson - bus driver - Effective August 8, 2025

    Hiring:
    Brad Benson - bus driver sub - Effective August 8, 2025
    Lisa Willgohs - paraprofessional - Effective August 13, 2025
    Angela Norton - Food Service and Custodial Services - Effective August 18, 2025
    Jill Erickson - paraprofessional substitute - Effective August 21, 2025
    Val Tuff - Long Term Sub HS Special Ed - Effective August 18, 2025
    Madison Peterson - Childcare Worker, Effective August 18, 2025

5. Communications: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSIDERATION
6. Information Items:
    a. ICS - Remaining Projects
    Chris Ziemer
    Chris Ziemer of ICS will present an update on district facility projects. The presentation will include an overview of any remaining work for tuckpointing, roofing, indoor air quality improvements, and asphalt repairs or replacement. Mr. Ziemer will outline the current status of each area, identify outstanding needs, and provide recommendations for next steps. This update is intended to give the board a clear understanding of remaining facility priorities and help guide future planning.
    b. Remaining Bond Funds
    Chris Ziemer
    Michael Hart of PMA will present an update on the district's bond funds. His report will identify the remaining bond proceeds and interest earned to date. Mr. Hart will also outline

potential options for use of these funds in alignment with bond requirements and district priorities.
This presentation will provide the board with a clear financial picture and support decision-making on the allocation of remaining resources.

c. DBAA Accessibility Grant

d. Board Member Reports
Special Meeting Highlights - Lynn Marotzke

e. Principal Reports

f. Director of Activities, Transportation, and Community Education Coordinator Report

g. Superintendent Report

7. Countryside Public Health School Based Services
Contract Approval: Countryside School-Based Services
The attached agreement outlines contracted services provided by Countryside Public Health for the 2025-2026 school year. These school-based services include student support through counseling, coordination with families and school staff, and referrals to community resources. This partnership supports student well-being and aligns with our district's commitment to providing accessible mental health services within the school setting.

8. Discussion/Approval Items:

9. Action Items:

a. Facilities and Bonds Discussion
Following presentations from Chris Ziemer of ICS and Michael Hart of PMA, the board will consider the remaining facility needs and available bond proceeds. Discussion will include whether to proceed with projects such as roofing, indoor air quality improvements, and asphalt work, and what priorities should guide these decisions.
The board may also discuss the option of going out for bid on one or more of these projects to determine costs and timelines. This conversation will help set direction for the use of remaining bond funds in alignment with district needs and priorities.

b. Resolution-District Donations

c. Approval of School Fundraisers

1. State Signs Fundraiser Application
We are raising funds to purchase state signs!

2. Volleyball Fundraiser Application
This fundraiser aims to promote team spirit, community engagement, and financial support to ensure a successful and well-supported season. All contributions are appreciated and go directly toward enhancing the volleyball program.

d. PSEO Contracts
Attached are two Postsecondary Enrollment Options (PSEO) contracts between Dawson-Boyd Public Schools and Minnesota West Community & Technical College for the 2025-2026 school year:

- Minnesota West PSEO by Contract
- MNSCU PSEO by Contract

These agreements outline the terms under which eligible Dawson-Boyd students may earn college credit through PSEO coursework, including both traditional and career and technical education (CTE) offerings. The contracts detail responsibilities related to admissions, registration, advising, materials, billing, and student support.

The per-credit tuition rate is set at $248.37, aligned with the Minnesota Department of Education's reimbursement schedule. These contracts ensure continued access to PSEO opportunities for Dawson-Boyd students.
Board approval is recommended.

e. Blackjack Childcare Parent Handbook

10. Adjournment

Dawson-Boyd Independent School District No. 378

Special August Board Meeting

August 6, 2025

A special meeting of the Board of Education was held on August 6, 2025, in the Dawson-Boyd Blackjack Den (board room). Members present were Kelly, Marotzke, Schacherer, Schindler, Bothun, and Lynch. Jurgenson was absent. Chair Kelly called the board meeting to order at 6:00 pm. The agenda was approved as presented (Schacherer/Marotzke).

The meeting discussed negotiation of a 2025-2027 contract for Dawson-boyd Education Association. The meeting included 2 caucus sessions for DBEA and the school board to hold closed negotiation strategy sessions. The first caucus was from 6:35pm to 6:50pm. The second Caucus was from 7:57pm to 8:06pm. During both caucus sessions the board closed and moved into the district office, returning to the board room after the caucus for further discussion.

With no further business, Chair Kelly adjourned the meeting at 8:36 pm (Schacherer/Marotzke).

Clint Schindler, School Board Secretary

Dawson-Boyd Independent School District No. 378

Regular July Board Meeting

July 14, 2025

The regular July meeting of the Board of Education was held on July 14, 2025 in the Dawson-Boyd Blackjack Den (board room). Members present Marotzke, Schindler, Bothun, Jurgenson, Lynch, Schacherer and Kelly as well as administrative staff. Principal Stotesbery was absent. Chair Kelly called the meeting to order at 6:00 p.m and the Pledge of Allegiance was recited. The agenda was approved as presented (Marotzke/Schacherer). Public comments were heard by Elsie Nelson and Caitlin Gilley.

Regular claims and accounts totaling $899,219.04, $10.00 for student activities and $0.00 for the building project were approved as presented (Schacherer/Bothun). The Board reviewed electronic transfers and state tax payments made in June. Minutes from the June 9th, 2025 regular meeting, and the June 23rd, 2025 special meeting were approved (Marotzke/Schindler).

In district staffing matters, the Board approved the resignation of Erin Johnson-Crosby as substitute school nurse, effective June 10, 2025; hiring Paige Diekmann as a Junior High Girls Basketball coach and C squad Volleyball coach-effective July 15, 2025; hiring Loral Webster as the FCCLA Advisor- effective July 15, 2025; hiring Childcare Program Coordinators Karoline Dahl, Angela Forsberg and Samantha Peterson-effective July 15, 2025; hiring Bryar Kallhoff for District Administration and Support and Payroll, effective August 4, 2025 (Lynch/Jurgenson). School fundraisers were approved for the sale of Blackjack Football discount cards, Afterglow Raffle Tickets, 2 different Afterglow Burger feeds and Childcare-Family Fun Night (Jurgenson/Lynch).

RESOLUTION #R1-89A NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA, that the gift of $12,000 from Minnwest Bank be accepted by the district. BE IT FURTHER RESOLVED that the gift will be used by the Backpack for Jacks program. Members voting in favor of the resolution were Marotzke, Schindler, Jurgenson, Kelly, Bothun, Schacherer and Lynch. There were no dissenting or abstaining votes. **RESOLUTION #R1-89B NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA**, that the gift of $1,300 from Greater Community Credit Union be accepted by the district. BE IT FURTHER RESOLVED that the gift will be used by the Band program to purchase a Tympani set. Members voting in favor of the resolution were Marotzke, Schindler, Jurgenson, Kelly, Bothun, Schacherer and Lynch. There were no dissenting or abstaining votes. **RESOLUTION #R1-89C NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA**, that the gift of $600 from Farm Credit Services-Jordan Croatt be accepted by the district. BE IT FURTHER RESOLVED that the gift will be used to purchase playground equipment for the Daycare Program. Members voting in favor of the resolution were Marotzke, Schindler, Jurgenson, Kelly, Bothun, Schacherer and Lynch. There were no dissenting or abstaining votes. **RESOLUTION #R1-89D NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA,** that the gift of $500 from the Clarkfield Fire Department be accepted by the district. BE IT FURTHER RESOLVED that the gift will be used by the Backpack for Jacks program. Members voting in favor of the resolution were Marotzke, Schindler, Jurgenson, Kelly, Bothun, Schacherer and Lynch. There were no dissenting or abstaining votes.

In the communication/information section of the agenda, Superintendent Ward honored Special Education teacher Ronda Krosch, who passed away July 6th. The school community will miss her dedication to education. Chair Kelly

made a statement on behalf of the school board concerning how they are being approached about issues at the school. Board member Lynch gave the personnel report which included three coordinators approved for hiring for the Daycare and the evaluation of ACA compliance. Board member Marotzke reviewed the Policy Committee report including the board's approval of the 1sts reading of eight policies. Chair Kelly gave a summary of the Superintendent Evaluation. Principal Hiedeman gave a recap of summer school and thanked Christina Wolner, Janelle Stender Jeri Popma, and the transportation drivers for their help in making it successful. Other items mentioned are the success in the Summer Food Program, Summer Musical, submitting the Local Literacy plan to the MDE. This includes implementation of Fast Bridge as the screening tool for K-12, LETRS training for teachers and administration to align literacy practices with the science of reading, the use of Functional Phonics and Morphology for K-6 curriculum, continued development of a Multi-Tiered System of Supports (MTSS) Personal Learning Plans for students not reading at grade level and planned use of the READ Act Literacy Aid for professional learning. Both High School and Elementary handbooks have been updated. Carrie Kleven, Director of Activities, Transportation Director and Coordinator of Community Education reported on several items; the daycare receiving a 4 star rating which qualifies for more grant dollars, waxing the gym floors, upcoming Fall Community Ed flyer, bus inspection and Jim's Clothing and DC Signs have been working on new signage for State athletic team accomplishments.

In action items, the Board approved the 2025-2026 Extra Curricular, Athletic and gate admission fees. Athletic participation fees were set at $55 for grades 7-8 and $70-$80 for grades 9-12 depending on the activity. A max annual fee of $200 per student or $350 per family was set. Gate prices are $8 for adults and $5 for students/seniors. Season gate passes are $85 for adults, $40 for students, $55 for senior citizens and $175 for a family pass (Lynch/ Schacherer -Marotzke – yes, Jurgenson -yes, Bothun -yes, Schacherer -yes, Kelly -yes, Lynch -yes, Schindler-yes); DB Schools entered into a Purchase of Service Agreement with LqP County to support the transportation of children and youth placed in foster care (Jurgenson/Lynch – Marotzke – yes, Jurgenson -yes, Bothun -yes, Schacherer -yes, Kelly -yes, Lynch -yes, Schindler-yes)); Formal PSEO contract with Ridgewater College to secure consistent tuition and rate fees (Schindler/Marotzke); approval of Language Access Plan (Bothun/Jurgenson - Marotzke – yes, Jurgenson -yes, Bothun -yes, Schacherer -yes, Kelly -yes, Lynch -yes, Schindler-yes); Updated signatories on district financial accounts to reflect current personnel (Schacherer/Marotzke); approve Youth Skills Training Grant of $100,000 (2 year grant) awarded to the Dawson-Boyd Schools to launch a Precision Agriculture Program (Bothun/Schacherer); approval to apply for the Minnesota Air Ventilation Pilot Grant which could bring in $50,000 to support the replacement of the remining heat exchangers needed in the district (Jurgenson/Schindler); approval of High School and Elementary School handbooks (Jurgenson/Marotzke - Marotzke – yes, Jurgenson -yes, Bothun - yes, Schacherer -yes, Kelly -yes, Lynch -yes, Schindler-yes); First Readings of Policies included 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse 418 – Drug-Free Workplace/Drug-Free School (updated to include tobacco in definitions) 501 – School Weapons Policy 503 – Student Attendance (note: Dawson-Boyd-specific language retained from prior revisions) 515 – Protection and Privacy of Pupil Records (revised per updated state law on directory and parent contact information) 516 – Student Medication and Telehealth 516.5 – Overdose Medication (new policy for Dawson-Boyd) 524 -Internet, Technology, and Cell Phone Acceptable Use and Safety (Bothun/Schacherer - Marotzke – yes, Jurgenson -yes, Bothun -yes, Schacherer -yes, Kelly -yes, Lynch -yes, Schindler-yes).

The board adjourned at 7:10 p.m.to close the meeting for the purpose of negotiation strategy (Marotzke/Schacherer). The board opened the meeting at 7:58 p.m. With no further business, Kelly adjourned the meeting at 7:58 pm (Bothun/Jurgenson).

Clint Schindler, School Board Clerk

ISD 378 Dawson Boyd Public Schools
Reconciliation Worksheet Report
07/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1040	07/31/2025	0378	BNK1	Greater Community Credit Union Finance Checking

Statement Amount	73,258.98
Deposits in Transit	0.00
Outstanding Payments	
Checks	45,467.29
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	733.36
Amount Per Bank	28,525.05
GL Account Balance	28,525.05
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
0378	B	01	101	000				F

Adjustments

Manual	07/31/2025	Manual	Wire		733.36	Partical clear on HSA

ISD 378 Dawson Boyd Public Schools
Reconciliation Worksheet Report
07/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1039	07/31/2025	0378	PMA	PMA/MNTrust PMA Bank

Statement Amount	1,228,284.87
Deposits in Transit	0.00
Outstanding Payments	
Checks	0.00
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	0.00
Amount Per Bank	1,228,284.87
GL Account Balance	1,228,284.87
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
0378	B	01	104	000				F

Adjustments
00/00/0000

JULY 2025 TRANSFERS FROM MN TRUST TO GREATER COMM CO-OP CREDIT UNION

7/14/2025	$620,000.00
7/30/2025	$125,000.00

JULY 2025 TRANSFERS FROM INVESTMENTS (CONSTRUCTION TO GREATER COMM CO-OP CU)

