

Winona Area Public Schools



KEY KIDS

School Age Child Care

Parent/Guardian Handbook

2018-2019

WELCOME TO KEY KIDS!
WINONA AREA PUBLIC SCHOOLS
COMMUNITY EDUCATION
SCHOOL AGE CHILD CARE PROGRAM

Winona Area Public Schools
903 Gilmore Ave
Winona, MN 55987
(507)494-0910

keykids@winona.k12.mn.us

www.WinonaSchools.org

Welcome!

Welcome to Key Kids, Winona Community Education's School Age Child Care Program. It is our pleasure to have you and your child/ren in our program.

We have been serving families in the Winona area since 1989, and continually strive to improve the quality of our program to meet the needs of the community. We offer care at four elementary schools located in Winona. We also offer care for children on non-school days, snow days, and during summer vacation.

Within this policy book you will find general information about our program and additional program specific information. If you find you have more questions please give us a call and we would love to help you. We look forward to meeting you and your child and hope you find our services a positive experience.

Sincerely,

Sue McNally
K-8 Extended Day/Enrichment Coordinator
Community Education
Winona Area Public Schools

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TELEPHONE DIRECTORY

Key Kids Directory

Key Kids Office-Mary Jo Zukowski **494-0910**
Key Kids Coordinator-Sue McNally **494-1061**
Community Education Office **494-0900**

WK Key Kids Site **458-0158**
Jefferson Key Kids Site **429-3424**
Goodview Key Kids Site **429-9477**

PROGRAM HOURS

School Year: 2:10-5:30 p.m.
Non-School Days and Summer Hours: 6:30 a.m. – 5:30 p.m.

COMMUNITY EDUCATION OFFICE HOURS

School Year: 8:00 a.m. - 4:30 p.m. Monday- Thursday
Summer: 9:00 a.m. - 3:00 p.m. Monday – Thursday
Closed on Fridays

SITE LOCATIONS AND INFORMATION

Key Kids Office

District Office Building 903 Gilmore Ave. Mary Jo Zukowski 494-0910

School Year Sites

Goodview Elementary Site 5100 W. 9th Street Lead Staff: Paul Kinzer 429-9477

Jefferson Elementary Site 1268 W. 5th Street Lead Staff: Terry James 429-3424

W-K Elementary Site 365 Mankato Ave. Lead Staff: Krisana Zoromski 458-0158

Summer Site Locations

Middle School Site 1570 Homer Rd Lead Staff: Dusty Larson 458-0158

Non-School Enrichment Day Location

Middle School Site 1570 Homer Rd 458-0158

Inclement Weather Day (Snow Care) Location

Middle School Site 1570 Homer Rd 458-0158

MISSION/PROGRAM GOALS



The mission of Key Kids is to provide a safe, nurturing, affordable, quality school age child care program for children in grades K-4, from either public or nonpublic schools in Winona Area Public Schools.

PROGRAM GOALS

1. To assure parents/guardians that their children will be in a safe, healthy environment where staff will strive to meet emotional, social, and physical needs.
2. To create a fun, warm, exciting environment that is inviting, comfortable, flexible, and manageable for the children.
3. To promote respect for self and others, while responsibility and social skills are both enhanced and encouraged.
4. To support a caring staff who show genuine respect for the children, have confidence in each child's potential, and seek to promote the self-esteem of each child.
5. To offer opportunities where children can express themselves through art, crafts, self-directed play, games and indoor and outdoor physical activities.
6. To work as a team with the child's teacher, administrators and parents/guardians to promote an environment where each child may learn and grow.
7. To accept enrollment to meet the needs of the community, while ensuring the safety and welfare of all children.
8. To provide quality service to parents/guardians during program hours.

ADMINISTRATION AND FUNDING

Winona Area Public Schools Community Education administers the Key Kids programs. Program costs, such as staff salaries, snacks, toys, equipment, art/craft supplies, field trips, and special activities are funded with fees paid by registered parents/guardians.

PROGRAM STANDARDS/STAFFING

Standards

Program standards for the Key Kids program are adapted from guidelines developed by the Minnesota Department of Education and have been reviewed and approved by the School Board of Winona Area Public Schools.

Staff Responsibilities

Key Kids is staffed with caring people who have experience in various fields. Background checks, first aid and CPR training, and continued staff development through workshops and trainings are required of all staff.

