

FARIBAULT PUBLIC SCHOOLS

# KIDS WORLD

Family Handbook

## SCHOOL AGE CHILD CARE

**Kids World is part of the Community Education Program for Faribault Public Schools**

**Updated: 8/24/2020** - Information in this handbook is subject to change. Families will be notified if there are updates. Please note that the COVID19 pandemic is going to direct much of our work in caring for your children in the 2020-2021 school year.





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# KIDS WORLD SCHOOL AGE CHILD CARE (SACC)

## Welcome!

The staff would like to take this opportunity to welcome you and your child to the Kids World program. Faribault Public Schools', Independent School District 656, SACC program is designed to provide a safe, enriching, and supervised environment for children in Pre-K through age 12.

## Program Information

The program is supported by fees paid by participating families.

Kids World offers a variety of activities to channel children's energies into positive growing experiences.

Kids World strives to offer your child:

1. Encouragement to develop new friendships and work together in cooperative group situations.
2. Support in gaining respect for themselves, others, and property.
3. A safe place to develop self-confidence.
4. A safe, caring, trusting, and relaxed environment conducive to fun and adventure.
5. Trained, caring, and respectful staff who understand the importance of a stable setting that meets the developmental needs of school age children.
6. Some of the activities include: arts and crafts, sports, creative and dramatic play, recreational skills, community exploration, reading, science, manipulative and construction toys, critical thinking skills, listening skills, outdoor play, and special events.

***Weather permitting, children will spend time outdoors or in the gym each day.***

Kids World will not deny or discriminate on the basis of race, color, creed, religion, or national origin in its enrollment policies.

## Staff

Kids World staff is experienced in planning, implementing, and supervising appropriate activities for school age children. All staff members are involved in on-going in-service training per the requirements of the Minnesota Department of Human Services (DHS).

## Kids World Contact Information

🏠 710 17th Street SW, Faribault, MN 55021 | ☎ 507-330-6000 | 🌐 [www.faribault.ce.eleyo.com](http://www.faribault.ce.eleyo.com)

**Anne Leland**, Community Education Director

**Ilina Pinon**, Community Education Administrative Support

**Olivia Sage**, Early Learning Coordinator

**Tiffany Reuvers**, Kids World/Help Me Grow Coordinator

# KIDS WORLD Sites, Enrollment & Registration

## School Year Sites

### Jefferson

🏠 922 Home Place,  
Faribault, MN 55021

☎ 507-475-4629

### Roosevelt

🏠 925 Parshall Street,  
Faribault, MN 55021

☎ 507-330-2132

### McKinley

🏠 930 4th Ave NW,  
Faribault, MN 55021

☎ 507-475-1975

## ENROLLMENT & REGISTRATION

### School Year

School year Kids World begins on the first day of school and runs until the last day of school. Sites are open Monday through Friday:

- 6:30 AM – 8:00 AM
- 2:55 PM – 6:00 PM

### School Year Care Options

**Morning Care:** Families will be charged \$5.50 per child per day based on the calendar you submit in Eleyo.

- Please call into your site by 7:00 AM if your child will not be attending morning care.
- All changes with less than a one week notice will be billed according to contracted days.

**Afternoon Care:** Families will be charged \$5.50 per child per day for after school care through 4:30 PM; if picked up after 4:30 PM you will be charged \$10.00 per child per day.

- You must call in by 2:30 PM if your child will not be attending afternoon care.
- Failure to do so results in regular rates being charged and the \$5.00 fee will also be applied.
- All changes with less than a one week notice will be billed according to contracted days.

### Non-School Days (Full day care)

#### 6:30 AM – 6:00 PM

- Programming will be provided on many non-student days at the Roosevelt Kids World Site.
- There is separate registration for these days due by the posted deadline.
- Occasionally children may have the opportunity to participate in local and out-of-town trips on Full Days. Students attending these trips will be accompanied by Kids World Staff and adhere to Kids World procedures.
- Full Day fees are \$33.25 and field trips are additional. These fees are non-refundable after the deadline and are due at the time of registration.
- Half Day rate is \$22.25 for 5 1/2 hours of care on days where a field trip is not scheduled.