JULY 2025 MANUAL CHECKS/VOUCHERS/WIRE TRANSFERS

WIRE	7/15/2025	Aviben	$	52.00
WIRE	7/15/2025	TRA	$	484.73
WIRE	7/15/2025	PERA	$	4,007.71
WIRE	7/15/2025	Aviben	$	716.50
WIRE	7/15/2025	TRA	$	3,017.41
WIRE	7/15/2025	WEX	$	9,249.84
WIRE	7/15/2025	PERA	$	2,838.44
73682	7/22/2025	Holly Ward	$	357.34
73683	7/25/2025	Brandon Hurley	$	2,401.93
73684	7/25/2025	Brandon Hurley	$	1,300.00
73685	7/25/2025	Darin Prestholdt	$	100.00
73686	7/25/2025	DB Student Activities	$	256.00
73687	7/25/2025	Dept of Labor & Industry	$	175.00
73688	7/25/2025	Dustin Johnson	$	100.00
73689	7/25/2025	EMC Insurance	$	23,619.63
73690	7/25/2025	Emma Weber	$	300.00
73691	7/25/2025	Farmers Mutual Telephone Company	$	429.23
73692	7/25/2025	ISD #378	$	100.00
73693	7/25/2025	Jim's Clothing	$	1,524.90
73694	7/25/2025	Kade Solem	$	50.00
73695	7/25/2025	Karin Falness	$	400.00
73696	7/25/2025	MACCRAY Public School	$	200.00
73697	7/25/2025	Menards	$	47.90
73698	7/25/2025	New FX Signs & Graphix	$	50.00
73699	7/25/2025	SFM	$	13,883.00
73700	7/25/2025	Tony Crotty	$	150.00
73701	7/25/2025	Trance US Inc.	$	11,401.00
73702	7/25/2025	United Mat Club	$	300.00
WIRE	7/30/2025	Aviben	$	768.50
WIRE	7/30/2025	TRA	$	4,111.88
WIRE	7/30/2025	WEX	$	12,675.13
WIRE	7/30/2025	PERA	$	8,139.69
WIRE	7/21/2025	Blue Cross Blue Shield of MN	$	74,109.50
WIRE	7/31/2025	MN Dept of Rev-Qtr 2 Sales Tax pymt	$	726.00
WIRE	7/31/2025	Delta Dental	$	2,609.81
WIRE	7/31/2025	Greater Community Credit Union	$	20.00
WIRE	7/31/2025	US Bank	$	36,102.65
WIRE	7/31/2025	WEX	$	1,819.58
WIRE	7/31/2025	Colonial	$	3,375.43
WIRE	7/31/2025	Merchants Bank	$	121.07
WIRE	7/31/2025	Payline Data	$	25.00
WIRE	7/31/2025	VSP	$	424.85
73703	7/30/2025	Madison National Life	$	92.52
73704	7/30/2025	NCPERS Group Life Ins.	$	16.00
73705	8/6/2025	A & B Auto	$	31.69
73706	8/6/2025	Al's Mercentile	$	45.95

73707	8/6/2025	American Welding & Gas	$ 75.33
73708	8/6/2025	Carlson & Stewart Refrigeration Inc.	$ 2,093.49
73709	8/6/2025	Countryside Public Health	$ 236.00
73710	8/6/2025	Culligan Water Conditioning	$ 706.25
73711	8/6/2025	Dawson Sentinel	$ 278.50
73712	8/6/2025	Great Plains Natual Gas	$ 711.24
73713	8/6/2025	High Point Networks	$ 4,504.00
73714	8/6/2025	Hillyard/Hutchinson	$ 684.94
73715	8/6/2025	Jim's Clothing	$ 3,926.90
73716	8/6/2025	Johnson Memorial Health Services	$ 1,732.50
73717	8/6/2025	LQP Co-op Oil	$ 5,240.44
73718	8/6/2025	LQPV High School	$ 900.00
73719	8/6/2025	Lake Country Mechanical	$ 735.00
73720	8/6/2025	Larson, Cory	$ 33.03
73721	8/6/2025	Marco Technologies	$ 2,187.75
73722	8/6/2025	Music Street	$ 1,954.00
73723	8/6/2025	Olson Sanitation	$ 1,182.02
73724	8/6/2025	Otter Tail Power	$ 5,574.83
73725	8/6/2025	Pemberton, Sorlie, Rufer & Kershner	$ 243.00
73726	8/6/2025	Stratmoen, Stacy	$ 159.46
73727	8/6/2025	Swedzinski, Darla	$ 188.74
73728	8/6/2025	The McDowell Agency Inc.	$ 275.40
73729	8/6/2025	Tim's Food Pride	$ 19.47
73730	8/6/2025	Titan Machinery	$ 2,594.42
73731	8/6/2025	Wager Chiropractic	$ 150.00
73732	8/6/2025	Yellow Medicine East HS	$ 4,642.80
73733-73771		VOID-BAR CODE ERROR	$ 0.00
			$263,767.32

JULY 2025 MANUAL CHECKS/VOUCHERS/WIRE TRANSFERS-STUDENT ACTIVITIES

WIRE	7/30/2025	Greater Community Credit Union	$ 10.00
7714	8/7/2025	Dawson Sentinel	$ 100.00
7715	8/7/2025	Tim's Food Pride	$ 180.77
			$ 290.77

JULY 2025 FEDERAL & STATE TAX PAYMENT

FEDERAL	7/15/25	$5,862.36	STATE	7/15/25	$988.73
	7/15/25	$9,254.93		7/15/25	$1,573.92
	7/30/25	$18,215.98		7/30/25	$3,163.75

ISD 378 Dawson Boyd Public Schools

Reconciliation Worksheet Report

07/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1049	07/31/2025	0378	BNK3	Greater Community Credit Union Student Activities

Statement Amount	68,345.77
Deposits in Transit	0.00
Outstanding Payments	
Checks	0.00
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	0.00
Amount Per Bank	68,345.77
GL Account Balance	68,345.77
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
0378	B	01	101	030				F

Adjustments
00/00/0000

2025 - 2027 District Costing - Value of DBEAs 1st Proposal

Dawson-Boyd Public Schools

8/11/2025	BASE YEAR NOTES:	2024-2025	2025-2026	DIFF.	CHANGE	2026-2027	DIFF.	CHANGE	NOTES:
BASIC SALARY									Yr 1 = **3.00%** Yr 2 = **3.00%**
Salary Schedule	STEP INCREASE = 4.29%/4.01%	3,111,839	3,245,310	133,471	4.29%	3,375,346	130,036	4.01%	
Lane Changes	= 0.16% of Base Salary	5,000	5,214	214	4.29%	5,423	209	4.01%	
Career Increment	$700 increase at 16, 21, & 26+ years	26,600	28,700	2,100	7.89%	31,500	2,800	9.76%	
One-Time Stipend (Does not add to base)	No stipend paid in base year	-	-	0	#DIV/0!	-	0	#DIV/0!	
	Basic Salary Subtotal	**3,143,439**	**3,279,225**	**135,785**	**4.32%**	**3,412,269**	**133,045**	**4.06%**	**Basic Salary Subtotal**
OTHER SALARIES									
Additional Assignments	See Other Salaries tab	$5,800	$5,800	0	0.00%	$5,800	0	0.00%	
College In the Schools Stipend	3 current teachers	$4,500	$4,500	0	0.00%	$4,500	0	0.00%	
Extra-Curricular Stipends		$139,238	$143,866	4,628	3.32%	$146,952	3,086	2.14%	
	Other Salary Subtotal	**$149,538**	**$154,166**	**4,628**	**3.10%**	**$157,252**	**3,086**	**2.00%**	**Other Salary Subtotal**
	SALARY TOTAL	**3,292,977**	**3,433,391**	**140,414**	**4.26%**	**3,569,521**	**136,130**	**3.96%**	**SALARY TOTAL**
BENEFITS									
Health & Dental Contribution	District contribution is a set amount Covered Salary x	$421,920	$430,320	8,400	1.99%	$430,320	0	0.00%	District increase of 0.00% in Yr 1 & 0.00% in Yr 2
Long-Term Disability Insurance	0.34%	$10,688	$11,149	462	4.32%	$11,602	452	4.06%	100% district covered
Personal Days	2 Days per year (1-20), 4 Days per year (21+)	$50,701	$52,891	$2,190	4.32%	$55,037	$2,146	4.06%	
Sick Days	15 Days per year	$253,503	$264,454	$10,950	4.32%	$275,183	$10,729	4.06%	
	BENEFITS TOTAL	**$736,812**	**$758,814**	**22,002**	**2.99%**	**$772,141**	**13,328**	**1.76%**	**BENEFITS TOTAL**
DEFERRED COMPENSATION - 403b	**Base**								
Matching Contribution	See Article XII, sec 11.	$36,900	$45,100	8,200	22.22%	$45,100	0	0.00%	
	TSA TOTAL	**$36,900**	**$45,100**	**8,200**	**22.22%**	**$45,100**	**0**	**0.00%**	**TSA TOTAL**
6. STATUTORY BENEFITS									
FICA	7.65% of total salaries	251,913	262,654	10,742	4.26%	273,068	10,414	3.96%	FML payroll tax increase starts 1/1/2026
PFML (Paid Family Medical Leave)	Statute requires at least 50% paid by Employer	-	-	0	100.00%	-	-	#DIV/0!	Begins 1/1/2026
TRA	Base = 08.75%, Yr 1 = 09.50%, Yr 2 = 09.50%	288,136	326,172	38,037	13.20%	339,105	12,932	3.96%	
Workers Compensation	$0.87 per $100 in salaries	28,649	29,871	1,222	4.26%	31,055	1,184	3.96%	
	STATUTORY TOTAL	**568,697**	**618,697**	**50,000**	**8.79%**	**643,228**	**24,531**	**3.96%**	**STATUTORY TOTAL**
TOTALS		4,635,386	4,856,002	220,616	4.76%	5,029,990	173,988	3.58%	**TOTALS**
				TWO YEAR TOTAL			**394,604**	**8.51%**	

FTE'S

		47.42						
		2024-2025	**2025-2026**	**DIFF.**	**%**	**2026-2027**	**DIFF.**	**%**
AVERAGE SALARY (w/o lane change)	Salary Schedule /FTE	$65,628	$68,442			$71,185		
AVERAGE SALARY (with lane change)	Basic Salary Subtotal / FTE	$66,294	$69,158			$71,964		
AVERAGE COST	Grand Total / FTE	$97,759	$102,411			$106,081		
AVERAGE INCREASE (without lane change)				2,815	4.29%		2,742	4.01%
AVERAGE INCREASE (with lane change)				2,864	4.32%		2,806	4.06%
AVERAGE COST INCREASE (Grand Total)				4,653	4.76%		3,669	3.58%

2025 - 2027 District Costing - Value of DBEAs Ending Proposal for Night 1 Negotiations

Dawson-Boyd Public Schools

8/11/2025	BASE YEAR NOTES:	2024-2025	2025-2026	DIFF.	CHANGE	2026-2027	DIFF.	CHANGE	NOTES:
BASIC SALARY									Yr 1 = **2.00%** Yr 2 = **3.00%**
Salary Schedule	STEP INCREASE = 3.28%/4.01%	3,111,839	3,213,803	101,963	3.28%	3,342,576	128,773	4.01%	
Lane Changes	= 0.16% of Base Salary	5,000	5,164	164	3.28%	5,371	207	4.01%	
Career Increment	$700 increase at 16, 21, & 26+ years	26,600	28,700	2,100	7.89%	31,500	2,800	9.76%	
One-Time Stipend (Does not add to base)	No stipend paid in base year	-	-	0	#DIV/0!	-	0	#DIV/0!	
	Basic Salary Subtotal	**3,143,439**	**3,247,666**	**104,227**	**3.32%**	**3,379,446**	**131,780**	**4.06%**	**Basic Salary Subtotal**
OTHER SALARIES									
Additional Assignments	See Other Salaries tab	$5,800	$5,800	0	0.00%	$5,800	0	0.00%	
College In the Schools Stipend	3 current teachers	$4,500	$4,500	0	0.00%	$4,500	0	0.00%	
Extra-Curricular Stipends		$139,238	$143,866	4,628	3.32%	$146,952	3,086	2.14%	
	Other Salary Subtotal	**$149,538**	**$154,166**	**4,628**	**3.10%**	**$157,252**	**3,086**	**2.00%**	**Other Salary Subtotal**
	SALARY TOTAL	**3,292,977**	**3,401,832**	**108,855**	**3.31%**	**3,536,698**	**134,866**	**3.96%**	**SALARY TOTAL**
BENEFITS									
Health & Dental Contribution	District contribution is a set amount Covered Salary	$421,920	$426,720	4,800	1.14%	$426,720	0	0.00%	District increase $200 Family, $100 Single 1
Long-Term Disability Insurance	x 0.34%	$10,688	$11,042	354	3.32%	$11,490	448	4.06%	100% district covered
Personal Days	2 Days per year (1-15), 3 Days per year (16+)	$33,800	$43,651	$9,851	29.14%	$45,423	$1,771	4.06%	
Sick Days	15 Days per year	$253,503	$261,909	$8,405	3.32%	$272,536	$10,627	4.06%	
	BENEFITS TOTAL	**$719,911**	**$743,322**	**23,411**	**3.25%**	**$756,169**	**12,847**	**1.73%**	**BENEFITS TOTAL**
DEFERRED COMPENSATION - 403b	**Base**								
Matching Contribution	See Article XII, sec 11.	$36,900	$41,000	4,100	11.11%	$41,000	0	0.00%	
	TSA TOTAL	**$36,900**	**$41,000**	**4,100**	**11.11%**	**$41,000**	**0**	**0.00%**	**TSA TOTAL**
6. STATUTORY BENEFITS									
FICA	7.65% of total salaries	251,913	260,240	8,327	3.31%	270,557	10,317	3.96%	FML payroll tax increase starts 1/1/2026
PFML (Paid Family Medical Leave)	Statute requires at least 50% paid by Employer	-	-	0	100.00%	-	-	#DIV/0!	Begins 1/1/2026
TRA	Base = 08.75%, Yr 1 = 09.50%, Yr 2 = 09.50%	288,136	323,174	35,039	12.16%	335,986	12,812	3.96%	
Workers Compensation	$0.87 per $100 in salaries	28,649	29,596	947	3.31%	30,769	1,173	3.96%	
	STATUTORY TOTAL	**568,697**	**613,010**	**44,313**	**7.79%**	**637,313**	**24,303**	**3.96%**	**STATUTORY TOTAL**
TOTALS		4,618,486	4,799,165	180,679	3.91%	4,971,180	172,015	3.58%	**TOTALS**
				TWO YEAR TOTAL			**352,694**	**7.64%**	

FTE'S

		47.42						
		2024-2025	**2025-2026**	**DIFF.**	**%**	**2026-2027**	**DIFF.**	**%**
AVERAGE SALARY (w/o lane change)	Salary Schedule /FTE	$65,628	$67,778			$70,494		
AVERAGE SALARY (with lane change)	Basic Salary Subtotal / FTE	$66,294	$68,492			$71,271		
AVERAGE COST	Grand Total / FTE	$97,402	$101,213			$104,840		
AVERAGE INCREASE (without lane change)				2,150	3.28%		2,716	4.01%
AVERAGE INCREASE (with lane change)				2,198	3.32%		2,779	4.06%
AVERAGE COST INCREASE (Grand Total)				3,810	3.91%		3,628	3.58%

2025 - 2027 District Costing - Value of Teacher Package with Increases per Legislative Mandates plus Steps Already Granted

