



Welcome

At **Spartan SPOT** we provide elementary children with a safe and social atmosphere valuing play and recreation; opportunities for growth through tutoring, exploration, and enrichment; and teamwork through goal-setting and achievement.

This handbook outlines what you may expect from Spartan SPOT. We hope it will be helpful and we welcome your suggestions for future handbooks. Please be aware that ROCORI Community Ed. *Spartan SPOT* reserves the right to amend policies at any time and it is recommended that you reference this handbook and registration information for current administrative policies pertaining to your child's enrollment or check with the Child Care Coordinator for policies pertaining to the care of your child.

We work hard to ensure your family's experience with Spartan SPOT is an enriching, delightful experience. Please take the time to go through this brief handbook which includes policies and procedures. Let us know if you have any questions!

Welcome to Spartan SPOT!

HANDBOOK

Absences

If your child is absent due to illness, you must call Spartan SPOT 320-685-4959 (ROCORI Community Education office, 320-685-8631) to report the absence before their typical arrival time at Spartan SPOT. Refunds or Credits are issued in accordance to your contract type (4 credited absences per season for Consistent Schedule; 3 credited absences per season for Pick-Your-Day).

Ratio

The target of adult to child ratio will never exceed 1:15 for students in our care.

What to Bring

Please remember to **label** each item that your child brings to school (*Even Jackets and extra clothing!*)

Dress:

- Your child should be dressed for active and participatory play
- Your child should wear sturdy, protective shoes, which allow him/her to run, climb and ride bikes and scooters.
- Children go outside most days, so please dress your child appropriate for the weather.
- In the winter, a warm jacket, hat, and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground.

POLICIES AND PROCEDURES

I. Eligibility Policy

- A. Spartan SPOT through ROCORI Community Education is a school age child care program to students entering or in grades k-5 in the ROCORI Community.
- B. Spartan SPOT students entering kindergarten in the fall are eligible to attend the summer prior. (Students currently attending Kid Care but attending Kindergarten in the fall must move to the school age childcare program: Spartan SPOT.)
- C. Spartan SPOT includes children with special needs as deemed appropriate by case managers and ROCORI Community Education.
- D. Spartan SPOT does not discriminate on the basis of race, creed, or national origin in its enrollment policies.

E. Withdrawal

- 1. A ten (10) working day written notice is required to withdraw from the program. Families are responsible for paying for the 2 weeks even if the child(ren) is not attending.

II. Health and Safety

A. Illness & *Isolation

- 1. Spartan SPOT staff will supervise and isolate a child from other children in the program when they become sick and will immediately notify the sick child's parent or legal guardian via phone call and arrange for pick-up.
- 2. Spartan SPOT will give notice to the parent or legal guardian of any exposed child/children the same day the program is notified of a child's contagious disease (contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox) via email, phone call, or note sent home.

**Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.*

B. Immunizations

- 1. Children participating in ROCORI Spartan SPOT must have a current immunization record (or exemption form) submitted to the program prior to the child's first day of attendance.

C. Medication

- 1. Written permission must be obtained from the child's parent or legal guardian before Spartan SPOT staff are able to administer *prescription* medicine, sunscreen lotion, or insect repellent.
- 2. Nonprescription medicine, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

3. Medication Administration

- a. Medication must be kept in the original container with a legible label stating the child's first and last name.
- b. Medication must only be given to the child whose name is on the label.
- c. Medication is not given after an expiration date on the label.
- d. Medication is returned to the child's parent or legal guardian, or destroyed, if unused.
- e. The certified center must record the administration:
 1. Child's first and last name
 2. Name of the medication or prescription number
 3. Date, time, and dosage
 4. Name and signature of the staff administering the medication.

4. Medication Storage

- a. Spartan SPOT staff will store medicines, insect repellents, and sunscreen according to directions on the original container.

D. Allergies

1. Spartan SPOT will receive documentation of any known child allergies prior to the first day of attendance from the child's parents or legal guardian.
2. Spartan SPOT will maintain current allergy records in each child's account including:
 - a. Allergy description, triggers, avoidance techniques, & symptoms
 - b. Procedures for responding to an allergic reaction, including medication, dosages, and doctor's contact information.
3. Spartan SPOT informs all staff of each child's current allergy information annually and as changes are made.
4. A child's allergy information is available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

E. Building and Physical Premises; Free of Hazards

1. Spartan SPOT and building staff ensure the cleanliness and maintenance of the equipment, furniture and space used by Spartan SPOT staff and participants.
2. Spartan SPOT furniture and equipment used is appropriate for the size and age of the children in the program.
3. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of children or in a locked location.