# KIDS WORLD Emergency Closing/Snow Days

## EMERGENCY CLOSING/SNOW DAYS

Information on emergency closings for Faribault Public Schools will be available on Channel 5 TV, KDHL Radio (920 AM), the Faribault Public Schools website ([www.faribault.k12.mn.us](http://www.faribault.k12.mn.us)).

### **If District 656 announces that school is closed:**

- Kids World will be closed.
- If conditions are safe for staff transportation, we may open at the discretion of the coordinator. Families will be notified by email.

### **If District 656 announces that school is 2 hours late:**

- All sites (Roosevelt, McKinley and Jefferson) will open 2 hours late at 8:30 AM.

### **If District 656 announces an early school closing:**

- There will be afternoon Kids World at each site for 1 hour after school closes.
- Parents are expected to communicate schedule/pick-up changes with staff.

# KIDS WORLD ATTENDANCE PROCEDURES

## Sign In/Out

For your child's safety, the parent/adult who brings the child to Kids World in the morning or who picks the child up in the afternoon must sign in/out or sign in/out and record the time. Please inform all adults who will be responsible for picking up or dropping your child off of this policy. Failure to sign in/out will result in the full amount being charged for care. (\$5.50 in the AM and \$10 in the PM)

Staff will make every effort to greet parents as they come on site. In the event staff is involved in an activity with the children, please alert staff of your presence.

Kids World requires people to be at least 13 years of age in order to sign children out from the Kids World site. This includes siblings who may pick children up from the Kids World site. Kids World does not allow children to walk to or from the site for liability reasons. All children must be accompanied by an adult or sibling, age 13 or older, to morning and from afternoon Kids World.

## Participation in Activities Outside of Kids World

Occasionally children leave during their Kids World day to participate in various activities (e.g., swimming lessons, scouts, music lessons, etc.). For children's safety, children must be signed in and out for the time they were at Kids World and if brought back the exact time of sign-in must be listed again. Parents are responsible for transportation to and from their child's additional activities.

## Authorizations

When registering your child for Kids World, please name all persons authorized to pick-up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.

Please inform the staff in advance, in writing, if someone other than a parent or guardian is to pick up your child. A picture ID will be requested when someone other than a parent or guardian picks up a child.

## Emergency Contacts

In addition to parents, please list at least three (3) people with local phone numbers on the emergency form who can pick your child up from Kids World in case of emergency. **It is very important to keep the staff and Kids World Office informed about changes made in Eleyo.**

## Absence/Sick Days

- If your child will be absent, **please call the Kids World site cell phone** as soon as absence is known.
- If you fail to call in your child's absence you will be billed the \$5 no show fee in addition to your normal fees for the day.
- **Please note, the school office does not notify Kids World when a child is absent for the day or goes home from school early.**

## Withdrawing from Kids World

A written notice one week prior to the last day of attendance is needed to withdraw/change your service.

# KIDS WORLD FEES

<b>Morning care (6:30 - start of school)</b>	<b>\$5.50</b>
<b>Afterschool 1/2 session</b> (dismissal - 4:30pm)	<b>\$5.50</b>
<b>Afterschool full session</b> (dismissal - 6pm)	<b>\$10.00</b>
<b>Drop in Rate</b> (morning care)	<b>\$5.90</b>
<b>Drop in Rate</b> (afterschool 1/2 session)	<b>\$5.90</b>
<b>Drop in Rate</b> (afterschool full session)	<b>\$12.00</b>
<b>Full Day Rate</b>	<b>\$33.25</b>
+ additional fees for field trips	
<b>Late Pick-Up</b>	<b>\$10.00</b> (first 5 min) <b>+ \$1/min after 6:05</b>
<b>No Show Fee/Finder's Fee.</b>	<b>5.00</b>
<b>Registration</b> (non-refundable)*	<b>\$30.00 / Family</b>
<b>Deposit</b> (Remains in account until end of school year or end)*	<b>\$50.00</b>