Each child care site is staffed with one Lead Staff who is responsible for overseeing the operation of the program. Program Assistants are trained to assume the Program Lead responsibilities in their absence, and otherwise assume numerous responsibilities toward the operation of the site. All sites are supervised by the K-8 Extended Day Coordinator who directs and guides the staff in general site operation, including communication, challenging behavior, teamwork, scheduling, program planning, etc.

Ratios

Staff ratios are 1:12 for grades K-4. When children with special needs participate in the program, additional staff are scheduled.



REGISTRATION/ENROLLMENT

The primary audience for Key Kids is children in kindergarten through fourth who attend public or non-public schools in the Winona Area Public Schools. Non-residents of ISD 861 may register for Key Kids on a space available basis; however no transportation is provided.

Program Options

School Year Program: Families may register for the 2017/2018 school year only. Registration materials are online, at the Community Education Office, and at the Key Kids Sites once school begins.

Non-School Enrichment Days (NSED): All NSEDs will be held at the Winona Middle School. Families may register for these days only. Registration is available on the Key Kids website or at the Community Education Office. Full day care is available from 6:30 am -5:30 pm on teacher workshop says, Winter/Spring Break, and on other planned no school days. Dates will be indicated on the *Important Dates and Non-School Enrichment Day Information*.

Inclement Weather (Snow Care) Days: When school is closed due to weather conditions, School Age Child Care will be available from 6:30-5:30 at the Winona Middle School. Registration forms for inclement weather days are on the Key Kids website or at the Community Education Office. **If all District buildings are closed at the discretion of the Winona Public School District and/or the Governor to provide safety for staff and families, care will NOT be available. In the event that school is closed early due to inclement weather, care is NOT available and you must make arrangements to pick up your child at school.**

Drop In Care: Key Kids take drop in care for families who only need care up to **TWO** days a month. Registration forms are available on the Key Kids website and at the Community Education Office. Forms are also available at the each elementary building office. If a family utilizes drop in care more the two days a month they will be billed the registration fee.

Program Participants

School Year 2017/2018: Children entering kindergarten through those entering 4th grade.

Non-School Enrichment Days/Inclement Weather Days: Children in kindergarten through 5th grade who are registered for the school year program.

Summer 2018: Children entering kindergarten through those entering 6th grade for the 2018/2019 school year.

Enrollment Requirements

- Completed registration forms
- \$35.00 non-refundable registration fee paid per family (per year)
- If currently registered:
 - An account with reliable and conscientious payment history.
 - *Behavior/Discipline Policy* in good standing.
 - *Late Pick-up Policy* in good standing.



Children may begin attending the program **two (2) working** days after the registration has been completed and registration fee is paid. Visa, Mastercard, debit/credit cards will be accepted.

Photo Release

If a parent/guardian does not want images of their family used by Key Kids, it is their responsibility to notify the Key Kids Office that their child's image should not be used.

Groupings

School Year: Children may break into age-appropriate activities, but are otherwise located in the same space.

Non-School Days: Children are grouped together at one site, but may break into smaller groups depending on activity.

Summer: Children are grouped according to their grade, Kindergarten, 1-2 and 3-6. They are then re-grouped into their camp choices.

Schedule Options

Schedules: Parent/guardians may register for 1 to 5 days per week. Parents/guardians will be billed for days they register for. Children registered with a varied schedule, parents/guardians must contact the Key Kids Office each Wednesday to notify staff which day(s) child will be attending the following week.

Drop In: A 24-hour notification to the Key Kids Office is requested. If adequate staffing or space is available the request will be honored. Once drop in care is confirmed, a cancellation will result with the parent/guardian being billed.

Staff are not expected to accept a child who is brought to the program without the proper notification and confirmation. If additional care is needed on a regular basis, parents/guardians will need to register their child.

Changes to Registration Information

For safety reasons, it is imperative that children's accounts include current data at all times. Should a change occur to address, work or home telephone numbers, employer, emergency contact information, or other data, parents/guardians **need to contact the Key Kids office to update information.**

Changes/Absences

Any changes to the schedule require a one (1) day notification. Parents/guardians need to contact the Key Kids Office to add or remove days from their contract. A credit will not be available if the office is not notified of a schedule change.