4. Spartan SPOT safely handles and disposes of bodily fluids and other potentially infectious fluids by: using gloves; disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag

F. Transporting Children

1. ROCORI Spartan SPOT staff do not routinely transfer children.
2. In the event that Spartan SPOT does transfer children:
 - a. Transportation companies will be contacted to use their services.
 - b. If Spartan SPOT staff drive, ROCORI School District verifies their valid driver's license and ensures all seat-belt and child passenger restraints are followed. All drivers must submit the ROCORI District driving form prior to driving.

III. Emergency Preparedness

- A. Spartan SPOT holds an emergency plan created with the Child Care Emergency Plan form developed by the commissioner.
- B. Spartan SPOT's emergency plan is available for review upon request by the child's parent or legal guardian.
- C. Spartan SPOT trains all new staff prior to their start date, and each staff member annually on the identified emergency plan. Spartan SPOT tracks this information internally.
- D. Spartan SPOT conducts and documents at least one evacuation drill and one shelter-in-place drill quarterly.

IV. Reporting

- A. Mandatory Reporting: Spartan SPOT staff are legally required or mandated to report any signs of maltreatment or neglect. The responsibility of reporting cannot be shifted to a supervisor or another employee. If staff have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outside agency.
 1. Spartan SPOT must inform the commissioner within 24 hours of:
 - a. the death of a child in the program
 - b. any injury to a child in the program that required treatment by a physician
 2. Contacts:
 - a. Maltreatment within Spartan SPOT, contact: Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600.
 - b. Maltreatment within the family, foster care, family care facility, or community, contact Stearns County Human Services at 320-656-6000 to make an oral report. Use the Stearns County Human Service document to submit a report in writing to 320-656-6220 (fax).
 - c. Spartan SPOT Certification violations, contact: Department of Human Services, Division of Licensing at (651) 431-6500.

B. Staff Training

1. Spartan SPOT must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). ROCORI Community Education documents this training in individual personnel records and monitors implementation by staff.

V. Parental Access

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

VI. Financial Policies

A. A non-refundable registration fee of \$25 is paid upon administrative approval of the contract.

B. Families will be charged fees based on the rate options provided. Parents are responsible for all charges that are incurred.

C. Billing will be done at the end of the week each week. Invoices are sent on the last day of business for the week with payment deducted on Saturday mornings. Any discrepancies should be made to the coordinator after the issued invoice prior to 4pm that day.

1. Automatic Payments are required unless an individual plan has been set-up between the Director and family.

2. A late fee is assessed for late payment. Payment received 6 days after the due date will result in a late payment fee.

3. No account will be allowed to be more than one (1) month past due. If the account balance and the late fee are not received, the child will be withdrawn from the program. Spartan SPOT is able to add late fees until all fees have been paid in full.

4. Late Pick Up Fine

- a. Spartan SPOT closes at 6:00p.m. Children must be picked up by closing time or there will be a late charge:

6:00-6:15p.m. (or portion thereof) = \$5 late fee.

6:15-6:30 p.m. (or portion thereof) = additional \$10 late fee. (\$15 total fee)

After 6:30 p.m. = an additional \$1 per minute. (\$16+ total fee)

5. ROCORI Community Education reserves the right to discontinue or limit the program due to an individual's nonpayment.

D. Financial Assistance

1. Spartan SPOT has a contract for daycare assistance through Stearns County Family Services.

E. Insufficient funds, stop payment or account closed would be subject to a \$30 service and handling charge. Payee will be notified upon receipt of NSF notice.

VII. Weather Policies

A. If ROCORI Public Schools are CLOSED prior to 6:30a.m., Spartan SPOT will be CLOSED all day.

B. If ROCORI Public Schools are two hours late; Spartan SPOT will be open at 6:30a.m.

C. If school closes after 6:30a.m., Spartan SPOT will make a determination at that time when they will close.

D. If ROCORI Public Schools have an early dismissal; Spartan SPOT will also close early.

E. If ROCORI Public Schools cancels all after school activities, Spartan SPOT will remain open until 6:00p.m.

F. If the weather should get too dangerous, Spartan SPOT will close. The decision will be made by the Community Education Director and Superintendent of Schools. When severe weather exists, Spartan SPOT staff will make the necessary arrangements to move the children to a safe location.