\* Must pay to begin school year program

# KIDS WORLD FINANCIAL PROCEDURES

## Payment

- Families are responsible for picking up bills or checking their bill online.
- If making payments by check or money order, please make payable to Faribault Public School - Kids World.
- Payments are also accepted online at [www.faribault.ce.eleyo.com](http://www.faribault.ce.eleyo.com)

## Failure to Pay Kids World SACC

In the event that you have more than one outstanding invoice, you will be contacted to pay the bill or set up reasonable payment arrangements. Failure to come to a repayment agreement will result in care immediately being discontinued until you have made payment in full and have set your account up on auto pay. If you fail to do this care will be discontinued.

In the event that any unpaid balance is placed for collections with the Credit Bureau of Faribault, Inc., and/or placed with an attorney to obtain judgment or otherwise satisfy payment of this account, a fee of 50% of the unpaid balance will be added to the total amount due. This amount shall be in addition to any other costs incurred directly or indirectly by FPS, Faribault Community Education and Kids World to collect amounts owed under this agreement such as court costs, sheriff's fees and late fees, etc.

The authorized fee of 50% and the additional costs and charges listed above reflect the actual costs incurred by Kids World, Faribault Community Education and FPS to collect amounts owed under this agreement and a corresponding decrease in expected revenue resulting from this signer's failure to pay as specified in the Kids World agreement.

## Remember, Kids World runs on the fees you pay for your child.

Please pay your bills promptly.

## Late Payments

Families will be assessed a \$5.00 late fee for those payments not received by the due date for each child and invoice outstanding.

## Non-Sufficient Funds (NSF) Checks

Checks returned for non-sufficient funds, plus the \$30 service fee and any bank fees above that will be collected according to School District procedures.



# KIDS WORLD CHILD GUIDANCE PROCEDURES

## Process for Promoting Success in All Children

Kids World programming is an opportunity for children to practice social and emotional skills with their peers. During our time together children will be expected to follow preset guidelines to ensure a safe and fun environment for all. Staff will be expected to support the children on this journey and provide a nurturing environment.

## Parents as Partners

To be more effective in working with children, Kids World staff team up with parents to work on issues together. Ongoing communication between home, school and Kids World promotes success for children. When staff understand children's needs, they can respond appropriately to those needs.

*Additionally, if your child is on an IEP, it is helpful for us to have a copy so that we can better serve your child and obtain an environment where all participants are successful.*

## Behavior Guidelines

Staff will notify parents of inappropriate behavior exhibited by a child in order to foster a team-approach for future interactions at Kids World. A Behavior Notice may be given to parents to document the behavior.

When a child demonstrates consistent inappropriate behavior, staff will work with the coordinator and parents to help the child to increase positive behavior by determining a behavior plan specific to the child. If their efforts don't bring success within a reasonable time frame of plan execution, the coordinator will inform the director to determine further action or termination of care.

## Unable to Continue Service

Kids World strives to meet the needs of all children enrolled, however:

- Occasionally our program is not in the best interest of a child. Children are required to function in an active environment with several options. We are not able to care for a child who is unable or unwilling to follow Kids World guidelines (i.e. wandering/running out of designated areas, consistently acting out against staff, and destruction of property, hurting others physically, verbally or emotionally).
- Occasionally Kids World must weigh the welfare of the group against the interest of the individual. If we are unable to care for a child who demonstrates behavior that can do harm to students, staff, or self, (i.e. throwing objects at others, striking out with the intent to harm, exploding temper that has potential of causing physical injury) we reserve the right to call the parent and have them pick up their child immediately.

Click [HERE](#) for the district's **Bullying Prohibition Policy (#514)**. All School district policies can be found [HERE](#) under **School Board Resources** on the district website ([www.faribault.k12.mn.us](http://www.faribault.k12.mn.us)).