GENERAL PROGRAM INFORMATION



Shirts

For safety reasons, neon yellow shirts provide staff/child identification. On Summer and Non-School Enrichment Day Field Trips, children are strongly encouraged to wear a neon yellow Key Kids shirt.

Shirts are available at the Key Kids Office and may be purchased or billed to the weekly statement.

- Shirts \$5.00

Footwear

Clogs, sandals, and crocs have proven to be unsafe. They do not provide adequate support and protection to the foot, allowing children to trip, lose their balance, and possibly fall. Children must wear athletic shoes or regular soft-soled enclosed tie/Velcro shoes while attending Key Kids to provide improved support and stability for walking, running, and climbing activities. Children must wear shoes at all times, except when swimming. If a child arrives without proper footwear, the child's participation in activities will be limited until the parent/guardian remedies the situation. **SANDALS ARE NOT ALLOWED, BUT MAY BE BROUGHT ON SWIMMING TRIPS TO BE WORN WHILE AT THE SWIMMING FACILITY.**

Clothing

Outdoors: Keeping weather conditions in mind, please remember to send appropriate outdoor clothing with your child for all seasons. Staff take children outside frequently throughout the year.

Summer: Children are encouraged to wear program T-shirts when participating in any off-site activity or field trip. Children should also wear tennis shoes daily, open toed shoes (flip flops) are not recommended. Children are also encouraged to bring an extra bag of clothing items at the site, shorts, shirts, undergarments, sweatshirt, etc.

School Year: Children are encouraged to keep extra clothing in their lockers/backpacks in case of an accident.

Non-School Enrichment Days: Children are encouraged to wear their neon yellow Key Kids shirt on Non-School days for scheduled field trips. Other recommended items will be identified on the sign-up forms, i.e., socks for roller skating, warm clothes for sledding, and swim suit for swimming/water activities.

Program Dates of Service

School Year: Tuesday, September 4th, 2018 through Thursday, June 6th, 2019

Summer 2018: Monday, June 10th, 2019 through Friday, August 23rd, 2019



Days Closed

School Year: November 22nd & 23rd, December 24th, 25th, 31st, Jan. 1st, April 19th & May 27th.

Summer: July 1st – 5th, 2018 - District Closed

PROGRAM OFFERINGS

Children are encouraged to participate in arts, crafts, self-directed play, community service projects, field trips, physical activities (indoor/outdoor), computer lab, reading, quiet time, or may do homework during the school year. Staff will assist and encourage children with school-related homework.

Field Trips

Children registered to attend on planned Non-School Day Child Care Days, must go on the field trip if one is planned. The site will be closed during the designated field trip time.

Parents/guardians are welcome to chaperone field trips, however, they will be responsible for paying the field trip fee. If interested, contact the Key Kids Office.

If a field trip is cancelled, every attempt will be made to find an alternate trip which may include bowling, a 'G' rated movie, etc.

Summer: Field trips will be announced prior to summer beginning so parents can choose which days of the week to attend.

Non-School Enrichment Days: A wide variety of activities will be available, and field trips may be planned. Information will be available at least one week prior to planned non-school days.

Outdoor Play



Children will go outside frequently. Children must self-apply sunscreen and/or insect repellent. Staff will help with young children and areas children cannot reach. Water play will be encouraged; therefore extra clothing may be needed. Children are encouraged to drink water frequently. They may bring water in a spill-proof container, clearly identified with their names.

School Year: Staff may take children outside if the wind-chill is above zero degrees. It is important that children have appropriate outdoor clothing so they may participate.

Non-School Enrichment Days: Children will go outside, weather permitting; therefore it is important that they bring appropriate outdoor clothing.

Breakfast/Lunch/Snack



Breakfast

All children who attend the summer program and non-school enrichment days, will have the option of having breakfast at no additional charge. Breakfast consists of three components; a grain, a dairy and a fruit or vegetable. Breakfast is served from 7:45-8:30 for those who wish to participate.