Dawson-Boyd Public Schools

8/11/2025	BASE YEAR NOTES:	2024-2025	2025-2026	DIFF.	CHANGE	2026-2027	DIFF.	CHANGE	NOTES:
BASIC SALARY									Yr 1 = **0.00%** Yr 2 = **0.00%**
Salary Schedule	STEP INCREASE = 1.25%/0.98%	3,111,839	3,150,787	38,947	1.25%	3,181,587	30,801	0.98%	
Lane Changes	= 0.16% of Base Salary	5,000	5,063	63	1.25%	5,112	49	0.98%	
Career Increment	$700 increase at 16, 21, & 26+ years	26,600	28,700	2,100	7.89%	31,500	2,800	9.76%	
One-Time Stipend (Does not add to base)	No stipend paid in base year	-	-	0	#DIV/0!	-	0	#DIV/0!	
	Basic Salary Subtotal	**3,143,439**	**3,184,549**	**41,110**	**1.31%**	**3,218,199**	**33,650**	**1.06%**	**Basic Salary Subtotal**
OTHER SALARIES									
Additional Assignments	See Other Salaries tab	$5,800	$5,800	0	0.00%	$5,800	0	0.00%	
College In the Schools Stipend	3 current teachers	$4,500	$4,500	0	0.00%	$4,500	0	0.00%	
Extra-Curricular Stipends		$139,238	$143,866	4,628	3.32%	$146,952	3,086	2.14%	
	Other Salary Subtotal	**$149,538**	**$154,166**	**4,628**	**3.10%**	**$157,252**	**3,086**	**2.00%**	**Other Salary Subtotal**
	SALARY TOTAL	**3,292,977**	**3,338,715**	**45,738**	**1.39%**	**3,375,451**	**36,736**	**1.10%**	**SALARY TOTAL**
BENEFITS									
Health & Dental Contribution	District contribution is a set amount	$421,920	$421,920	0	0.00%	$421,920	0	0.00%	District increase of 0.00% in Yr 1 & 0.00% in Yr 2
Long-Term Disability Insurance	Covered Salary x 0.34%	$10,688	$10,827	140	1.31%	$10,942	114	1.06%	100% district covered
Personal Days	2 Days per year	$33,800	$34,242	$442	1.31%	$34,604	$362	1.06%	
Sick Days	15 Days per year	$253,503	$256,818	$3,315	1.31%	$259,532	$2,714	1.06%	
	BENEFITS TOTAL	**$719,911**	**$723,808**	**3,897**	**0.54%**	**$726,998**	**3,190**	**0.44%**	**BENEFITS TOTAL**
DEFERRED COMPENSATION - 403b	**Base**								
Matching Contribution	See Article XII, sec 11.	$36,900	$36,900	0	0.00%	$36,900	0	0.00%	
	TSA TOTAL	**$36,900**	**$36,900**	**0**	**0.00%**	**$36,900**	**0**	**0.00%**	**TSA TOTAL**
6. STATUTORY BENEFITS									
FICA	7.65% of total salaries	251,913	255,412	3,499	1.39%	258,222	2,810	1.10%	FML payroll tax increase starts 1/1/2026
PFML (Paid Family Medical Leave)	Statute requires at least 50% paid by Employer	-	10,016	10,016	100.00%	20,253	10,237	#DIV/0!	Begins 1/1/2026
TRA	Base = 08.75%, Yr 1 = 09.50%, Yr 2 = 09.50%	288,136	317,178	29,042	10.08%	320,668	3,490	1.10%	
Workers Compensation	$0.87 per $100 in salaries	28,649	29,047	398	1.39%	29,366	320	1.10%	
	STATUTORY TOTAL	**568,697**	**611,653**	**42,956**	**5.79%**	**628,509**	**16,856**	**2.76%**	**STATUTORY TOTAL**
TOTALS		4,618,486	4,701,060	92,591	2.00%	4,767,858	56,782	1.21%	**TOTALS**
				TWO YEAR TOTAL			**149,373**	**3.23%**	

FTE'S

		47.42						
		2024-2025	**2025-2026**	**DIFF.**	**%**	**2026-2027**	**DIFF.**	**%**
AVERAGE SALARY (w/o lane change)	Salary Schedule /FTE	$65,628	$66,449			$67,099		
AVERAGE SALARY (with lane change)	Basic Salary Subtotal / FTE	$66,294	$67,161			$67,871		
AVERAGE COST	Grand Total / FTE	$97,402	$99,355			$100,553		
AVERAGE INCREASE (without lane change)				821	1.25%		650	0.98%
AVERAGE INCREASE (with lane change)				867	1.31%		710	1.06%
AVERAGE COST INCREASE (Grand Total)				1,953	2.00%		1,198	1.21%

Yellow-FY26 White-FY25. Gray-No Updates yet	Benson	Dawson-Boyd	Lac qui Parle Valley	Lakeview	Minneota	Montevideo	Ortonville	Renville County West	YME	Average All Districts	Dawson-Boyd	Net
# of Days in School Week	5	5	5	5	5	5	5	5	5	5.0	5	0.0
# of Sick Leave Days	15	15	15	15	15	24	15	17	10	15.7	15	-0.7
Maximum Limit?	180	130	112	105	150	100	120	120	100	124.1	130	5.9
# of Personal Days	2	2	3	3	4	2	2	3	2	2.6	2	-0.6
Carryover?	3	5	0	1	0	2	2	2	2	1.9	5	3.1
Health Ins (Ind) District Contrib.	$8,580.00	$10,320.00	$6,000.00	$6,100.00	$5,450.00	$10,677.00	$7,888.20	$8,450.00	$10,200.00	8,185.0	$10,320.00	$2,134.98
Health Ins (Family) District Contrib.	$8,580.00	$14,520.00	$6,500.00	$9,800.00	$6,950.00	$10,677.00	$9,117.00	$8,450.00	$14,400.00	9,888.2	$14,520.00	$4,631.78
Dental Insurance District Contrib.	$530/yr for Life, LTD, Dental combined	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$480.00	60.0	$0.00	($60.00)
Long-Term Disability	District Paid	District Paid	Paid	District Paid	Paid	Paid	Paid	Paid	district paid	#DIV/0!	District Paid	#DIV/0!
Life Insurance	$50,000.00	$25,000.00		Fully Paid - $30K	$0.00	District paid - $50,000	$20,000.00	$10,000.00	$81.00	17,513.5	$25,000.00	$7,486.50
403b Match	$1,600	$900	Year 1-5 = $675, Year 6-10 = $875, Years 11-15 = $1,125, Years 16-20 = $1,450, Years 21+ = $1,950	$0-$1,100 based on years of service. $21,000 lifetime max	$0-$1450, phased for experience	3%	Years 1-5=$600 Years 6-10=$850, Years 11-15=$1500, Years 16-20 = $1750, Years 21+ = $2,000	$0 - $1,075 based on years of experience	250-1450 based on years of service, 28,000 lifetime max	833.3	$900	$67
# of Steps	15	11	1	1	0-QCOMP	12	5	12	14	8.9	11	2.1
# of Lanes	9	7	9	7	6		7	7	8	7.5	7	-0.5
Hrly Extended Time Rate	$25.00	$23.00		$26.00	$21.50	$34.64	$37.00		30	28.2	$23.00	($5.16)
BA, Step 1	$46,100	$45,503	$45,000	$45,000	$43,694	$46,565	$45,314	$50,641	$41,837.00	45,517.1	$45,503	($14)
BA, Step 6	$51,900	$53,715		$50,397	$43,694	$55,965	$48,114	$57,387	$48,500.00	51,209.0	$53,715	$2,506
BA, Top Salary Available	57,100, cap at step 10	$64,393		$61,658	$67,409	$62,087	$63,586	$69,189	$52,996.00	63,045.4	$64,393	$1,348
BA+30, Step 1	$49,300	$49,717	$48,700	$47,000	$46,294	$49,756	$49,514	$54,077	$45,715.00	48,897.0	$49,717	$820
BA+30, Step 6	$54,700	$58,756		$52,397	$46,294	$59,586	$52,314	$62,820	$52,996.00	54,982.9	$58,756	$3,773
BA+30, Top Salary Available	62,900 cap at step 12	$70,462	$48,700	$70,882	$68,509	$73,815	$66,655	$73,309	$70,481.00	67,851.6	$70,462	$2,610
MA, Step 1	$53,400	$51,117	$56,700	$49,000	$48,894	$54,240	$50,914	$57,640	$48,735.00	52,293.3	$51,117	($1,176)
MA, Step 6	$58,900	$60,423		$53,443	$48,894	$64,674	$53,714	$66,808	$56,498.00	57,919.3	$60,423	$2,504
MA, Top Salary Available	$79,900	$72,473	$60,700	$72,882	$67,705	$79,851	$73,593	$77,808	$75,131.00	73,338.1	$72,473	($865)
Top $ Teacher Can Earn w/o overload	$83,600	$76,492	$85,938	$78,478	$78,848	$87,267	$73,593	$81,118	$87,760.83	81,455.0	$76,492	($4,963)
Overload	$2,162	$5,000	$1,500	$2,520	$1,800		$8,500		$6,972.83	4,065.0	$5,000	$935

Notes	Career Increments of pay: 20 yrs = $2,000; 25 yrs = $2,500; 30 yrs = $3,500; 35 yrs = $4,500	Career increments of $700 at year 16, 21, and 26.		Retention Bonus: 5-9 years - $1,000, 10-14 years - $2,000, 15-19 years - $3,000, 20+ years - $4,000			1 Time Longetivty Bonus for consecutive years of service. 10=$800, 15=$1,000, 20=$1500,		Overload is based upon BA step 1 salary, highest salary is 80,788		Career increments of $700 at year 16, 21, and 26.	

COUNTRYSIDE PUBLIC HEALTH

(320) 843-4546 V/TTY
800-657-3291
(320) 843-4094 FAX
www.countrysidepublichealth.org

Countryside Public Health Service

Agreement for School-based Services

This agreement is made by and between Countryside Public Health, hereinafter referred to as the "health service" and
Dawson-Boyd Public School, hereinafter referred to as the "organization" for the purpose of providing school-based services.

The agreement time period:

Commencing 09/01/25 and ending 08/31/26

Services by the health service will be deemed either **billable** or **non-billable**.

Schedule A: Billable services will be charged at a rate of $58.00 per hour

This agreement may be canceled by either party at anytime and without cause upon thirty days written notice to the other party. Both parties hereto agree that records relevant to this agreement are subject to reviews by the health service, the legislative auditor and/or the auditor for Countryside Public Health.

Countryside Public Health is an Affirmative Action/Equal Opportunity Employer.

Laura Larson

Laura Larson, RN, PHN
Asst. Administrator of Programs & Services
Countryside Public Health

Holly Ward

Signature of Responsible Representative

8/6/2025

Date

Dawson-Boyd Schools 848 Chestnut St Dawson, MN 56232

Organization/Address

COUNTRYSIDE PUBLIC HEALTH

(320) 843-4546 V/TTY
800-657-3291
(320) 843-4094 FAX
www.countrysidepublichealth.org

Countryside Public Health Billable Services
Schedule A Rate: $58.00/hour

Billable vs. Non-Billable	School Nursing Contract Services Billable vs. Non-Billable
	Staff supervision for health services:
Billable	Training and routine supervision of staff performing delegated medical services and medication management
	Record review
Billable	Review of student health records
	Policy & Procedure Consultation
Billable	Periodic review of health policies and procedures.
	Service Coordination
Non-Billable	Coordinating nursing services between school and other community agencies. (i.e. child protection, Prairie Five Food Shelf, financial assistance programs, and Health Care Providers).
	Assessments, Exams, Referrals, Medication Management
Billable	Nursing assessment, screening, intervention, and follow-up
	Expanded Screening Services
Billable	Immunization Clinics (Clinic time billable - immunization billable to patient)
	Referral/Follow-up of hearing, vision, scoliosis screening
Billable	Making recommendations, encouraging compliance, and ongoing monitoring with recommendations for students identified with potential problems
	Parents Consultation
Billable	Nursing consultation, education and planning with parents related to their student's health problems
	Teachers/Staff Consultation
Billable	Nursing consultation, education, and planning with teachers/staff related to student health care issues
	Direct Education Activities
Non-Billable	Health education/presentations to students and/or staff (examples: Infection control, AIDS/STD's, smoking, dental health, safety, adolescent health issues).
	Students with Disabilities
Billable	Child Find and pupil identification; Home Visits; Pre-referral activities; assessment and IEP planning; instruction or related support services; due process; and other related services.
	Immunization Record Review
Billable	Review of student immunization records to determine compliance with school immunization requirements, notification of parents of immunizations needed and options available to obtain, updating of school health record as vaccines are reported
Billable	***Vision Screening (general school screenings and Early Childhood screening)***
Billable	***Hearing Screening (general school screening and Early Childhood screening)***
Non-Billable	***Early Childhood Screening- (assisting with Health history review with parents)***
Billable	***Disease Surveillance of Reportable Diseases***

7/14/2025		Farmer's Mutual Telephone Co.	Summer Rec T-shirts	$1,524.90
7/30/2025		JMHS	Adding Spanish version to AED station	$326.00
8/6/2025		City of Dawson	Contribution toward AED up at ball fields	$3,202.00
8/6/2025		Farmers For Dawson	ECFE	$1,000.00
8/6/2025		Farmers For Dawson	Repair of the Gaga Ball Pit	$0.00

Independent School District No. 378
Dawson-Boyd Public Schools

FUNDRAISER APPLICATION

Today's Date: 8/7/25

Person Completing Form: Carrie Klein

Organization Represented: state signs

Describe Fundraiser Activity: [i.e. varsity hockey team selling candy door-to-door]

business off raising funds for 4 state signs

Start Date & End Date: 9/26/25

Estimated Revenue From Activity: $10,000

Who Will Collect/Receipt Revenue: Stacy & Carrie

How Will Revenue Be Used: purchase signs

Who Makes Decisions On How Revenue Will Be Disbursed: _____

Signature of Advisor / or / Organization Representative

► For Office Use Only ◄

► Fundraiser ◄

► ____ Authorized ◄

____ Not Authorized

Independent School District No. 378
Dawson-Boyd Public Schools

FUNDRAISER APPLICATION

Today's Date: 8/7/25

Person Completing Form: Hailey Gritmacker

Organization Represented: DB Volleyball

Describe Fundraiser Activity: [i.e. varsity hockey team selling candy door-to-door]