*These behavior procedures are intended to maintain a positive environment where children and staff can feel safe, respected, and accepted.*

*To promote success for your child in Kids World, please review these procedures with your child before your child joins the program.*

# KIDS WORLD GENERAL INFORMATION

## Snacks

Kids World will provide a snack each afternoon. *Families may participate in supplying a snack if they wish - it must be commercially prepared and in its original package.*

## Active Wear

Children should dress casually and appropriately for the activities of the day. Children will be taken outside daily, except when it rains or wind-chill is below 0 degrees F. Please send your child with appropriate shoes, hats, mittens, scarves, boots, snow pants and coats. If not able to go outside due to inclement weather, children will have time in the gym. Flip flops are not appropriate shoes for Kids World activities. We recommend tennis shoes.

## Injuries and other Health Related Concerns

If your child has a minor injury (scrapes, minor bumps and bruises), you will be notified when you pick up your child.

If a serious injury should occur which might need medical attention (deep cut, sprains, chipped tooth), the staff will call you immediately in order for you to take your child to a doctor or dentist.

In an emergency situation, the staff will call 911 and then contact you. After 911 has been called, it is up to the 911 team responding to the emergency to decide what actions will be taken. You will be responsible for any medical charges.

## Medication

1. Prescription medications require a written notification signed by both the parent and physician. Staff cannot dispense medication without this written permission and without a doctor's signature.
2. Prescription medication must come to Kids World in the original prescription container appropriately labeled for the student by pharmacy or physician. Any medication that comes other than this way will not be given.
3. Non-prescription / over the counter medication follow the same requirements as prescription medications if the parents want them administered at Kids World.

Medications are generally not to be carried by the student. If an exception is to be made (bronchial inhalers, bee sting kits), there must be a "Medication Request and Authorization" form on file with the Kids World site.

## Local Field Trips

Children may take advantage of local opportunities for fun and enrichment. Typical trips might include swimming at the community center, bowling, public library visits, and walks to parks.

## Transportation

Field Trip transportation will be scheduled and conducted through Faribault Transportation and Hiawathaland Transit. Emergency, unscheduled transportation may be conducted in personal vehicles due to unforeseen circumstances.

# KIDS WORLD EXPECTATIONS

Transportation to the Kids World sites from private schools can be arranged through Faribault Transportation Services (507-334-5121). There is no charge if your child already rides the bus to school.

## Visitors, Volunteers, and Observations

Please refer to the program coordinator for updated policies around visitors and volunteers in the program. The health and safety of our staff and participants and their families remains top priority and due to COVID-19 policies we will follow state guidance and mandates around additional visitors and volunteers.

## Bringing Guests to Kids World

Guests (students or friends not currently enrolled in Kids World) will not be allowed to attend any session of the program. This is due to liability and staffing.

# EXPECTATIONS

*In addition to our program policies, Kids World staff and students will also follow current state guidelines and mandates pertaining to specific COVID-19 regulations. Your cooperation is appreciated.*

Enrollment in the program requires an understanding that you will abide by the guidelines listed as follows:

### PARENT EXPECTATIONS OF THE PROGRAM

1. Their children are cared for in a safe and supportive environment.
2. They may visit with the program coordinator about concerns related to their child or program.
3. They will be told about any improper behavior on the part of their child and asked to visit with the supervisor/staff in order to bring about improvement of the situation.
4. They will be informed promptly if their child does not arrive at the program site according to his/her calendar information.
5. They will be regularly informed by the staff about program activities.

### PROGRAM EXPECTATIONS OF THE PARENTS/GUARDIANS/CUSTODIANS

1. Pay fees and dues on time.
2. Pick up your child(ren) on time.
3. Update Eleyo with changes of address and phone numbers, child's attendance (at least a week in advance), Special Needs info in your child's profile and Kids World account.
4. Follow the medication policy if needed.
5. Contact the site if your child(ren) will not be attending as scheduled.
6. Pay attention to any communication from site staff regarding your child's behavior and cooperate in efforts to bring about improvement of the situation.
7. Work with staff to assure children are meeting program guidelines.