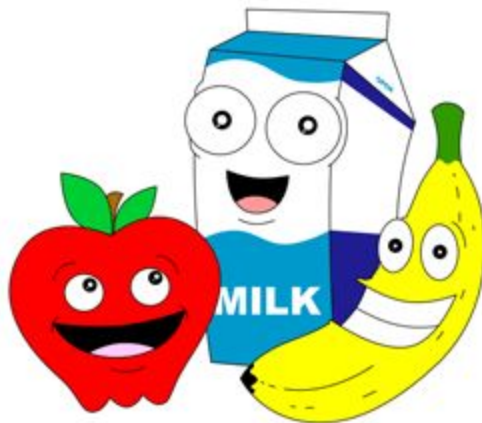
On inclement weather days, children will have the option of a morning snack before boarding the bus to their designated school sites.

Lunch

During non-school enrichment days parents/guardians must provide a lunch and beverage. Lunches should be packed in an insulated lunch bag with a cold pack. During the summer program lunch will be provided by the school's lunch program for no additional fee. If your child does not like the lunch choice they should bring their own lunch.

Snack

Key Kids offers children the option of an afternoon snack and beverage. This is inclusive of all programs throughout the year. Children may also bring a nutritious snack of choice from home that may be eaten during snack time. Staff must be made aware of allergies by the parents/guardians. Afternoon snack calendars are posted on the Key Kids website. In accordance with the Winona Area Public Schools policy, any snacks brought by children or staff to share for special occasion must be purchased from a commercial supplier, no home-baked goodies please.



2018/2019 FEES/PAYMENTS

Fee Schedule

Type of Service	Per Year
Registration Fee Per Family (non-refundable per year)	\$35.00
Registration for Summer Only	\$25.00
Type of Service	Per Child/Day
<ul style="list-style-type: none"> ● After School Until 5:30 p.m. ● After School Until 5:30 – second child 	\$9.00 \$7.50
Drop-in Rate Until 5:30 p.m. (twice a month only)	\$9.00
Non-School Enrichment Days (6:30 a.m. – 5:30 p.m.)	
<ul style="list-style-type: none"> ● Full Day Rate ● Full Day Second Child ● Half Day Rate ● Half Day Second Child 	\$24.00 \$21.00 \$15.00 \$13.00
Summer (6:30 a.m. – 5:30 p.m.)	
<ul style="list-style-type: none"> ● Full Day Rate ● Full Day Second Child ● Half Day Rate (5.5 consecutive hours) ● Half Day Second Child (5.5 consecutive hours) ● Drop-in Full Day ● Drop-in Half Day (5.5 consecutive hours) 	\$27.00 \$24.00 \$17.00 \$15.00 \$30.00 \$21.00
Inclement Weather Full Days (6:30 a.m. - 5:30 p.m.)	
<ul style="list-style-type: none"> ● Full Day Rate ● Full Day Second Child ● Half Day Rate ● Half Day Second Child 	\$24.00 \$21.00 \$15.00 \$13.00
Inclement Weather Late Start Days (6:30 a.m. – 9:30 a.m.)	
<ul style="list-style-type: none"> ● Drop Off until 9:30 a.m. First child ● Drop Off until 9:30 a.m. Second child 	\$9.00 \$7.75
Shirts:	
<ul style="list-style-type: none"> ● T-Shirts - \$5.00 	Shirts should be worn for all off-site activities or field trips.

Payment Procedure

Billing statements will be printed and placed in child's parent folder located on the parent table at each Key Kids site twice a month. Your statement will reflect a weekly tuition charge. Payments may be paid online through Tuition Express, mailed or dropped off at the Key Kids office located at the District Office (903 Gilmore Ave). Payments may also be set up through automated payment processing through Tuition Express from your checking/savings account. **Staff will not accept payments at the sites during school year.** Payments may also be put into either of the locked Key Kids payment boxes located at Comm. Ed or the summer site at the Winona Middle School in the 6th grade hallway. Questions may be directed to the Key Kids Office, 494-0910.



Credit/Debit Card Payments

Key Kids statements may be credited/debited to a Visa, Mastercard, or Discover card. Credit/Debit card payments may be paid online through tuition express or made over the phone at the Key Kids Office at 494-0910.

Billing Charges

In addition to scheduled care fees, parents/guardians will be billed according to the following:

- The site clock will be the official time used in determining the sign-in/sign-out times, as well as 4.5 consecutive hours for half-day charges.
- Once a drop in care form has been completed by the parent/guardian and confirmed by office staff, charges will be billed.
- Purchased T-shirts will be charged to the parent/guardian account.
- When a child is scheduled but does not attend due to illness, etc. charges will remain in effect if you do not notify the Key Kids office in advance..