Team Up - Team Bonding calling fundraiser

Start Date & End Date: 8/13/25

Estimated Revenue From Activity: $2000

Who Will Collect/Receipt Revenue: DBVB Boosters

How Will Revenue Be Used: Snacks & team activities

Who Makes Decisions On How Revenue Will Be Disbursed: VB Board

Hailey Gritmacker

Signature of Advisor / or / Organization Representative

► For Office Use Only ◄
► Fundraiser ◄
► ____ Authorized ◄
____ Not Authorized

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota West Community & Technical College

INCOME CONTRACT

POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between Dawson-Boyd Schools, ISD 0378, 848 Chestnut St, Dawson, MN 56232 (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota West Community and Technical College, 1450 College Way, Worthington, MN 56187, (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:

    a. The school district will assist the student in applying to the college and provide test scores (Accuplacer or ACT) and transcripts to the college.
        i. Accuplacer testing can be coordinated through the college at no cost to the high school
        ii. Multiple measures placement will also be used; the school district should confer with college advisors on placement questions
    b. Students need to complete the colleges PSEO STUDENT REGISTRATION FORM
        i. The school district does not need to complete the MDE (Minnesota Department of Education) Notice of Student Registration form (NOSR).
        ii. Classroom kits/supplies that are required for a Career Technical Education (later referred to as CTE) course may be paid for through Rural CTE Legislative grant funds. These grant funds must be accessed through SWSC or the local school districts LYFT Pathway grant award.
        iii. Students are responsible for the cost of certification test (i.e. Certified Nursing Assistant CNA), background checks, and/or vaccinations (unless alternative arrangements have been made)

2. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:

    a. College advisors provide guidance on placement questions
    b. PSEO CTE students do not need to complete a registration form, the college Advisor will directly work with students for course registration
    c. The college will provide guidance and deadlines for textbook return and work with the school district to arrange returns as needed

3. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
    a. PSEO coursework is offered to high school students through Minnesota West Community & Technical College during the 2025-2026 school year.
    b. The contract covers both traditional PSEO and PSEO CTE courses
    c. The 2025-2026 state rate for PSEO tuition will be charged ($248.37 per semester credit), subject to change if the Minnesota Department of Education rate is updated.
    d. Books for PSEO coursework will be printed editions when available. Per statute 124D.09, textbooks are the property of the college.
        i. The school district will be billed for any textbooks that are not returned to the college within two weeks after the course ends. Any books that are returned in an unsellable condition will be billed to the school district at the rate charged at the Minnesota West Bookstore.
        ii. Lab kits, access codes, workbooks, or other consumables will be billed at the rate charged at the Minnesota West Bookstore. These items are considered one student use items. They will be billed at the beginning of the term with tuition.
        iii. In the event that a student drops a course at the beginning of the term during the add/drop period the school district will return the books and materials immediately. Books and materials not returned to college within one week of the drop deadline will be billed for replacement at the beginning of the term. Books and materials must be returned in the same condition they were sold. Access codes, kits, & other one time use items will be billed to the school district if the student alters the condition of the material.
        iv. Books are shipped from our college fulfillment center and are ordered online. Student will use their student identification number to charge books to the PSEO program, school districts will be billed shipping for each order completed. PSEO students should not place any rental books in the cart or pay for any materials using their personal credit card. Shipping Rates are subject to change.
    e. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (https://www.revisor.mn.gov/statutes/cite/124D.09) and Minnesota State Board Policy 3.5 (https://www.minnstate.edu/board/policy/305.html) and System Procedure 3.5.1 (https://www.minnstate.edu/board/procedure/305p1.html)

4. CONSIDERATION AND TERMS OF PAYMENT.

    a. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT:
        i. The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook per credit hour per student as follows:
        ii. Rate based on MDE rate, subject to change if current legislature makes a change to school districts general education funding.
        iii. Some courses may have additional lab fees and the cost per credit will be more than the noted rate.

Academic Year	Rate
2025-2026	$248.37 (two hundred forty-eight and 37/100) Per credit hour

        iv. Other non-required costs related to course specific software and tools are the responsibility of the student.

5. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

    a. Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT after the 20th day of the fall and spring semester start.

    b. Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within forty-five (45) days of the SCHOOL DISTRICT receiving the invoice.

6. TERM OF CONTRACT. This contract shall be effective on July 1, 2025, or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until June 30, 2026, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

    This agreement is effective for the 2025-2026 Academic Year(s).

7. CANCELLATION. Termination by the SCHOOL DISTRICT shall be allowed only at the end of a semester. The SCHOOL DISTRICT must provide the COLLEGE/UNIVERSITY with written notice prior to the following semester starting.

8. AUTHORIZED REPRESENTATIVES.

a. COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Daniel de Moraes or his/her successor

Address: 1450 College Way, Worthington, MN 56187

Telephone: 507-372-3434

E-Mail: daniel.demoraes@mnwest.edu

b. SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Holly Ward/Superintendent or his/her successor

Address: 848 Chestnut Street, Dawson, MN 56232

Telephone: 320-769-2955

E-Mail: hward@bwby.k12.mn.us

The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 5, paragraph b.

9. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.

10. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.

11. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

12. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

13. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.

14. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.

16. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.

17. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. SCHOOL DISTRICT: Dawson Boyd ISD 0378

School District certifies that the appropriate person(s) have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature) Holly Ward	
Title	Superintendent
Printed Name	Holly Ward
Date	07/30/2025

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

By (authorized college/university initiating agreement) Daniel de Moraes Daniel de Moraes (Aug 4, 2025 09:48:53 CDT)	
Title	Dean of Liberal Arts and K-12 Partnerships
Printed Name	Daniel de Moraes
Date	08/04/2025

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES

AS TO FORM AND EXECUTION:

By (authorized college/university initiating agreement) Daniel de Moraes Daniel de Moraes (Aug 4, 2025 09:48:53 CDT)	
Title	Dean of Liberal Arts and K-12 Partnerships
Printed Name	Daniel de Moraes
Date	08/04/2025

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota West Community & Technical College

INCOME CONTRACT

POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between Dawson-Boyd Schools, ISD 0378, 848 Chestnut St, Dawson, MN 56232 (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota West Community and Technical College, 1450 College Way, Worthington, MN 56187, (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:

    a. The school district will assist the student in applying to the college and provide test scores (Accuplacer or ACT) and transcripts to the college.
        i. Accuplacer testing can be coordinated through the college at no cost to the high school
        ii. Multiple measures placement will also be used; the school district should confer with college advisors on placement questions
    b. Students need to complete the colleges PSEO STUDENT REGISTRATION FORM
        i. The school district does not need to complete the MDE (Minnesota Department of Education) Notice of Student Registration form (NOSR).
        ii. Classroom kits/supplies that are required for a Career Technical Education (later referred to as CTE) course may be paid for through Rural CTE Legislative grant funds. These grant funds must be accessed through SWSC or the local school districts LYFT Pathway grant award.
        iii. Students are responsible for the cost of certification test (i.e. Certified Nursing Assistant CNA), background checks, and/or vaccinations (unless alternative arrangements have been made)

2. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:

    a. College advisors provide guidance on placement questions
    b. PSEO CTE students do not need to complete a registration form, the college Advisor will directly work with students for course registration
    c. The college will provide guidance and deadlines for textbook return and work with the school district to arrange returns as needed

3. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
    a. PSEO coursework is offered to high school students through Minnesota West Community & Technical College during the 2025-2026 school year.
    b. The contract covers both traditional PSEO and PSEO CTE courses
    c. The 2025-2026 state rate for PSEO tuition will be charged ($248.37 per semester credit), subject to change if the Minnesota Department of Education rate is updated.
    d. Books for PSEO coursework will be printed editions when available. Per statute 124D.09, textbooks are the property of the college.
        i. The school district will be billed for any textbooks that are not returned to the college within two weeks after the course ends. Any books that are returned in an unsellable condition will be billed to the school district at the rate charged at the Minnesota West Bookstore.
        ii. Lab kits, access codes, workbooks, or other consumables will be billed at the rate charged at the Minnesota West Bookstore. These items are considered one student use items. They will be billed at the beginning of the term with tuition.
        iii. In the event that a student drops a course at the beginning of the term during the add/drop period the school district will return the books and materials immediately. Books and materials not returned to college within one week of the drop deadline will be billed for replacement at the beginning of the term. Books and materials must be returned in the same condition they were sold. Access codes, kits, & other one time use items will be billed to the school district if the student alters the condition of the material.
        iv. Books are shipped from our college fulfillment center and are ordered online. Student will use their student identification number to charge books to the PSEO program, school districts will be billed shipping for each order completed. PSEO students should not place any rental books in the cart or pay for any materials using their personal credit card. Shipping Rates are subject to change.
    e. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (https://www.revisor.mn.gov/statutes/cite/124D.09) and Minnesota State Board Policy 3.5 (https://www.minnstate.edu/board/policy/305.html) and System Procedure 3.5.1 (https://www.minnstate.edu/board/procedure/305p1.html)

4. CONSIDERATION AND TERMS OF PAYMENT.

    a. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT:
        i. The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook per credit hour per student as follows:
        ii. Rate based on MDE rate, subject to change if current legislature makes a change to school districts general education funding.
        iii. Some courses may have additional lab fees and the cost per credit will be more than the noted rate.

Academic Year	Rate
2025-2026	$248.37 (two hundred forty-eight and 37/100) Per credit hour

        iv. Other non-required costs related to course specific software and tools are the responsibility of the student.

5. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

    a. Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT after the 20th day of the fall and spring semester start.

    b. Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within forty-five (45) days of the SCHOOL DISTRICT receiving the invoice.

6. TERM OF CONTRACT. This contract shall be effective on July 1, 2025, or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until June 30, 2026, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

    This agreement is effective for the 2025-2026 Academic Year(s).

7. CANCELLATION. Termination by the SCHOOL DISTRICT shall be allowed only at the end of a semester. The SCHOOL DISTRICT must provide the COLLEGE/UNIVERSITY with written notice prior to the following semester starting.

8. AUTHORIZED REPRESENTATIVES.

a. COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Daniel de Moraes or his/her successor

Address: 1450 College Way, Worthington, MN 56187

Telephone: 507-372-3434

E-Mail: daniel.demoraes@mnwest.edu

b. SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Holly Ward/Superintendent or his/her successor

Address: 848 Chestnut Street, Dawson, MN 56232

Telephone: 320-769-2955

E-Mail: hward@bwby.k12.mn.us

The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 5, paragraph b.

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10. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.

11. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

12. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

13. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.

14. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.

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17. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. SCHOOL DISTRICT: Dawson Boyd ISD 0378

School District certifies that the appropriate person(s) have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature) Holly Ward	
Title	Superintendent
Printed Name	Holly Ward
Date	07/30/2025

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

By (authorized college/university initiating agreement) Daniel de Moraes Daniel de Moraes (Aug 4, 2025 09:48:53 CDT)	
Title	Dean of Liberal Arts and K-12 Partnerships
Printed Name	Daniel de Moraes
Date	08/04/2025

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES

AS TO FORM AND EXECUTION:

By (authorized college/university initiating agreement) Daniel de Moraes Daniel de Moraes (Aug 4, 2025 09:48:53 CDT)	
Title	Dean of Liberal Arts and K-12 Partnerships
Printed Name	Daniel de Moraes
Date	08/04/2025

Blackjack Child Care

2025-26 Parent Handbook

Blackjack Babies

Little Jacks

Junior Jacks

This handbook is intended to familiarize families with current policies, practices and standards. Dawson-Boyd Schools reserves the right to revise its policies, practices and standards as needed and families will be notified of any handbook updates. Handbooks are available to parents at any time and are in each classroom, Steven's Elementary Office, Dawson-Boyd District Office and on the school website.

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Mission Statement

Blackjack Child Care strives to provide quality child care in a warm, welcoming, nurturing, and fun environment. Our Goals are to value the importance of character, commitment to the family, commitment to the community, respect for the individual, and celebrating our differences.

Parents Code of Conduct

Blackjack Babies requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Blackjack Babies is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of our employees, but is the responsibility of each and every parent or adult who enters the building. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on center property thereafter.

MN DHS Licensing/Certification Information

Blackjack Babies (#1098139) Infants and Toddlers is licensed by the Minnesota Department of Human Services, Division of Licensing. 651-431-6500. A copy of Minnesota Administrative Rules 9503.005-9503.0170 and Minnesota Statutes 245A, 245C and 626.556 are available for parents to view at any time. Little Jacks and Junior Jacks (#1106065) Programs are certified by the Minnesota Department of Human Services, Division of Licensing. A copy of our Child Care Program Plan, Risk Reduction Plan, Child Care Emergency Plan and Mandated Reporting Policies are available to view at any time as well.

Blackjack Babies Infant and Toddler programs are licensed (#1098139) by the Minnesota Department of Human Services. The Littles and Junior Jacks classrooms are certified (#1106065) by the Minnesota Department of Human Services.

SERVICE CAPACITY: We are currently licensed to serve up to 40 children at a time in the infant and toddler rooms: 12 infants & 28 toddlers. The maximum child: staff ratio is 4:1 Infants, 7:1 Toddlers, 10:1 Littles, 15:1 Juniors.

AGE LIMITS: Blackjack Babies Infants 6 weeks-16 months, Toddlers 16 months-33 months, Little Jacks provides care to children 33 months to kindergarten and Junior Jacks is school age children.

Location and Contact Information

Blackjack Child care 848 Chestnut Street Dawson, MN 56232
Director: Mattiah Kemen email mkemen@dwby.k12.mn.us, phone (320)312-2319, Dawson-Boyd Community Ed Office: Carrie Kleven email ckleven@dwby.k12.mn.us, phone (320)312-2318 or Community Ed Director Holly Ward email hward@dwby.k12.mn.us, phone (320)312-2301.

