



Main Office: 320-685-8631

Kid Care Room: 320-685-1040

Welcome

ROCORI Community Education and the Kid Care staff would like to take this opportunity to welcome your family to Kid Care. We all have a common goal – to create a safe, friendly, structured atmosphere where our children are encouraged to pursue their own interests, develop friendships and grow in confidence, independence and respect for themselves and others. This common goal is what Kid Care is all about.

This handbook outlines what you may expect from Kid Care and what Kid Care expects from you in return. We hope it will be helpful and we welcome your suggestions for future handbooks. Please be aware that ROCORI Community Ed. Kid Care 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 Kid Care coordinator for policies pertaining to the care of your child.

We work hard to ensure your family's experience with Kid Care 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 Kid Care!

HANDBOOK

Contracts and Attendance

All contracts must be on a consistent schedule. If your child is absent due to illness/vacation, you must call Kid Care (ROCORI Community Education office) to report the absence before their typical arrival time at Kid Care.

Ratio

The adult to child ratio will never exceed 1:10 for students in our care.

What to Bring

Please remember to *label* each item that your child brings to Kid Care (*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 them to run, climb and ride bikes and scooters.

- Outdoor play is an important part of the early childhood curriculum, and we consider outdoors an extension of the indoor classroom. Toys, materials, and activities are also available outdoors to enhance the children's play experience. Typically, children go outside each day. Students will remain indoors if the temperature or wind chill is below 10°. It is important for caregivers to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.) and to make sure these items are sent with your child each day. If your child does not bring the appropriate outerwear, caregivers may be contacted to bring items into school, or they will be given outerwear from the classroom supply to use during outdoor time. If your child is not well enough to play outdoors, he or she is not well enough to attend preschool.

Backpack: At ROCORI Early Childhood, we encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away their own things. Please be sure to check the contents of the bag each night, look at your child's communication folder, and send your child's backpack to school each day. *Extra clothes—please make sure that your child has one set of seasonal clothes in their backpack.*

POLICIES AND PROCEDURES

I. Eligibility Policy

- A. Kid Care through ROCORI Community Education is a child care program to students 33 months+ and attending ROCORI Little Spartans Preschool.
- B. Kid Care students entering Little Spartans Preschool 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. Kid Care includes children with special needs as deemed appropriate by case managers and ROCORI Community Education.
- D. Kid Care 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.
- F. Children in Kid Care *must* be independent in the bathroom.

II. Health and Safety

- A. Illness
 - 1. Kid Care will follow the school district policy to the Health and Safety policy.
<https://www.rocori.k12.mn.us/services/health-services>

2. Kid Care 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 guardian via phone call and arrange for pick-up.

3. Kid Care will give notice to the 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 Kid Care 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 guardian before Kid Care 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 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. Kid Care staff will store medicines, insect repellents, and sunscreen according to directions on the original container

D. Allergies

1. Kid Care will receive documentation of any known child allergies prior to the first day of attendance from the child's guardian.
2. Kid Care 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. Kid Care 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. Kid Care and building staff ensure the cleanliness and maintenance of the equipment, furniture and space used by Kid Care staff and participants.
2. Kid Care 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. Kid Care safely handle and dispose of bodily fluids and other potentially infectious fluids by: using gloves; disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag

F. Transporting Children

1. ROCORI Kid Care staff do not routinely transfer children.
2. In the event that Kid Care does transfer children:
 - a. Transportation companies will be contacted to use their services.
 - b. If ROCORI Kid Care staff drive, the ROCORI 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

G. Food

1. The students will be offered breakfast, lunch and snack while in Kid Care through our food Program.
 - a. "In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) **fax:** (833) 256-1665 or (202) 690-7442; or

(3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider."

III. Emergency Preparedness

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

IV. Reporting

A. **Mandatory Reporting:** Kid Care 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. Kid Care 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 Kid Care, 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. Kid Care Certification violations, contact: Department of Human Services, Division of Licensing at (651) 431-6500.

B. Staff Training

1. Kid Care 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). Kid Care documents this training in individual personnel records and monitors implementation by staff.

V. Guardian Access

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

VI. Financial Policies

- A. A non-refundable registration fee of \$30 is paid upon administrative approval of the contract.
 - B. Families will be charged fees based on the rate options provided. Guardians (account owners) are responsible for all charges that are incurred.
 - C. Invoices for care will be sent on the 1st and 15th every month and due on the 5th and 20th.
 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 4 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. Kid Care is able to add late fees until all fees have been paid in full.
 4. Early Drop Off Fine
 - a. Kid Care opens at 6:30 a.m. Children can only be dropped off at that time or after. There will be an early fee charged if dropped off before 6:30 a.m.
- 6:15 a.m. – 6:29 a.m. = \$1 per minute
5. Late Pick Up Fine
 - a. Kid Care closes at 5:30p.m. Children must be picked up by closing time or there will be a late charge:
5:30-5:45p.m. (or portion thereof) = \$1.00 per minute

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

D. Financial Assistance

1. Kid Care has a contract for daycare assistance through Stearns County Family Services.

VII. Weather Policies

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

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

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

D. If ROCORI Public Schools have an early dismissal; Kid Care will also close early.

E. If ROCORI Public Schools cancels all after school activities, Kids Care will remain open until 5:30p.m.

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