Past Due Payments

Registrants must maintain accounts with a reliable and conscientious payment history, as a delinquent account s grounds for termination from the program.

Summer: Payment is due weekly. If payment is not made by the due date, a \$5.00 late fee will be assessed to your account. If payment is not received by the **next 2 billing weeks**, interruption of care may be implemented. If your account is 30 days past due, care will be terminated and your account will be turned over to Collections.

School Year: Payment is due by the end of the month. If payment is not received, a \$5.00 late fee will be assessed to your account on the 10th of the following month. If payment is not received by the 15th of the following month, interruption of care may be implemented. If payment is not received by the 28th of the following month, care will be terminated and your account will be sent to Collections.

Non-Sufficient Funds (NSF) Checks

If a check is returned for one (1) time due to non-sufficient funds, that parent/guardian will be required to submit all future payments by cash, money order, Visa, Mastercard, or Discover.

Dependent Care Reimbursement Forms

Families using employer Dependent Care Reimbursement Forms/Flexible Spending Accounts may submit forms to the Key Kids office for verification. The forms must be completed except for the authorization signature and should accompany payment. Only the actual amount of child care paid by the parents/guardians will be verified.

Annual Statement of Charges

An annual statement of charges will be distributed the beginning of January for child care expenses incurred. This statement will also include Non-School Enrichment Days and field trips, and/or special activities and summer field trips. Child care fees charged may be tax deductible. Parents/guardians need to consult a tax advisor to determine qualification for an education tax credit or deduction.

Assistance Program

When fees are paid by an assisting agency, the parent/guardian will receive a statement indicating the parent/guardian portion or “parent pay” due each month. Payment is due upon receipt. Inquiries regarding fee assistance should be directed to the Key Kids office (494-0910).

Parents/guardians who do not qualify for agency assistance may apply for our sliding fee school which is based on your free or reduced status. For more information please call the Key Kids office at 494-0910.

CHILDREN’S RESPONSIBILITIES/EXPECTATION

In order for everyone to enjoy a positive experience while participating in the Key Kids program, children will be expected to:

1. Treat others with respect
2. Be responsible and accountable for their actions while making safe choices.
3. Respect the school rules that guide them during the day when attending the program.
4. Respect the rights of others - keep hands and body parts to self!
5. Respect program/school property and property of others.
6. Use acceptable language at all times.
7. Listen and follow directions of staff.
8. Remain with a staff person at all times.
9. Assist in cleanup during Key Kids time and prior to leaving the site.
10. Have Fun!!



BEHAVIOR MANGAGEMNT POLICY

It is the goal of Key Kids to provide a safe, caring, and inviting environment for children and staff. Consistent effort will be made to meet the needs of the children and their parents/guardians. The Key Kids staff will use praise and positive teaching techniques/strategies to encourage appropriate behavior. Staff will also work collaboratively with the parents/guardians and school personnel to problem solve solutions to any developing concerns. Parents/guardians will be expected to work with the Key Kids staff to encourage appropriate behavior and the learning of new skills.

Discipline techniques used may include verbal prompts, encouragement, and redirection. Staff will attempt to discuss the situation with the child and, if deemed necessary, a consequence will be determined. In some instances, the child may be removed from the situation. Parents/guardians may be called to discuss the situation further. Certain inappropriate behaviors may require additional attention, a meeting with parents/guardians and staff, and/or a *Behavior Incident Report*. Behavior having a high frequency, duration, or intensity may result in suspension/dismissal from the program. These behaviors may include, but are not limited to:

- Intentionally hurting/endangering others or self (physically or emotionally).
- Leaving the designated room, group, or building without permission.
- Running from staff.
- Destroying property.
- Repeatedly disrespecting staff or other children.
- Exhibiting behavior that could be characterized as harassment or bullying.
- Repeatedly cursing or swearing.
- Threatening violence.
- Possessing illegal substances or weapons.
- Having six (6) *Behavior Incident Reports*



Depending on the severity of the behavior, the parent/guardian may need to immediately pick up the child following/during the incident. This policy is in place to support the *Winona Area Public Schools harassment and Violence Policy*.