Hours of Operation

Blackjack Babies & Little Jacks Monday - Friday 7:00am to 5:30pm , Junior Jacks Before & After School Hours: 7:00am to 8:15am & 3:00pm to 5:30pm, Non-School Days/Summer Hours: 7:00am to 5:30pm

NO EARLY DROP OFFS OR LATE PICKUPS

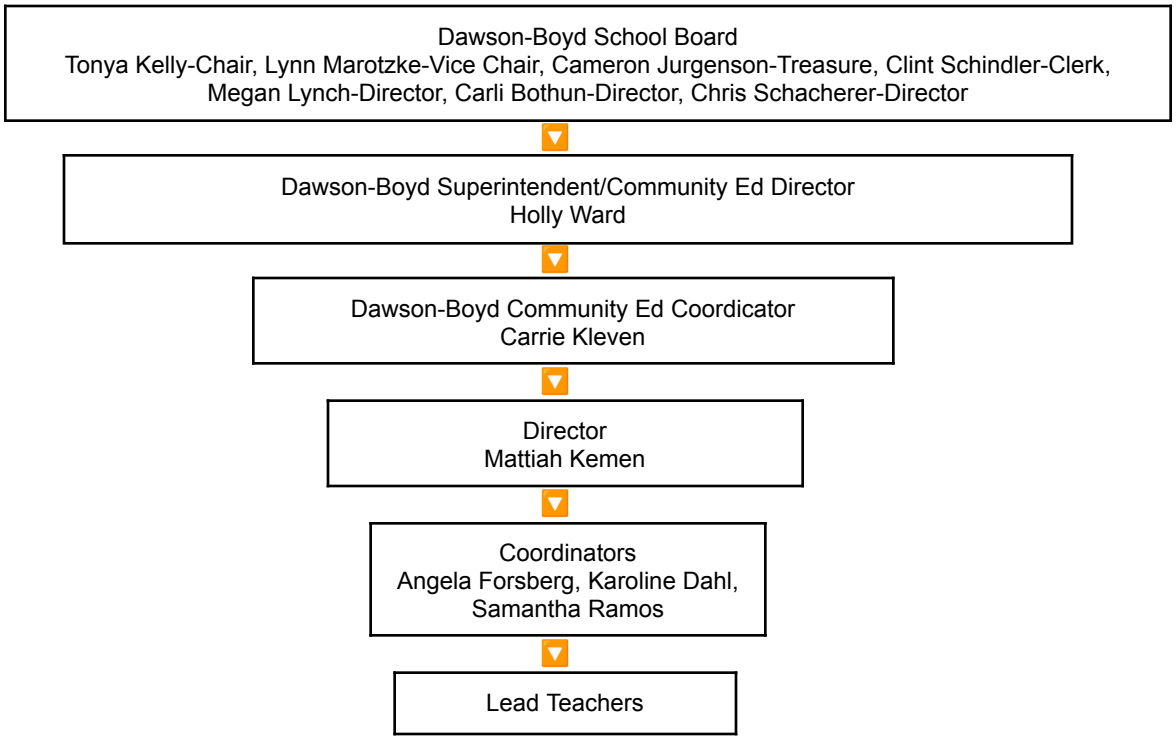
Snow Day Hours for all programs: 8:00am to 4:00pm

Blackjack Babies, Little Jacks and Junior Jacks will provide child care on days that Dawson-Boyd Schools opens late, closes early and/or closes for the day due to weather with certain provisions. Please see Weather Related Policy for exact details.

Blackjack Child Care Programs will be closed on: New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. If one of these holidays falls on a Saturday we will be closed the Friday before, if the holiday lands on a Sunday we will be closed the Monday after. You will only be charged for 10 holidays, New Year's Day, President's Day, Good Friday, Easter Monday,

Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Along with two professional development days.

Blackjack Child Care Organizational Chart



Staffing Ratios

- The first staff member needed to meet the required staff to child ratio must be a teacher
- The second staff member must have at least the qualifications of a childcare aide
- The third staff member must have at least the qualifications of an assistant teacher
- The fourth staff member must have at least the qualifications of a childcare aide

Blackjack Child Care Rules & Regulations

- Blackjack Babies, Little Jacks & Junior Jacks does not discriminate against race, creed, color, national origin, religion, or gender.
- Blackjack Child Care Programs are covered by liability insurance provided through the Dawson-Boyd School District.
- Blackjack Child Care Program Plan will be reviewed annually by the staff to evaluate and redevelop low focus areas and adapt the program plan according to those needs. A copy of the Child Care Program Plan is given to parents at enrollment and may be seen at the center at any time.
- Blackjack Child Care Risk Reduction Plan and Child Care Emergency plan will be reviewed annually by all staff.
- All children will be supervised at all times when they are present and under the care of the Blackjack Child Care Programs.
- Child enrollment forms and contracts will be updated yearly at the end of August. Any updates to policies, procedures or changes in Tuition rates will also be revised at this time.

Program Enrichment

Blackjack Child Care Programs provides hands-on including learning opportunities and experiences based on the children's own interests. Children learn through experiences of movement, listening, seeing and hearing in order to process the experience fully. Children are encouraged to interact with other children as they explore the world through learning materials. This supports the development of healthy relationships. Children are encouraged to express their creativity. Each age category has a written plan for daily experiences designed to promote the intellectual, physical, social, and emotional development of each child in a manner consistent with their cultural background. Daily experiences will be offered in a variety of ways: quiet, active, teacher directed, and child initiated. A variety of tools, equipment and material will be used to enhance these daily experiences for children. Blackjack Child Care Programs will provide for the individual developmental growth of each child with a variety of enriched indoor and outdoor learning activities

Infants

Blackjack Babies support cognitive, physical, social, and emotional development by providing for the needs of our infants including: arrival and departure transitions, diapering, feeding, eating, and napping. Infants are moving around, learning to trust and explore in all their environments. Infant daily schedules/routines will vary based on each individual infant's needs.

Toddlers

Blackjack Babies supports cognitive, physical, social, and emotional development by providing for the needs of our toddlers by providing engaging hands-on learning opportunities for them to explore, learn and grow based on their interests. Fun, exciting, and engaging play activities are offered daily to assist each child in developing positive self-concept, tools to understand, cope, express, and regulate their own feelings while developing empathy for others. We entice each toddler’s curiosity and desire to learn with daily indoor and outdoor activities incorporating small and large motor activities, stories, songs, creative movement, sensory play, science, imitating and pretending. We also offer pre-reading and pre-math skills to our toddlers with activities including sorting, colors, patterns, number, and letter sounds and recognition, classification, rhyming, and prewriting skills.

Little Jacks

Little Jacks supports cognitive, physical, social, and emotional development through engaging hands-on learning opportunities for them to explore, learn and grow based on their interests. Fun, exciting, and engaging play activities are offered daily to assist each child in developing positive self-concept, tools to understand, cope, express, and regulate their own feelings while developing empathy for others. We entice each toddler’s curiosity and desire to learn with daily indoor and outdoor activities incorporating small and large motor activities, stories, songs, creative movement, sensory play, science, imitating and pretending. We also offer pre-reading and pre-math skills to our preschool age group with activities including sorting, colors, patterns, number, and letter sounds and recognition, classification, rhyming, and prewriting skills.

Junior Jacks

Junior Jacks supports cognitive, physical, social, and emotional development through engaging hands-on learning opportunities for them to explore, learn and grow based on their interests. Homework help is provided. All children in attendance are encouraged to work on homework right after snack. Weather permitting, students go outside to play after homework time. On indoor play days, staff take students to the elementary gym, when available, for active indoor play. Students are offered a free choice of activities incorporating fine motor, gross motor, sensory experiences, literacy, math, science, and social/emotional skills.

Goals and Objectives

The Blackjack Child Care’s goal is to promote physical, intellectual, social, and emotional growth and development through planning interactive lessons, hands-on exploration activities both indoors and outdoors, cultural experiences, a balance of quiet and active

child-directed & teacher-directed activities. The staff provide each child with several opportunities to manipulate, discover, investigate, and engage in a variety of materials and equipment to enhance educational experiences and learning in the following areas:

- Creative Arts
- Construction/Blocks
- Dramatic Play
- Science
- Music and Movement
- Fine Motor Activities
- Large Motor Activities
- Literacy
- Sensory Stimulation Activities

Children in the center are observed and documentation is recorded to track each child's progression in the categories of cognitive, physical, social, and emotional development. Documentation is shared with parents supporting lesson development and activities to meet the individual needs for each child. Parent/Teacher conferences are conducted each spring and fall. Teachers or parents may call or email at any time to discuss concerns related to their child at any time.

Supervision of Children

"Supervision" means when a program staff person is within sight and hearing of a child at all times so that the program staff can intervene to protect the health and safety of the child. When an infant is placed in a crib room to sleep, supervision occurs when a staff person is within sight or hearing of the infant. Staff are always within hearing of sleeping infants in the crib room and will physically look in on sleeping infants regularly, at least every 15 minutes to ensure all components of supervision are taking place.

When a single preschool or school-age child uses the restroom within the licensed space, supervision occurs when a program staff person has knowledge of the child's activity and location, can hear the child, and checks on the child at least every five minutes. When a preschool or school-age child uses the restroom outside the licensed space, including but not limited to field trips, supervision occurs when staff accompany children to the restroom.

When a preschool or school-age child leaves the classroom but remains within the licensed space to deliver or retrieve items from the child's personal storage space, supervision occurs when a program staff person has knowledge of the child's activity and location, checking on the child every five minutes.

Staff are responsible for maintaining proper staff/child ratios at all times. Staff are trained to continuously take attendance of children to ensure all are present and accounted for. Staff are to position themselves in a manner that allows them to view all children at all times both indoors and outdoors.

Child Registration & Enrollment

Registration by a parent or guardian is required prior to a child's attendance at Blackjack Child Care. Registration Forms are available at the Dawson-Boyd School, on the Dawson-Boyd School website, under the Community Education tab or you may contact the Blackjack Child Care Director. All forms must be completed and returned.

Each child's file must contain the following information BEFORE their first enrolled date

- Child Registration Information Packet
- Contract for Services and Enrollment Form
- Health Care Summary
- Immunization Form
- Personal Information Form
- Topical Ointment Form
- Research & Transportation Permission Form
- Special Diet Statement (*)
- Individualize Child Care Program Plan (*)
- Infant Feeding Schedule (infants only)
- Infant Rolling Over Form (*)
- Infant Swaddle Consent (+)
- Physician Directive/Alternative Sleep Position (+)
- Payment information

(*) if applicable
(+) optional

Tuition Fees and Payments

On your contract, please choose the specific days of the week that you want to reserve for your child. You are then charged for those days until you withdraw from the contract. All contracted childcare fees are prepaid and charged weekly on the Friday preceding the week through Brightwheel. Invoices are available on your Brightwheel Account. Tuition for contracted days and hours will be charged whether the child is in attendance or not.

Any payments returned as NSF will result in a fee of $35. Two or more returned payments will result in Cash only pre-payments to be accepted. Continued late or non-payment may result in services being terminated.

LATE PAYMENT FEES: Parent agrees to have all contracted tuition fees automatically taken out weekly by 5pm on the Friday preceding each week that each child is enrolled. Payments will be made through Brightwheel. A charge of $15 per day will be applied to your account for late payments until fees are paid in full. If tuition payment and late fees are overdue for two consecutive weeks, child care services will be suspended until payment is received.

Blackjack Childcare Tuition fees are as follows per child:

- Infants (6 weeks-15 months) 5 day contract $190, drop in $50/day
- Toddlers (16 months-33 months) 5 day contract $180, drop in $50/day
- Littles (33 months-Kindergarten) 5 day contract $175, drop in $45/day, before school $5, after school $10, drop in before school $8, after school $13
- Juniors(school age) 5 day before and after school contract $70, before school $5, after school $10, drop in before school $8, after school $13, full day $31, drop in $45

Key Fobs

We will be using fobs to get in the door down by the infant room and the main elementary office door. You can access these 2 doors with the key fob before school hours (7-8:30) and after school hours(3:15-5:30). It will also give you access on days there isn't school. The first key fob is given to you free of charge but if it is lost and you need another it is $20 per key fob. Each family will be given one for mom and on for dad.

Full & Part Time Schedules

Full-time care consists of 5 scheduled days each week regardless of the number of hours each day.

Contracting for a full-time care schedule guarantees a space reserved exclusively for your child. Full-time spaces are guaranteed long-term and are given priority over part time childcare schedules.

Contracting for part time care guarantees a space for your child during the days and hours specified in the signed contract.

Summer Schedule

If your child will not be attending Blackback Babies (infants & toddlers) or Little Jacks (preschool) for the summer months there will be a $350.00 holding fee, to hold the spot for fall. If your child will be part time - with a schedule you will only pay the scheduled days.

Drop-In Care Schedule

Children may attend our program on a drop-in only basis or you may add drop-in care in addition to your contracted days. Drop-In care is completely dependent on classroom attendance and ratio guidelines for all programs. Junior Jacks must call and sign their child up for care 24 hours in advance. All registration forms must be completed and returned before they will be allowed to attend.

Late Pick-Up/Late Drop offs

Our licensing agreements specify the hours each program is allowed to provide care. Program opening/closing hours are set to ensure high quality care. We are only licensed to provide care between these hours and cannot provide care before 7am or after 5:30pm. If a child is in our care past the arranged pick up time, the child's parents will be called to determine when the child will be picked up. If parents cannot be reached, the child's emergency contacts will be called to pick up the child. If the child is still in our care at 6 pm, staff will call the local police for further assistance. If a child arrives before or stays later than their contracted time, without prior approval, an overtime fee of $10 per incident/per child. If the situation continues unresolved, service may be terminated. All communication is to be done through Brightwheel only. Late Drop off, if it is after eating time, the child will not be fed.

Unauthorized Pick-Up

Blackjack Child Care Staff will only release your child to you, the emergency contacts listed, and the individuals listed on the authorized to pick up list in your child's registration packet. If someone else is picking up your child, you must inform the child care programs of this change in writing. This can be done by sending a message on Brightwheel. When someone other than a parent or guardian picks up a child, staff must verify the individual's identity using the individual's photo id. If the individual is unable/unwilling to provide a photo id, the child will not be released. Authorized pick up people must be at least 18 years of age. Staff will not release a child to someone under 18.

Fees

Late Payment Fees

Upon enrollment, parents agree to have all contracted tuition fees automatically deducted weekly by 5pm on the Friday preceding each week that each child is enrolled. Payments will be made through Brightwheel. If tuition payment and late fees are overdue for two consecutive weeks, child care services will be suspended until payment is received. If service is suspended for more than two weeks without payment, your child care services will be terminated.

Waitlist Fee

A non-refundable fee of $25 per child is required with a completed waitlist form in order to have your name placed on the waitlist. This fee does not guarantee enrollment. The Blackjack Child Care will contact you when space is available. When the next space opens, we will contact you again unless you request otherwise. Please let us know if you find alternative care and would like your name removed from our list. There is no waitlist for Junior Jacks.