# KIDS WORLD EXPECTATIONS

## **CHILDREN'S EXPECTATIONS OF THE PROGRAM**

1. To have a safe, supportive and consistent environment.
2. To use program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To receive consequences that are appropriate and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.
6. To be offered interest areas daily.

## **PROGRAM EXPECTATIONS OF CHILDREN**

1. Have fun, be friendly, be safe, be honest and be respectful to staff and others.
2. Be responsible for their actions.
3. Respect the school rules that guide them during the day and when at the program.
4. Remain with the group and program staff at all times.
5. Take care of materials and equipment properly and return them to their proper place when done, or before taking out new ones.
6. Arrive at the program promptly according to calendar information.

# KIDS WORLD Appendix– Covid-19 Requirements

***Under the continued recommendations and guidance from the CDC (Center for Disease Control) and the MDH (MN Department of Health), Faribault Schools and Community Education continue to follow best practices to maintain the health and safety of our staff and students during the coronavirus pandemic.***

The following procedures will be followed by Kids World staff and students. We will continue to update and revise procedures based on future guidance.

Due to the highly contagious nature of the current COVID-19 virus outbreak and potentially any other virus that can be contracted from both symptomatic and asymptomatic people, Faribault Public Schools assumes no responsibility for the contraction of any illness as a result of your participation.

All participants are required to comply with social distancing expectations. Failure to do so could result in removal from the program and the premises. The school will not be responsible for determining whether or not any participant has or does not have COVID-19 or any other illness before, during or after this activity.

Anyone having any illness is required to stay home. It is recommended, during the pandemic, participants consult their doctor before participating and follow the guidelines related to social distancing and wearing personal protective equipment.

## HEALTH AND SAFETY

### Health Screening

- Staff and students are screened by a staff member upon arrival
- Exclusion guidelines per the Minnesota Department of Health will be followed
- For the safety of students and staff, anyone not passing the screening will not be allowed into the program/building and will be asked to return home

### Handwashing

- Staff and students will follow proper handwashing procedures.
- Soap and water for at least 20 seconds
- Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Handwashing takes place at the following times:
  1. Upon staff and student arrival and departure
  2. Before and after preparing food or drinks
  3. Before and after eating or handling food
  4. Before and after administering medication or sunscreen
  5. After using the toilet or helping a child use the bathroom
  6. After coming in contact with bodily fluid
  7. Before and after playing outdoors
  8. Before and after transitioning to a new space

# KIDS WORLD Appendix– Covid-19 Requirements

## Masks/Cloth Face Coverings

Staff and Students are required to wear face coverings inside

- Masks may be removed for a short period of time for:
  1. Eating or drinking
  2. Playing or being outside

## Parent Drop Off and Pick-Up

- There is one designated door for entering and exiting the building.
- Hand sanitizing options are available for parents and students to use as they enter the building.
- Ideally, the same parent or designated person should drop off and pick up the student (s) every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.

## If a Student or Staff Member Becomes Ill

If a student or staff member develops any symptoms of illness consistent with covid-19, the following procedures will be followed:

- Parents and/or emergency contacts will be called and asked to pick-up their child immediately.
- The ill student or staff will be isolated in a separate room while they wait to be picked up or until they are picked up or able to leave the facility on their own.
- After the ill student or staff member leaves the facility, staff will disinfect areas where the staff or student were present.

## “If you are Sick” Procedures

- If a child has been directly in contact with a person in the program that is either diagnosed or presumed positive for COVID-19, you will be contacted and your child will have to remain isolated from the program for up to 14 calendar days from the date symptoms are first reported.
  1. This action will not be taken until the person is either diagnosed or is presumed positive for COVID-19.
  2. You may want to consider having a back-up childcare plan.

**Note:** The 14 day isolation at home requirement is a directive from the Minnesota Department of Health and not a school district decision.

- You will not be charged for days your student is asked to quarantine due to possible exposure at the Kid World Program.