Behavior Incident Reports

A serious disciplinary action such as those listed will result in a *Behavior Incident Report* being filed. Charges will be assessed for behavior leaves resulting in 1 or 3 days off. Should a child receive a fifth *Behavior Incident Report*, charges will be cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This *Behavior Incident Report Policy* is inclusive of all Key Kids options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Inclement Weather Days, and when children attend a Key Kids field trip. *Behavior Incident Reports* accumulate consecutively throughout these program options. As an example, *Behavior Incident Reports* received in the School Year Program carry over into the Summer Program and so forth.

1st Behavior Incident Report:

Parents/guardian, site staff, and child will discuss the behavior at pick up time to resolve the situation.

Parents/guardians will be informed that should a **second** *Behavior Incident Report* occur, a meeting will be scheduled in include the parent/guardian, child and site staff leader.

2nd Behavior Incident Report:

Parent/guardian will be contacted for a meeting to include the parent/guardian, child, site lead and coordinator. A plan will be formed and implemented to resolve the situation. Parent/guardian will receive a written warning that should a third Behavior Incident Report occur, the child will need to take a one-day leave of absence from the program.

3rd Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive written warning that should a fourth *Behavior Incident Report* occur, the child will need to take a three-day leave from the program.

4th Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parent/guardians will receive a written warning that should a fifth Behavior Incident occur, the parent/guardian will be required to find alternate care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

5th Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

Suspension from School

If a child is suspended from school or sent home by a school staff, s/he may not attend Key Kids. Charges for child care will remain in effect as scheduled.

Late Parent/Guardian Policy



Key Kids closes at 5:30 p.m. *according to the site clock. Any parent/guardian arriving after the closing time will be assessed a late fee of \$5.00 for every five (5) minutes per child after 5:30 p.m. according to the clock located in the Key Kids room/space. Fees begin at 5:31 p.m., then progress with each five-minute interval on the site clock, i.e. 5:36, 5:41, etc. This amount will appear on the monthly/weekly billing.

The late fee was put in place to provide care in an emergency situation only and to discourage routine tardiness. If a child cannot be picked up by 5:30 p.m., the parent/guardian is to notify the Key Kids site staff to authorize release of the child to another adult by 5:30 p.m. and thereby prevent a late fee. Three (3) warnings within a one-year period may result in dismissal from the Key Kids Program.

This policy is inclusive of all Key Kids options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Inclement Weather Days, etc.

Inclement Weather Days



IMPORTANT: Care on days when school is closed is at the discretion of the Winona Area Public Schools District Administration and/or the Governor. If all buildings are closed to provide safety for staff and families, care will NOT be available. If buildings remain open, the policy stated below will be followed....

If Winona Area Public Schools announces a school closing prior to the start of the school day: Key Kids will operate during the hours of 6:30 a.m. to 5:30 p.m. at the Winona Middle School (1570 Homer Rd). All families registered for the School Year Program that have signed up for Inclement Weather Days (**Snow Care**) will be able to use this service. Be sure to send child(ren) with athletic shoes, outdoor apparel, and a lunch.

If Winona Area Public Schools announces a 2 hour late school start: Key Kids will open at 6:30 a.m. at the Winona Middle School. Children will be bused to their schools accordingly.

If Winona Area Public Schools announces an early close due to weather: Key Kids will not be in session that afternoon. Parents/guardians must have a back-up child care plan in place.

Transportation

Site staff will not transport children at any time. When Key Kids attends a field trip, transportation will be provided by First Student Bus Service, or in a school van by a district certified driver.

If a child requires bus transportation to and from a Key Kids site for care during the school year, it is the parent's/guardian's responsibility to inform the Key Kids office that special busing is required.

Health

Nurse

Winona Area Public Schools has a Registered Nurse to answer questions or address concerns as needed. Please contact your child's school nurse through the schools main office.

Allergies/Special Requirements

Parents/guardians are expected to indicate on the registration if their child has allergies or special requirements.

It is important that staff are informed of the nature and severity of an allergy so that appropriate snacks are served or other precautions/measures are put in place. In order to meet children's individual needs, parents/guardians are welcome to review snack choices with site staff and may feel free to send healthy snacks from home for their child(ren).