Field Trip Fees

Blackjack Child Care programs will take field trips occasionally. Field trip fees may be charged in addition to weekly tuition fees. Parents may choose not to have their child participate in field trips and acknowledge that they are responsible for finding alternative care for their child during that time, at their own expense. Contracted tuition fees will be charged at regular contracted rates.

Holding Fee

When the Child Care program and parents agree to hold a spot for a child, we require a weekly, non-refundable holding fee. This fee will be equivalent to the full-time weekly rate of the requested age group. The fee will be charged weekly beginning on the date the opening becomes available. All holding fees must be prepaid weekly and are due by 5pm on the Friday preceding each week that the spot is being held. Holding fees are also required to ensure a continued spot for your child in the event of an extended leave for any reason, including but not limited to maternity leave, no summer care, etc. We do not hold spots in Junior Jacks.

Payment Process

Brightwheel is used to process secure, on time tuition and fee payments to be made from either your bank account or credit card. All services must be prepaid. Tuition fees will be processed on Friday for the following week. For questions regarding Brightwheel, or your tuition fees or account, please contact Mattiah Kemen. All payments returned with NSF will result in a fee of $35. If tuition payment and late fees are overdue for two consecutive weeks, child care services will be suspended until payment is received. If service is suspended for more than two weeks without payment, your child care services will be terminated.

Vacation Week

Children enrolled in Blackjack Child Care will receive 1 vacation day for the number of days per week they are contracted. If your child is enrolled 5 days/week, they will receive 5 vacation days, 4 days/week - 4 vacation days, 3 days/week - 3 vacation days. Vacation days must be requested at least 2 weeks in advance to ensure the weekly tuition is not billed through the Brightwheel. Vacation days do not carry over from year to year. Vacation days must be taken in consecutive days.

Daycare Closures

If Blackjack Child Care Programs need to close or shut down for a period of time, parents will be notified as soon as possible through Brightwheel. If you want to be contacted by another means, please let Blackjack Childcare know. If Blackjack Childcare shuts down due to staff illness, staffing shortages, building/facility maintenance, or due to inclement weather, families will not be charged for the days we are closed. If we are closed for any other reason; holiday, child illness,including covid, etc. families will be charged their regular contracted hours. If we need to shut down in the middle of the day, families will be charged for the whole day.

Winter Weather/School Closings

Blackjack Child Care programs will continue to operate in inclement weather, however may close if a no travel warning has been advised by Lac Qui Parle County or the National Weather Service. Blackjack Child Care will try to remain open with inclement weather, if staff allows. If school is 2 hours late, Blackjack Child Care Programs will open at 8am. If school gets out early, we will close at 4pm. If school is closed for the day we will be open 8am-4pm. Notifications will be sent out through JMC, Brightwheel & Facebook page for any changes in our regularly scheduled hours.

Termination of Services

Parents wishing to withdraw their child from Blackjack Child Care Programs must submit a written notice and give at least a 10-working day notice. Payments must be made in advance. Blackjack Child Care Programs may terminate contract services at will. Reasons for termination may include, but are not limited to:

- Failure to pay tuition and/or late fees on time
- Failure to complete and return required forms
- Repeated late pickups
- Lack of Parent/Teacher cooperation
- Threats or abuse made toward a child or staff member by a parent/guardian
- Inability of Blackjack Child Care to meet the individual needs of a child
- Child's behavior that threatens the well being and safety of others at Blackjack Child Care Programs

CHILD CARE POLICIES AND PROCEDURES

Absence Notification

Parents must notify Blackjack Child Care Programs if their child is going to be absent from childcare. Parents must message on Brightwheel. Parents must give Junior Jacks a 24 hour notice for all absences not related to illness.

Arrival and Departure

Blackjack Child Care staff ensure the safe arrival and departure of each child each day. Parents must stay with their child at drop off and pick up times until they are acknowledged by a staff member. Parents are responsible for the safe entry and exit of their child/children in and out of the building each day. It is extremely important that parents notify us if your child will be late, absent or of any change to their contracted schedule. If a child does not arrive within 30 minutes of their scheduled time without notification, staff will attempt to contact the child's parent to determine the whereabouts of the child.

Outside Play/Playground

We try to play outdoors daily unless it is raining, the wind-chill is below zero, the heat index is over 100 degrees, or if the air quality is poor. Please provide outerwear that is appropriate for Minnesota's ever-changing weather. We will utilize the Dawson-Boyd Community Center or our classroom for gross motor exercise when we are unable to be outdoors. Blackjack Child Care programs utilize the playground area provided on the Dawson-Boyd School campus. Staff are responsible for maintaining proper staff/child ratios at all times. Staff are trained to continuously take attendance of children to ensure all are present and accounted for. Staff are to position themselves in a manner that allows them to view all children at all times. Staff perform daily safety checks of the outdoor equipment and space to look for any safety hazards. A first-aid kit is available during all outdoor activities.

Child Friendly Clothing

We strongly recommend that your child wear play clothes that can get dirty. Actively playing children are often rough on their clothing. Please do not be surprised if your child comes home with tears or "messes" on their clothing from engaging in learning projects such as art, outdoor play, and other hands-on activities. We also recommend that your child wear clothing that he/she can easily manage. This enables your child to learn independence and develop self-help skills.

Items from Home

Children often want to bring special items and treasures from home to show their friends. Unfortunately, it is often more difficult to share a beloved item than children realize. These treasures can get broken or lost. To protect your child's special items and treasures we ask that your child does not bring items from home other than what is on the required supplies list.

Pets (Non-Service Animals)

With approval from the school's superintendent, animals are allowed into the building as long as there is supervision and/or training of these animals for proper behavior, there is no threat to persons in the building, and the owner provides documentation proving the animal is rabies free. Please let program staff know if your child has any pet allergies.

Special Events and Celebrations

If you would like to celebrate your child's birthday or a holiday with a special snack, please discuss it with a staff person in your child's room ahead of time. Staff will inform you at that time if we have any food allergies that need to be avoided. Our licensing requires us to only serve pre-packaged, store-bought food.

Services for Children with Special Needs

Blackjack Child Care Programs do provide services to children with special needs, granted the needs of the individual child can be met adequately. When a child with a diagnosed special need is admitted into the program, staff shall develop an Individual Child Care Program Plan in an attempt to meet the child's individual needs within reason, of either program. The plan shall be developed in a joint effort with the child's parents, school district personnel, and medical or health personnel involved in the child's diagnosis or treatment. The plan shall be coordinated with the child's individual education plan (IEP) as developed by the school district or medical personnel.

Blackjack Babies and Junior Jacks are not designed to provide long-term 1:1 assistance for children. If a child receives personal care support outside of the classroom, has an identified special need, or has a behavior plan developed; it is the parents' responsibility to identify their child's needs on the appropriate forms at the time of enrollment. An individual conference to determine if we can meet the needs of the student may be necessary before enrollment is considered.

Supplies

All children will need seasonal outerwear. Such items include but are not limited to spring jackets and hats, rain boots or old pairs of shoes, winter jacket, snow pants, snow boots, winter hat and gloves, sun hat for warm sunny days etc. and comfortable shoes that provide good support.

We ask that parents provide the following for each child in care to leave at the center. All supplies brought from home MUST be labeled with the child's first AND last name. Breast milk must be labeled with the child's first and last name and the date it was expressed.

Little Jacks

- Pull Ups (if needed)
- Wipes
- Water Bottle
- Sunscreen/Bug Spray
- Extra Outfits
- Blanket & Pillow

Junior Jacks

- Water Bottle
- Sunscreen/Bug Spray

Blackjack Babies-Infants

- Diapers/Wipes
- 3 Bottles
- 3 full outfits
- Pacifier
- Blanket
- Formula or Breastmilk
- Baby Food
- Diaper Rash Cream
- Sunscreen/Bug Spray

Blackjack Babies-Toddlers

- Diapers/Pull Ups
- Baby Wipes
- 3 full outfits
- Blanket/Pillow
- Water Bottle
- Diaper Rash Cream
- Sunscreen/Bug Spray

Laundry/Water Bottles

Parents will be asked to take their child's bedding and water bottle home on a weekly basis for cleaning. It is very important that you remember to bring them back on the next day of attendance.

Parent Communication and Involvement

Parents of enrolled children are welcome to visit Blackjack Child Care Programs at any time during hours of operation. We do ask that parents are mindful of rest/nap times at the center when planning to come in and visit or observe. Daily information/activity reports will be provided to parents through Brightwheel. Parents are encouraged to download the app onto their phones for daily communication between parents and staff. If communication needs to be provided in another language, we will utilize the resources form our school district, including the use of interpreter services. Communication should be done through Brightwheel or in person.

Professionalism

Blackjack Child Care programs provide high-quality child care services and education for your child. We treat children with kindness and respect. We respect family culture, values, and parenting practices. Blackjack Child Care programs staff expect the same respect of enrolled children, parents, and families

No parent, staff, or adult is permitted to use curse words or other inappropriate language at any time at the center. Threats of any kind will not be tolerated, will be reported to the appropriate authorities, and will be prosecuted to the fullest extent of the law. Blackjack Child Care programs do not support nor condone corporal punishment of children. Such acts are not permitted in or on the program's property.

Confidentiality

The privacy of all the families enrolled in the programs are important to us. Staff are trained to keep all information about children and their families strictly confidential and follow the confidentiality policy in the Blackjack Child Care Employee Handbook.

Custody Issues

Staff will not be involved in custody disputes between parents. We are unable to separate children’s tuition accounts. It is the parent’s responsibility to work out the scheduling and payments for childcare. The person who signs the Child Care Contract is responsible for making payments associated with the account.

Unsafe Pick Up

If a staff person determines that a child could be in danger if allowed to leave with someone who is not in a position to adequately supervise and care for that child, the staff person will call an emergency contact to pick up the child. If the person insists on taking the child. Someone who is not in a position to adequately supervise and care for a child includes anyone who is mentally incapable, incapacitated or is suspected of abuse.

Chemical Use Policy

Dawson-Boyd Schools is a smoke,tobacco, drug & alcohol free campus. Smoking, tobacco use, drinking and drugs are prohibited in the building, on the grounds and in all parking areas. Blackjack Child Care staff are prohibited from being under the influence of any chemical that impairs the individual’s ability to provide services or care for the enrolled children. All staff of Blackjack Child Care programs are informed and trained on this policy before their first day of contact with the enrolled children.

Grievance Procedure for Families

It is our goal to provide quality and excellence in the care of your child. Therefore, any positive comments or suggestions are greatly appreciated and can be made to the Community Ed Director. We always welcome your input and feedback toward the care of your child. We appreciate questions or discussions of any kind that affect a positive outcome for your child. If you feel that there is a problem concerning the facility or a staff member, please follow the steps as listed:

1) Speak with the staff member involved with your child.
2) Allow follow-up from the staff member to you.
3) If you still are not satisfied with the results, please contact the lead teacher.
4) If you are still not satisfied, please make an appointment to personally talk with the Community Ed Coordinator.

All comments made to staff members are passed on so that we are aware of any problems or issues. If a complaint is made, we will listen carefully to the issue, and attempt to work with the parent(s) to rectify the problem.

We feel communication is essential to the success of your child's care. We must make sure that we can openly share any concerns or questions that may arise. We believe in an open door policy and encourage parents to feel free to call and check on your child's day. We work hard to keep parents stress-free and self-assured knowing that their children are in our loving care.

PERMISSIONS

Media Release

Photographs and videos are taken during the normal course of a day, on special occasions such as birthdays, during holiday celebrations, and on community outings. We use these pictures/videos for teaching, sharing about your child's day, arts and crafts, photo albums, class books, and various other things. Parent permission must be obtained before any photos, videos or names are posted or shared. Permission for your childś name and/or picture to be displayed or submitted in the local newspaper, social media sites, in the school facility or to be used in marketing materials is included in the registration packet.

Photography Policy

To protect the privacy and safety of all children and staff, parents and guardians are not allowed to take photos or videos of any students or staff members while on daycare property or at daycare events without prior written permission from the Director. This policy is in place to comply with state licensing regulations and to ensure we maintain a safe, respectful, and secure environment for all families. Thank you for your understanding and cooperation.

Research and Observation

In the event of possible research, observation, or experimental procedures involving enrolled children in our program, all parents would be required to give written permission for their child to participate, before each occurrence.

Water Play

Please be informed that water play/swimming is a high-risk activity and permission is required for children to participate in the activities. We participate in many water activities throughout the year which includes but is not limited to water table, water balloons/water guns, sprinkler, slip and slide, etc. Many precautions are taken at our center to help keep children safe. Children are always in sight and sound of staff when participating in water play. Permission for your child to participate in water play is included in the registration packet.

Transportation

When transporting children, Blackjack Child Care programs will ensure that the driver of the vehicle holds a valid driver's license appropriate to the vehicle driven. Blackjack Child Care programs comply with all seat belt and child passenger restraint system

requirements and training. If transportation is required for your child during daycare hours, parental permission is required. Permission for your child to be transported by Prairie Five Bus Services or Dawson-Boyd School District during his/ her contracted child care hours is included in the registration packet. If your child requires transportation by another means, written permission must be obtained before your child may be transported.

Field Trips

Blackjack Child Care programs participate in exploration and discovery in outdoor settings on a daily basis that includes outdoor play and community walks. Permission for your child to participate in these activities is included in the registration packet. In addition to community outings, Blackjack Child Care may participate in other field trips. Parent acknowledges that individual field trip permission forms will be requested before each field trip and field trips fees may be charged in addition to weekly tuition fees. Parents may choose not to have their child participate in field trips and acknowledge that the parent will be responsible for finding alternative care for their child during that time, at their own expense. Contracted tuition fees will still be charged at regular contracted rates. A greater staff to child ratio will be maintained on all field trips. Children and staff will be broken up into small groups during field trips to ensure the safety of all children in attendance. Staff are responsible for maintaining proper staff/child ratios at all times. Staff are trained to continuously take attendance of children to ensure all are present and accounted for. Staff are to position themselves in a manner that allows them to view all children at all times. An emergency kit, emergency contact information, any ICCPP's, and any necessary child medications will be taken with on all field trips.

Nap and Quiet Time Policies

All toddlers & littles will have a scheduled quiet time in the afternoon. Infant nap schedules will be based on each individual child's needs. We ask that you try to avoid dropping or picking up your child off during toddlers and littles nap time (11:30-2).

Blackjack Babies/Junior Jacks will provide a cot for toddlers & littles in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child.