# KIDS WORLD Appendix– Covid-19 Requirements

## Cleaning and Disinfecting

- All areas of the building being used (classrooms, gyms, media center, cafeteria, common areas, etc.) are equipped with sanitizing wipes, cleaners, & gloves.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and playground structures.
- Toys and equipment will be cleaned and sanitized prior to being used by a new group of children.
  1. After toys and equipment have been used, they are to be set aside until they are cleaned and sanitized.

## PROGRAMMING

During the 2020-21 program, we will be assigning children to smaller, exclusive groups.

### Group Sizes and Ratios

- Staff-student ratios are maximum 1:9
- Group sizes are not to exceed 10
- Large group areas (gym, cafe) are not to exceed 25

### Social Distancing

- Social distancing guidance is a 3-foot radius around each student, resulting in a 6-foot total distance between any two students
- Staff will maintain a 6-foot social distance between each other

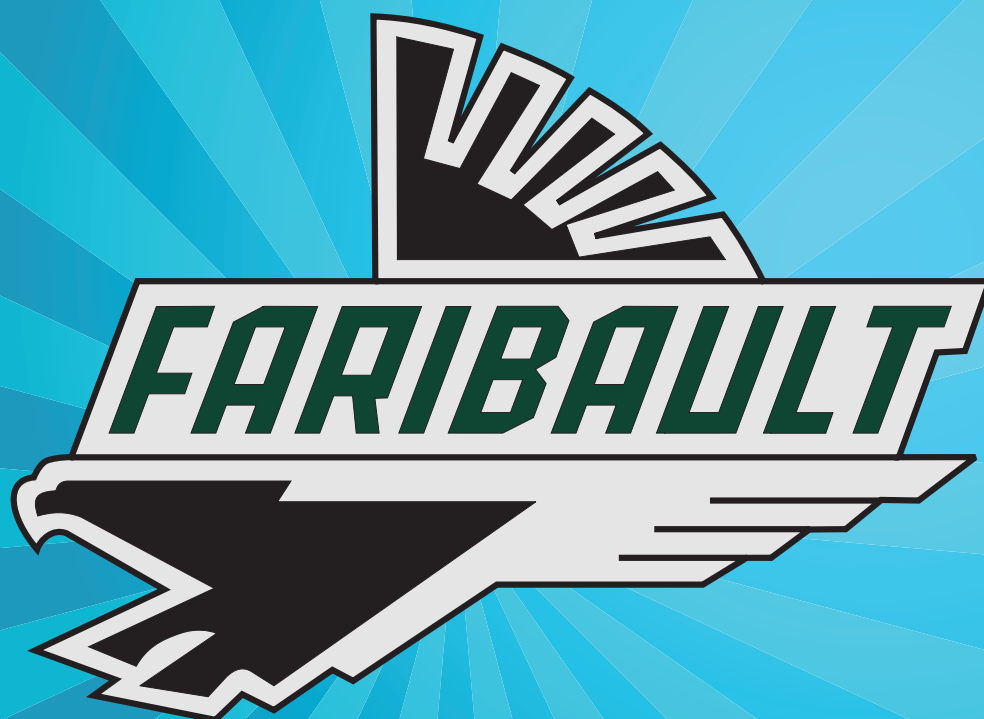
### Field Trips and On-site Guests

- Off Site field trips have been cancelled for this year including off-site field trips, swim lessons, on-site guests, and on-site vendors.

### Pivot Days and Distance Learning

Should the Faribault Schools go into a Pivot Day or Distance Learning Model, Kids World will:

- Prioritize Tier I essential workers for before school, after school, and during the school day hours.
- Attempt to fulfill all family childcare request needs.
- Identify sites for care, including our regular sites and sites that may not be designated Kids World.



EVERY FALCON  
EVERY DAY

**Kids World is part of the Community Education Program for Faribault Public Schools**

**Updated: 8/24/2020** - Information in this handbook is subject to change. Families will be notified if there are updates. Please note that the COVID19 pandemic is going to direct much of our work in caring for your children in the 2020-2021 school year.