Sick Child

Please do not bring children to Key Kids who have experienced a fever, nausea/vomiting, diarrhea, or indicate any other type of illness at home. Bringing a sick child to Key Kids results in further inconvenience to the parent/guardian who must return to pick up the child, possible exposure of illness to other children/staff, and a general uneasiness for the sick child. Children should be free of symptoms for at least 24 hours without fever-reducing medicine before returning to Key Kids care.

If a child becomes ill while attending Key Kids, s/he will be isolated from the other children and allowed to rest in a quiet area. If the child does not improve after a short rest, the parent/guardian will be notified to pick them up as quickly as possible. If a parent/guardian cannot be reached, person listed as adult emergency contacts on the registration will be contacted and requested to pick up the child as quickly as possible.

Exclusions

Contagious Illness: Children may not remain in Key Kids if they are found to be contagious with illness. Some of the most common concerns include the following:

***Impetigo, Strep Throat, Scabies, Conjunctivitis (pinkeye), Ringworm** - - Children may return 24 hours after treatment.

***Chicken Pox, Shingles** - - Children may return after all blisters have dried into scabs.

Vomiting, Diarrhea - - Children may return after 24 hours after symptoms have resolved.

Fever of greater than 100 degrees - - Children may return 24 hours after fever has resolved.

***Head Lice** - - Children may return once they have been treated and have no nits.

***If staff are made aware of incidents, parents/guardians will be notified if their child may have been exposed to these illnesses/conditions via a note in their parent file.**

Immunizations

Minnesota State School Immunization Law requires that students' immunization records be up to date. Students enrolled in ISD 861 public and private schools need not forward forms to Key Kids. However parents/guardians of any child registering who attends school outside of the District need to provide records to the Key Kids office.

Medication

In order for trained Key Kids staff to administer medication to a child, the following is needed:



1. Proper ***Authorization for Administration of Medication*** forms must be completed and be on file with School Age Child Care before medication can be administered. Appropriate forms may be obtained at the sites, school offices, the School Age Child Care Office. New authorization forms will need to be turned in annually. (Key Kids staff do not usually have access to the forms turned into the health office,

therefore, a parent/guardian need to make a copy of the forms and turn them into the Key Kids staff or Office.

2. **Prescription medication** requires the signature of both parent/guardian and physician. The prescription label must match the physician's order.
3. Medication must be in the **original container** for both over-the-counter and prescription medications. Dosing information on the label must match the *Authorization for Administration of Medication* form. Most pharmacies will provide additional labeled prescription bottles free of charge upon parent/guardian request. Medications will be retained in locked facilities. Medication must be picked up by the last day of care for the Summer or School Year Program, or it will be properly discarded.
4. Key Kids staff **will not transfer** medication between sites, nor will they transfer medication to or from the school nurse's office.
5. Over-the-counter medication, including cough drops, also requires and *Authorization for Administration of Medication* form signed by the parent/guardian. Dosage authorized by parents/guardians may not exceed the dosage indicated for the child's age/weight on the container. A doctor's order is necessary to administer an increased dosage. Over-the-counter medications must be in the original packaging with age-appropriate dosing information. **Key Kids staff will not administer topical medications such as ointments, creams or locations.**
6. Key Kids encourages children to wear sunscreen to prevent sunburn and skin damage. Key Kids staff will help apply sunscreen/bug repellent for children. Children are encouraged to self-apply sunscreen/bug repellent.
7. During the **school year**, certain medications may not be able to be stored for more than one day. Parents/guardians are encouraged to work with their physician in scheduling medication times when school office staff are available to administer the medication. If a child must take medication during Key Kids time, the Key Kids office must have a copy of the *Authorization for Administration of Medication* prior to administration.
8. **Non-School Enrichment and Inclement Weather Day Medications:** Parents/guardians **must** bring the **daily** dose of medication in an original, pharmacy-labeled container with the proper authorization forms on file. The parent/guardian must sign the green Individual Medication Form allowing Key Kids staff to take the medication on the field trip(s). Staff will not transfer medication from the child's regular site to the Non-School Enrichment/Inclement Weather Day site. Medication **will not** be administered without proper authorization forms.

MEDICATION WILL NOT BE ADMINISTERED UNLESS ALL GUIDELINES ARE FOLLOWED.

Emergency Contact

The first person contacted in case of an emergency will be the parents. After that, contacts will be made in the order listed on the registration emergency contacts.