Separate bedding must be provided for each child in care. We require parents to provide each child with bedding and the parents will be responsible for taking the items home each week to be washed or when soiled or wet. Blankets must be washed or dry cleaned weekly and when soiled or wet.

Cribs must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cots must be placed directly on the floor and must not be stacked when in use.

A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot. They may play quietly for the remainder of the quiet time.

Infant Sleep Supervision

When an infant is placed in a crib room to sleep, supervision occurs when a staff person is within sight or hearing of the infant. Staff are always within hearing of sleeping infants in the crib room and will physically look in on sleeping infants regularly, or at least every 15 minutes to ensure all components of supervision are taking place.

Infant Safe Sleep Standards and Policies

A crib must be provided for each infant for which the center is licensed to provide care. Each infant in care will have a crib designated for only their use and will be labeled with the child's name. Cribs will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side. Cots must be placed directly on the floor and must not be stacked when in use.

Each crib's equipment must be safe, be of sturdy construction, and conform to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full-size baby cribs. See Minnesota Statutes, section 245A.146, for additional crib safety standards including routine crib inspection requirements.

Blackjack Child Care completes monthly crib inspections and will check all cribs brand names and model numbers against the U.S. Consumer Product Safety Commission Website for unsafe cribs and maintain documentation for each crib available for use in the programs administration files.

Reducing the Risk of Sudden Unexpected Infant Death, Pursuant to Minnesota Statutes, section 245A.1435 the following are required and will be followed:

- When a license holder is placing an infant to sleep, the license holder must place the infant on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner Physician's Directive for Infant Sleep Position form and must remain on file at the licensed location.
- An infant who independently rolls onto their stomach after being placed to sleep on their back may be allowed to remain sleeping on their stomach if the infant is at least six months of age or if Blackjack Babies has a signed form from the parent indicating that the infant regularly rolls over at home. If the infant rolls over in the crib, is under 6 months of age and no form is on file, staff are required to roll the infant back over onto their back.
- Infants will always be placed in a crib, directly on a firm mattress with a fitted sheet that is appropriate to the mattress size making sure the sheet fits tightly on the mattress and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. Nothing will be placed in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.
- If an infant falls asleep before being placed in a crib, staff will move the infant to a crib as soon as practicable. Staff will keep the infant within sight and sound until the infant is placed in a crib.
- When an infant falls asleep while being held, the staff person will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.
- Placing a swaddled infant down to sleep is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian, Blackjack Babies staff may place an infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep, Blackjack Babies must obtain informed written consent from the parent or guardian of the infant on the Commissioner approved form Parent Consent for Swaddling an Infant.
- Separate bedding must be provided for each child in care. We require parents to provide each child with bedding and the parents will be responsible for taking the items home each week to be washed or when soiled or wet.

Meal & Food Policy and Procedures

All meals served at Blackjack Child Care programs are prepared and served by the Dawson-Boyd School District. All meals comply with USDA nutrition guidelines. Menus are posted in classrooms. If your child requires a special diet or has a food allergy, please discuss it with the lead teacher at enrollment and additional forms will need to be completed. Parents of infants are asked to provide infant formula, breastmilk, infant cereal, and baby food. All items, including food, lunches, and bottles brought from home must be labeled with the child's first and last name and be dated. When a parent notifies the center that their infant is ready for table foods, Blackjack Child Care will provide these meals.

Feeding schedule forms are included in registration packets and must be completed and returned for all infants and toddlers. Please communicate with staff at drop off when your child last ate. If there are any changes or additions to your child's feeding you will need to complete a new form..

Meal Times

Infants	Toddlers	Littles
Breakfast 8:00-8:30 am	Breakfast 8:30-9:00	Breakfast 8:30-9:00
Lunch 11:00-11:30	Lunch 10:45-11:15	Lunch 11:00-11:30
Snack 2:30-3:00	Snack 2:15-2:35	Snack 2:10-2:30

Food Temperature

Liquids and foods that are hotter than 110° are kept out of children's reach. If needed, infant staff members will use a hot water bath or bottle warmer to warm bottles. These bottles are monitored so the temperature does not reach higher than 110°. We check food temperatures when food arrives from the kitchen to ensure a hot food temp of 140° or higher. Food temperature notices are posted in the food preparation areas of the center.

Refrigerator Temperature

Refrigerator temps are kept at 40 degrees Fahrenheit or below. Refrigerator temperatures are logged daily by staff.

Breastfeeding

Blackjack Babies supports breastfeeding by: accepting, storing, and serving expressed breast milk for feedings. Breast milk in ready-to-feed sanitary containers labeled with the infant's name, mother's name and expressed date. Staff must ensure breastmilk has been stored in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0° F or below for no longer than three months. Staff gently mix the milk but never shake it before serving.

Infants

- Blackjack Babies does not offer solid foods and fruit juices to infants younger than six months of age, unless that practice is recommended by the child's health care provider and approved by families.
- Infants unable to sit are held for bottle-feeding. All others sit or are held to be fed. Infants do not have bottles while in a crib or bed and do not eat from propped bottles at any time. Staff offer children fluids from a cup as soon as the families and teachers decide that a child is developmentally ready to use a cup.
- Our staff will work with families to ensure that food is based on the infants' individual nutritional needs and developmental stage. Parents are asked to provide infant formula, breast milk, cereal, and baby food for their infant until they are ready to be served table foods.
- Except for breast milk, staff serve only formula and infant food that comes to the facility in factory sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer's instructions. Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. Staff discard after one hour any formula or breast milk that is served but not completely consumed or has not been refrigerated. If staff warm formula or breast milk, the milk is warmed in a bottle warmer. No milk, including breast milk, and no other infant foods are warmed in a microwave oven.
- We offer whole milk to children ages 12-24 months. We do not offer cow's milk to children younger than 12 months. A request to differ from the latter policy would require a Special Dietary Statement from the child's health care provider.

Toddlers/Littles

- Well balanced meals and snacks will be offered daily, including; breakfast, lunch, and an afternoon snack. Meals are prepared and served by the Dawson-Boyd school district and follow USDA nutrition guidelines.
- We offer whole milk to children ages 12-24 months and 1% milk to children over 24 months.
- Toddlers/Littles are asked to bring a water bottle from home to refill.
- Blackjack Babies will follow written instructions obtained from the parents, at the time of enrollment, on each child's special diet or food needs.

Junior Jacks

- An afternoon snack will be served everyday at 3:15. All snacks follow USDA nutritional guidelines.
- During the summer months and non-school days, well balanced meals and snacks will be offered daily including; breakfast, lunch, and snacks. Meals are prepared and served by the Dawson-Boyd School District and follow USDA nutritional guidelines.
- We offer 1% milk to the children
- Drinking water will be available to the children and offered at frequent intervals throughout the day.
- All Junior Jacks are asked to bring a water bottle from home to refill.

Toilet Training Policies and Procedures

Blackjack Child Care programs will assist in toilet training a child when they are showing signs that they are ready and parents are consistently working with the child at home. Staff will take children to use the toilet in a consistent, timely manner. Staff will ask children often and take them when a child indicates they need to use the toilet.

Children should wear diapers or pull-ups at the center until they are a full week without accidents. At this time, staff will transition the child to wearing underwear at the center. It is our policy to put a diaper or pull up on toilet training children at rest time until they have consistently been accident free for a period of time.

Children should wear easy on and off pants during training. We prefer sweatpants or elastic waisted shorts or leggings until the child is physically capable of doing snaps and buttons on their own. Please do not send them in anything requiring us to remove the top to get to the bottom. If the child has regular accidents in their underwear, staff will switch them back to regular diapers and try again at another time. We also encourage parents to follow the same practice at home.

Blackjack Child Care staff are committed to working with children and families during toilet training. There are items we are unable to accommodate toilet training due to licensing regulations and program goals. The following are things we will not do:

- We will not put children on a “potty schedule” where we need to set a timer and take them every so often.This would result in our entire day centering around the potty which is not realistic in our setting nor is it the goal of our early education program. We will take your child in a consistent, timely manner, as well as ask them often and take them when the child indicates they need to use the toilet.
- We will not limit food or drinks to certain times. We will not limit the amount of food or beverage below the state meal pattern requirements. We will maintain the same food and snack schedule during training. We will never withhold water from a child who is thirsty.
- We do not do laundry of any soaked or soiled clothes. Soiled clothing is bagged, placed in the child’s locker, and returned to the parents at pick-up time.

Junior Jacks - Children must be toilet trained in order to attend the Junior Jacks Program

Blackjacks Childcare Behavior Guidance & Discipline Policy

At Blackjacks Childcare, we believe every child deserves a safe, caring, and respectful environment where they can learn and grow. Our behavior guidance practices support each child’s development, help build positive relationships, and promote self-regulation.

Behavior Guidance Practices

We guide behavior using developmentally appropriate strategies, grounded in respect and patience. Our staff will:

- Model respectful and kind behavior.
- Reinforce positive behavior through encouragement and recognition.
- Use clear, simple expectations based on age and developmental level.
- Support children in solving problems with words, not actions.
- Redirect children from unsafe or disruptive behavior toward meaningful, constructive activities.

- Help children learn acceptable alternatives to aggression, such as saying “I need help” or “I don’t like that.”

We maintain a calm, quiet area in each classroom where children can take a break and calm their bodies if they need space.

Staff will never use corporal punishment, emotional abuse, or any form of verbal degradation. Food, rest, warmth, or medical care will never be withheld as a consequence. Staff may not delegate discipline to other children, nor will children be punished for toileting accidents.

If separation from the group is needed due to safety concerns, it will follow all licensing requirements:

- Used only when less intrusive methods have been tried.
- Child remains in a quiet area within view and hearing of staff.
- Separation is short, age-appropriate, and ends when the behavior stops.
- All separations are documented and shared with parents if they occur three or more times in a day.

Persistent Unacceptable Behavior

We understand children have big feelings and are still learning self-control. However, if a child repeatedly displays behaviors that threaten the safety or wellbeing of others, we may place them on a Persistent Behavior Support Plan.

Examples of persistent unsafe behaviors include:

- Hitting, biting, kicking, pinching, scratching
- Bullying or intimidation
- Striking staff or peers
- Inappropriate physical contact
- Leaving the classroom without permission
- Repeated use of harmful or offensive language
- Theft or intentional property damage

We will:

- Record each incident and staff response in the child’s file
- Notify parents of recurring concerns and meet to discuss support strategies
- Collaborate with families and professionals when appropriate
- Follow up with a review meeting within 14 days

If behaviors persist without improvement and continue to impact the safety of the program, the child may be dismissed from care. This is a last resort and only considered after collaborative interventions have been tried.

If a child’s behavior creates an immediate risk of serious harm to themselves or others, parents will be called to pick up their child right away.

Use of Time Away (Calm Down Space)

Blackjacks Childcare uses time away (calm down time) only when necessary. This is not used as punishment but as a tool to help a child regain control.

We will:

- Stay nearby and support the child through the process
- Use redirection or offer calming strategies before separation
- Always document the use of calm down time and notify families when appropriate

Documentation & Communication

Behavior incidents, separations, and interventions will be documented in Brightwheel or a behavior log. Parents may view this information upon request and will be contacted if concerns become frequent or significant.

We believe strong communication between staff and families is key to helping children succeed. Our goal is always to work together in the best interest of your child.

Biting Policy

Biting is a common, developmentally normal behavior in infants and toddlers. Our staff respond quickly and calmly:

- Remove the child from the situation
- State clearly and simply, “Biting hurts.”
- Comfort the injured child and provide appropriate care
- Complete an incident report in Brightwheel
- Offer a teething ring or sensory tool if appropriate

Repeated biting will be addressed using the Persistent Behavior Support Plan.

HEALTH AND SAFETY POLICIES

Illness

Children who are ill with a contagious disease or have not been fever free without the aid of fever reducing medication may not attend the Child Care Programs. If a child becomes ill while attending the center, the child will be separated from the group for the health and safety of the other children. Parents will be called immediately. It is expected that a parent or guardian be at daycare within 1 hour to pick up the ill child. If a parent or guardian fails to pick up their child within one hour, staff will contact the listed emergency contact.

In the event of an emergency, 911 will be called, and decisions will be made by the paramedics as to the next procedures to be carried -out. Parents will be called immediately after the call to 911. Transportation will be made by the ambulance if needed.

Exclusion from Child Care

Blackjack Babies and Junior Jacks must exclude a child from childcare for the following reasons:

- A reportable illness or condition that may be contagious.
- Chicken pox, until the child is no longer infectious or until the lesions are crusted over.
- Vomiting since admission that day or within the past 24 hours - a child must be free of vomiting for 24 hours before returning to the child care facility.
- Two or more abnormally loose stools since admission that day or within the past 24 hours - a child must be excluded for a minimum of 24 hours after stools return to normal.
- Contagious conjunctivitis (pink eye) or pus draining from an eye until medicine has been used for at least 24 hours.
- Bacterial infection such as streptococcal pharyngitis or impetigo until 24 hours of antibiotics has been completed.

- Unexplained lethargy or fatigue.
- Rash, other than mild diaper or heat related rash.
- Lice, ringworm, or scabies that is untreated or contagious.
- Who has a 100+ degree fever before fever reducing medicine is given - child must be fever free for 24 hours without the use of fever reducing medicine before returning to daycare.
- Significant respiratory distress.
- Inability to participate in normal activities with reasonable comfort.
- Requires more care than the staff can provide without compromising the health and safety of other children present.

A doctor's note is required for a child to return in the cases of undiagnosed rashes, skin lesions, running eyes, and other potentially communicable diseases.

Please notify Blackjack Child Care Programs if your child is/has experienced any of these health issues. The child may return to daycare 24 hours after resolution of symptoms without the use of symptom relievers and/or a full 24 hours period of antibiotic treatment. If you are unsure if your child is well enough to be at child care, please contact the childcare on Brightwheel.

Communicable Diseases

Parents are required to notify the Child Care Program within 24 hours when a child has a reportable disease. Staff will notify enrolled children's parents of all communicable and infectious diseases reported to the child care program via a note posted by the Community Ed Office and a message through Brightwheel. Children who have been absent because of a communicable disease will only be readmitted into the child care programs with permission from a physician. Diseases required to be reported include, but are not limited to: influenza, RSV, coronavirus, chicken pox, strep throat, scarlet fever, German measles, mumps, measles, head lice, pink eye, or impetigo.

Health Consultant

Blackjack Child Care Programs utilize the services of the Dawson-Boyd School Nurse as our Health Consultant. The health consultant reviews our health and safety policies and procedures, reviews our infant policies, provides training and resources to ensure the health and safety at Blackjack Child Care Programs. If there is an outbreak of contagious illness at the center, the health consultant will assist with suggestions for reporting, excluding, and containment.

Medications

It is required by law that staff members not administer any medications without the parent's written permission. This includes all medications: prescription, nonprescription, and over the counter medications. Medications must be in the original container, labeled with the child's first and last name, and will be stored in a locked medication cabinet/drawer out of children's reach.

When administering medication, the primary concern is the safety and optimal health of every child. We have detailed procedures in place to ensure that every child receives the proper dosage of medication including:

- All marked medications will only be given to the child whose name is labeled.
- All medications (both prescription and over the counter) must be signed in daily on our medication authorization form.
- All medications will be stored in a locked area inaccessible to the children.
- The lead teacher will administer the medication.
- The administration of medication will always be witnessed by another staff member and recorded by the staff on the medication authorization form.
- We cannot administer any medication that has expired.
- Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container.
- Sunscreen lotions and insect repellents supplied by the center may be used on more than one child.
- A product to control or prevent diaper rash, including moistened commercial wipes can only be used for the child that is stated on the product.

Prescription Medication

Prescription medication must be presented in its original container with a label attached bearing the doctor's name, child's first and last name, current date, time, and dose to be given, number of days to be administered, and pharmacy name. This constitutes the physician's written permission. Any unused proportions will be returned to the parent. An individual medication form must be filled out for each prescription medication and signed by the parent or legal guardian. Separate medication forms must be filled out for each medication, each time a medication is used. Completed forms must be kept in the child's record and are available for parents. Parents will be notified at the end of the day or via Brightwheel that their child was given medication.

Over the Counter Medication

Over the counter medications should be treated with the same caution as prescription drugs. Oral over the counter medications such as but not limited to aspirin, ibuprofen, and cough medicine,can be administered only with the written permission of the child's parent or legal guardian and according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. Medication must be presented in its original container with manufacturer's instructions.

Topical applications, such as diaper rash ointment, petroleum jelly, suntan lotion and bug repellent may be administered with the parent's written consent. Directions provided on the manufacturer's label will be followed. All containers should be purchased by the parent and clearly labeled with the child's first and last name.

If a child requires medication for life-threatening conditions such as allergies or diabetes the prescription can be kept at the center and administered when necessary for as long as the child is enrolled. The child's parents or legal guardian and physician must sign an authorization form. Expired medication will be returned to the parent.

Lice

Any child found to have head lice or nits shall be removed from the daycare. The child must be treated immediately and be certified to be completely free of nuts before readmission. A child having head lice discovered at home must be reported on Brightwheel.

Lifting and Handling Children

Using proper techniques to lift and carry children can help prevent injuries to children and staff. The following techniques will be used by staff when lifting and handling children:

- Be careful when lifting and handling children
- Lift a child by grasping under the armpits
- Do not bend from hips, use legs and keep the child close
- Kneel or squat when possible
- Never twist while lifting
- Always lift and then turn

Blackjack Child Care staff should never:

- Pick up a toddler or infant by the hands or wrists.
- Swing a child by holding the hands or wrists of the child.
- Jerk an arm when pulling a child along, always be gentle when taking a child by the hand.

Allergy Prevention and Response

Allergy Prevention and Response Policies and Procedures must be provided to parents of all children at the time of their child's enrollment and must be available upon request. Staff informed of a child's allergy after enrollment must inform the staff immediately so that the proper paperwork can be completed. Parents are encouraged to introduce new foods at home first.

Parents or legal guardians or the child's source of medical care will need to fill out a medical form to notify us of any allergy their child may have before admitting their child for care. We will maintain current information about the allergy in the child's record.
The Blackjack Child Care Programs will develop an Individual Child Care Program Plan as specified in Minnesota Rules 9503.0065, subpart 3 for each child with an allergy. The ICCPP must include but is not limited to:

- Description of the child's allergy
- Specific triggers
- Avoidance Techniques
- Symptoms of an allergic reaction
- Procedures for responding to an allergic reaction, including medication, dosages, and the doctor's contact information

ICCPPs will be kept in the child's file and in the daycare's Allergy Prevention File that is stored in the center's locked file cabinet.

All staff and volunteers will be notified and made aware of any allergy that an enrolled child has. Each staff person who is responsible for carrying out the ICCPP must review and follow the plan. After reviewing the ICCP daycare staff must sign the acknowledgement sheet in the Allergy Prevention File.

Blackjack Childcare will review the allergy related information every year in the months of January and June with parents. It is the parent's responsibility to notify the staff of changes during the non-review months. Any changes made to allergy related information will be updated in the child's file, the child's ICCPP and the Daycare's Allergy Prevention File. All staff will be informed of the changes and must sign the acknowledgement of changes sheet in the Allergy Prevention File.

Allergy information will always be readily available including on-site, when on field trips or during transportation. A child's allergy information will be readily available to all staff where food is prepared and served to the child. If a child has an allergic reaction, the parents will be notified right away. When necessary we will call emergency services.

Handling and Disposal of Bodily Fluids

Any surface that encounters any potentially infectious bodily fluids, including blood and vomit, must be cleaned, and disinfected immediately according to Minnesota Rules, part 9503.0005, subpart 11.

- First Aid Kits, disposable gloves, disposable towels, disposable bags, and eye protection are readily available in each classroom. The following procedures will be followed when handling and disposing of bodily fluids:
- When handling any form of bodily fluids staff MUST wear disposable gloves.
- First wipe the area with disposable towels and discard into a plastic lined garbage bin. If it is blood, please use the red hazard bags to dispose of supplies.
- Once the area is free of bodily fluids, clean the area with soap and water.
- Wipe the area with disinfectant and let air dry.
- All soiled cleaning supplies will be placed in a plastic bag (red bag for blood), tied tightly, and disposed of immediately into the dumpster or red bags infectious waste container.
- Handwashing needs to take place before and after contact with the injured or ill child and after gloves are removed.
- Any sharp items used for a child with special care needs will be disposed of in a "sharps container." The sharps container is stored in a locked cabinet in the classroom and out of reach of the children.

Risk Reduction

A Risk Reduction Plan (attached) will be given to families during enrollment and available for viewing anytime. Blackjack Babies, Little Jacks and Junior Jacks will review and make any modifications annually and/or when needed.

Emergency Preparedness

A Child Care Emergency Plan (attached) will be given to families during enrollment and available for viewing anytime. Blackjack Babies, Little Jacks and Junior Jacks will review and make any modifications annually and/or when needed. The plan includes procedures for evacuation, relocation, shelter-in-place, and lockdown and how both programs will notify parents of the event and how to reunite when safe to do so.

Missing Child Policy

Statement of Intent: At Blackjack Child Care Programs, it is our intention to maintain children's safety as the highest priority at all times, both on and off the premises. Our goal is to ensure that every attempt is made, through following our Arrival & Departure policy, Outdoor play policy, Field Trip policy and Supervision policy procedures, to ensure the security of all children is maintained at all times. In the unlikely event of a child going missing, we will follow the following procedures:
Procedure for missing child

- All other children will be accounted for and secured in their classroom.
- The Daycare Director will talk to staff to establish when & where the child was last seen.
- The Daycare Director and staff will check all doors and gates to see if there has been a breach of security where a child could have wandered out.
- The Daycare Director and available staff will perform a thorough search of the building and outside area.
- If the child is not found the parent will be contacted and the missing child will be reported to the police.
- The key staff will write an incident report detailing.
    - Date & time of report
    - Which staff & children were in the group/outing at the time of the incident
    - When the child was last seen in the group/outing
    - What took place in the group/outing since the child was last seen
    - The estimated time that the child went missing

Follow-up procedures and meetings will take place to investigate how the breach of security took place and make necessary changes to the Child Care Plan and Policies to prevent it from occurring again.

Medication and Emergency Permission

Written parental permission is required in order for Blackjack Child Care staff to administer medications, first aid, or to obtain emergency medical services. Permission for your child to receive medications and emergency medical services is included in the registration packet. This permission includes all medications: prescription, nonprescription, and over the counter medications. Medications must be in the original container, and clearly labeled with the childś first and last name. Medications are stored in a locked medication cabinet/drawer out of children's reach.

Medical Emergencies

In the event of a medical emergency, a staff member will call 911. JMHS provides 24-hour emergency service using 911.

Administering First Aid

Blackjack Babies and Junior Jacks are both located in areas where several individuals are trained in first aid and CPR. All program staff are trained in pediatric first aid and infant and child CPR within 90 days of hire. At a minimum for initial licensure, there must be an individual trained in pediatric first aid and infant and CPR present in the facility during all hours of operation as well as on field trips and when transporting children.
Blackjack Babies and Junior Jacks will ensure that a first aid kit is available within the center. The kit must contain sterile bandages, band-aids, sterile compresses, scissors, cold pack, an oral or surface thermometer and adhesive tape. A current first aid manual will be included. The first aid kit and manual must be accessible to the staff in the center and taken on field trips

If First Aid is required for a child, staff will tend to the issue according to their training and adhere to the following procedures:

- All Staff will be trained on pediatric first aid policies and procedures prior to first contact with children Staff will also be trained on safety policies and procedures required in MN Rules, part 9503.0110.
- Parents will be notified if a child becomes ill or an accident occurs.
- Within 24 hours of any accident, a staff member will complete an accident report.
- If a child is injured, staff will make the best judgment and call if they believe EMS is needed.
- Minor accidents will be treated by a staff person who has received pediatric first aid training.
- 911 will always be called if a child or staff is unconscious or unresponsive.

- Poison control will be called if there is an ingestion of harmful chemicals.
- All incidents will be reported to parents by a phone call, or brightwheel.

Fire Drills

Fire drills will be held monthly and recorded with the time, date and number of children and staff present.

- Staff will place infants and young toddlers in cribs, strollers and wagons.
- Older toddlers, preschool and school age children will line up at the exit door.
- Each classroom will evacuate through the evacuation routes that are posted in each classroom.
- Staff will take emergency kits and any necessary medications with them.
- Staff will lead children to the designated area and wait for further instruction from school administration or emergency responders.
- Staff will contact parents as soon as it is safe to do so.

Shelter/Tornado Drills

Tornado drills will be held monthly and recorded with the time, date and number of children and staff present. Staff and children will follow the designated routes that are posted in each classroom.

- Staff will place infants and young toddlers in cribs, strollers and wagons.
- Older toddlers, preschool and school age children will line up at the exit door.
- Each classroom will proceed to the designated tornado shelter that is posted in each classroom.
- Staff will take emergency kits and any necessary medications with them.
- Staff will lead children to the designated area and have students sit in the tornado drill position, crouched on the floor with their hands clasped over the back of the neck/head.
- Staff will wait for further instruction from school administration or emergency responders.
- Staff will contact parents as soon as it is safe to do so.

Evacuation Drill

An Evacuation drill will be held annually with the Dawson-Boyd School District.

- Staff will place infants and young toddlers in cribs, strollers and wagons.
- Older toddlers, preschool and school age children will line up at the exit door.
- Each classroom will evacuate through the evacuation routes that are posted in each classroom.
- Staff will take emergency kits and any necessary medications with them.
- Staff will lead children to the designated evacuation site, Grace Lutheran Church.
- Staff will wait for further instruction from school administration or emergency responders and call parents to pick up their child as soon as it is safe.

Lock Down Procedures

Lockdown means keeping staff and children in a secure place within the building in response to an outside threat. In the event of a lockdown, we will follow the following procedure:

- Close and lock doors
- Turn off lights
- Close window blinds
- Take children to an area within the classroom that is away from doors and windows
- Keep children as quiet as possible
- Stay in lockdown until school administration or emergency responders give the all clear
- Contact families after threat has been resolved to notify them of the incident

Shelter in Place Procedures

Shelter in place means taking refuge in an interior room when an emergency occurs and that it is safer to be inside than to evacuate In the event of a shelter in place, we will follow the following procedure:

- Staff will place infants & young toddlers in cribs, strollers and wagons.
- Line older children up at the interior exit doors.

- Proceed down the hallway to the library.
- Close and lock the door.
- Stay in a safe area until school administration or emergency responders give the all clear.
- Contact families after the threat has been resolved to notify them of the incident.

Maltreatment of Minors Mandated Reporting Policy

Per Minnesota Statutes, section 245A.145, subdivision 1, all licensed childcare providers must develop policies and procedures for reporting suspected child maltreatment that fulfill the requirements of section 626.556 and must develop policies and procedures for reporting complaints about the operation of a childcare program.
Blackjack Child Care Staff are legally required to report maltreatment. Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. When a staff person witnesses, has reason to believe or suspect that maltreatment has occurred, the staff person will immediately, meaning as soon as possible, but in no event longer than 24 hours, contact and make a report to the following:

- Local Law Enforcement: 911
- LQP County Family Services: (320)598-7594
- Department of Human Services, Division of Licensing: (651)431-6600-suspected maltreatment
- Department of Human Services, Division of Licensing: (651)431-6500-licensing violations.

Internal Review

To ensure that an internal review is completed within 30 days and that corrective action is taken, if necessary, to protect the health and safety a of child in care when the facility has reason to know that internal or external report of alleged or suspected maltreatment has been made, the review must include an evaluation of the following:

- Related policies and procedures were followed.
- The policies and procedures were adequate.
- The need for additional training.
- Reported events are similar to past events with the child or services involved.
- The need for corrective action by license holders to protect the health and safety of enrolled children.

When an internal review is required it will be completed by the Community Ed Department. If this individual is involved in the alleged or suspected maltreatment it will be completed by the Superintendent. The center will document the completion of the review and provide it to the commissioner upon the commissioner’s request.

Parent Handbook Acknowledgment & Agreement

I have received a copy of the Blackjack Child Care Parent Handbook. I understand that it is my responsibility to read and become familiar with all policies and procedures contained in this handbook.

I acknowledge that:

- I have read and understand the policies, procedures, and expectations outlined in the Parent Handbook.
- I agree to follow all policies as a condition of my child's enrollment in Blackjack Child Care.
- I understand that policies may be updated at any time to remain in compliance with state licensing regulations, public health guidance, or program needs, and that updated handbooks will be provided to families.
- The most current version of the handbook will replace any previous versions.

Child(ren) Name(s): _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____