Accidents



Parents/guardians will be informed by telephone or in person of accidents involving their child during Key Kids. Children are encouraged to tell a staff immediately if they are hurt and a staff person does not witness the incident.

- If a child incurs a **minor injury**, staff will administer basic first aid (clean injury, apply ice pack, secure bandage) and inform the parent/guardian of the incident when they pick up the child.
- If a child incurs an **injury which may require medical attention**, staff will contact the parent/guardian immediately so that the child may receive necessary medical treatment. This would include a head injury unless it would be classified as an emergency.
- In an **emergency** when immediate medical attention is needed, or an incident is perceived by staff to be life threatening, staff will call 911 and then immediately contact the parent/guardian. When the ambulance arrives, emergency personnel will determine the appropriate course of action. If the child requires emergency medical treatment, s/he will be taken to the nearest available medical facility. The parent/guardian will be responsible for all medical charges.

Safety and Security

Absences

If a child will be absent from Key Kids, please call or email the Key Kids office and leave a message so the staff will not expect him/her. Messages should be specific, i.e. A 24-hour voice mail line is available at all times. If parents/guardians do not advise the office of absences, staff will spend valuable time looking for children and will call emergency contact numbers, if necessary, to verify whereabouts and safety. It is imperative that the Key Kids office is made aware of children's absences. If staff need to make excessive attendance calls, a reminder letter will be sent to parent/guardian. Continual disregard of notification may result in dismissal. Parents/guardians will be billed when a child is scheduled to attend if you do not contact the Key Kids office in advance..

Clock In and Clock Out



For the safety of children, parents/guardians and/or an authorized adult (person 18 or older) must enter the building with the child in the morning and clock them in to the program. The staff then assume responsibility for the children once they have been clocked in. When arriving to pick up children at the end of the day, parents/guardians will clock them out. The clock in/out time is the billing document and is important to parents/guardians in generating correct charges. Clocking children in/out are important to staff in maintaining safety. Parents/guardians are asked to acknowledge to staff that they are arriving or leaving.

Please remember that Key Kids sites do not open until 6:30 a.m. on no-school days and summer; and children may not be signed in until that time.

Release of Children

Children will be released only to persons who are 18 years of age or older and are listed on the registration. In an emergency situation, a parent/guardian must call to inform the staff that an adult other than an authorized person(s) will pick up the child. The parent/guardian will be asked to describe the person, and the pick-up person will need to show picture identification. If staff are not comfortable with the situation, they may call the parent/guardian for further clarification. If there is a person unauthorized to pick up a child, a copy of court documents must be on file at the Key Kids office. Parents ARE allowed to visit their children during the time they are in Key Kids care.

Child Abuse/Neglect

Minnesota State Statute requires all staff working with children to report any evidence or suspicion of child abuse or neglect.

Personal Property



During the Summer Program, children will put their belongings in a designated space which will be a basket. They may leave a change of clothes with staff if needed. However, during other program options, all personal property, including coats, bags, lunch bags/boxes, clothing, shoes, etc., must be taken home at the end of each day. If items are left at school, they will be taken to the school's "Lost and Found" area. If items are left at a Non-Enrichment Day site, a field trip location, or on the bus, they will be taken to the location where care was provided and placed in the "Lost and Found" area. Items not claimed will be donated periodically to charity.

Items from Home

Some sites may offer an opportunity to bring toys from home on "Sharing Days". Toys brought must be appropriate in nature, fit into a locker, not valuable, and may not be breakable, i.e., glass, etc.

**KEY KIDS WILL NOT ASSUME THE
RESPONSIBILITY FOR LOSS OR DAMAGE TO PERSONAL
PROPERTY.**

Weapons/Violent Toys

Weapons, toys, or replicas that promote violence in any way (guns, knives, swords, weapon look-a-likes, fireworks, magazines, books, etc.) will be taken from the child by staff. A parent/guardian will be notified of the situation and the appropriate action will be taken.

Parent/Guardian Feedback/Input

The Key Kids program welcomes parent/guardian feedback and input regarding policies or procedures. The site staff, lead staff, or the Key Kids Program Coordinator are available to listen to feedback and input in person or by phone/e-mail (see page 3 and 4 for phone numbers/e-mail addresses).

